

## Supporting Documents

5.2.2

### Appointment Letters of Students Placed during the Year



**APPOINTMENT LETTER**

**Mr. Gaurav Kumar**  
**S/o Sh. Des Raj**  
**DOB: 29/07/2000**  
**#84, Ekta Nagar, Jalandhar-I**  
**Punjab- 144009.**

**Subject: Appointment for the post of Survey & GIS Engineer.**

We are pleased to make an offer of employment and appoint you as “**Survey & GIS Engineer**” with “**SG & Associates**” on the following terms and conditions:

**TERMS AND CONDITIONS:**

**1. SALARY AND BENEFITS**

Your consolidated Salary will be **Rs. 18000/- per month** with Free Bachelor Accommodation including all other allowances as mentioned in the enclosed Annexure ‘1’ which forms a part of this Appointment Letter.

**2. PLACE OF WORK**

Your initial employment location will be MOHALI (Punjab). However, your services are transferable and you may be assigned to any location in India, where the Company or any of its associate or sister concern or its subsidiary or clients, conduct business, at the sole discretion of the “**SG & ASSOCIATES**”. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

**3. LEAVE**

You will be governed by the leave rules of the “**SG & ASSOCIATES**” as amended from time to time.

**4. PROBATION AND NOTICE PERIOD**

You will be on probation for a period of six months from the date of your joining which may be extended by “**SG & ASSOCIATES**”, at its discretion. On satisfactory completion of the probationary period, you will be considered for confirmation, subject to your performance meeting the requisite standards. During the probation period, the “**SG & ASSOCIATES**” may terminate this contract immediately without any notice. If your services are found satisfactory during the probation period, you will be confirmed in the present position.





## APPOINTMENT LETTER

April 2, 2022

Dear Dharuv Jain,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

### **1. Appointment Details:**

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

### **2. Compensation:**

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

### **3. Other Benefits:**

You will also be eligible for:

## **APPOINTMENT LETTER**

**Mr. Sourav Droch**  
**S/o Sh. Sanjeev Kumar**  
**DOB: 01/01/2000**  
**#B-1/224, Ravi Dass Nagar, Maqsudan**  
**Jalandhar-I, Punjab- 144009.**

**Subject:** Appointment for the post of **Land Survey & GIS Engineer.**

We are pleased to make an offer of employment and appoint you as “**Land Survey & GIS Engineer**” with “SG & Associates” on the following terms and conditions:

### **TERMS AND CONDITIONS:**

#### **1. SALARY AND BENEFITS**

Your consolidated Salary will be **Rs. 15000/- per month** with Free Bachelor Accommodation including all other allowances as mentioned in the enclosed Annexure ‘1’ which forms a part of this Appointment Letter.

#### **2. PLACE OF WORK**

Your initial employment location will be MOHALI (Punjab). However, your services are transferable and you may be assigned to any location in India, where the Company or any of its associate or sister concern or its subsidiary or clients, conduct business, at the sole discretion of the “SG & ASSOCIATES”. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

#### **3. LEAVE**

You will be governed by the leave rules of the “SG & ASSOCIATES” as amended from time to time.

#### **4. PROBATION AND NOTICE PERIOD**

You will be on probation for a period of six months from the date of your joining which may be extended by “SG & ASSOCIATES” at its discretion. On satisfactory completion of the probationary period, you will be considered for confirmation, subject to your performance meeting the requisite standards. During the probation period, the “SG & ASSOCIATES” may terminate this contract immediately without any notice. If your services are found satisfactory during the probation period, you will be confirmed in the present position.



You will be required to give Thirty Days' notice or salary thereof in case you decide to leave the "SG & ASSOCIATES". In the event of you having any incomplete assignment then "SG & ASSOCIATES" will have the discretion to relieve you only at the end of thirty days' notice period. Similarly, "SG & ASSOCIATES" can terminate your services by giving Thirty Days' notice or basis salary pertaining to this period. However, "SG & ASSOCIATES" reserves the right not to accept payment in lieu of notice and at its sole discretion, may enforce the notice period.

You will have to submit your salary account bank cheque of one month salary or your original educational documents as a security. The cheque or original documents will be returned to you on the time of reliving with NOC.

#### **5. CONDUCT AND DISCIPLINE**

You will be governed by the conduct and disciplinary rules of the "SG & ASSOCIATES" as amended from time to time. In all matters you will be governed by the relevant service rules of the "SG & ASSOCIATES" as amended from time to time and sign agreement containing terms and conditions of service. If you found guilty, company may take strict legal action on you.

#### **6. CONFIDENTIALITY**

You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the "SG & ASSOCIATES". This information includes and is not limited to technical processes, finances, dealings with information relating to suppliers, employees, agents, distributors, and customers. If you found guilty, company may take strict legal action on you.

#### **7. DUTIES AND LABILITIES**

You will have to be disciplined against your duties as allotted by company time to time. There is no time constrain for leaving the office and site if work is in progress.

#### **8. RULES & REGULATIONS AND OFFICE ORDERS**

You will be governed by the rules & regulation and office orders enforced or modified by the management from time to time in relation to conduct, discipline. Leave holiday or any matter relation to service condition which will be deemed as rule, regulations and orders as part of these terms of employment.

#### **9. RESPONSIBILITIES OF MACHINES AND TOOLS**

You will be fully responsible for damage, wear and tear of all the machine, tools, software, vehicles etc. given to you time to time. If found, the recovery of brakeage or damage will be done by your salary. You will have to be submit your salary account bank cheque of machine's value or your original educational documents as a security. The cheque or original documents will be returned to you on the time of reliving with NOC.

**10. SAFETY**

You will have to follow all the safety rules and regulations during working on site. You will be fully responsible for any causality happens on site.

**11. VERIFICATION REPORT**

This appointment will be subject to receipt of satisfactory verification of the particulars given by you in your application. In case any particular/ particulars mentioned by you in the application from for appointment are found false or incorrect, you shall be liable for termination without any notice.

**12.** Other service terms and conditions framed by SG & ASSOCIATES will be applicable to you.

<b>Annexure '1'</b>		
<b>1.</b>	<b>Basic Salary</b>	<b>15000.00</b>
<b>2.</b>	<b>Bachelor Accommodation</b>	<b>Free of cost</b>
<b>3.</b>	<b>Total Amount in Rs.</b>	<b>15000.00</b> <b>+ Free Bachelor Accommodation</b>

If the offer of appointment is acceptable to you on the above terms and conditions, you are requested to join duties by 20.04.2022.

The above terms and conditions are liable to be changes without any reference to you.

Kindly return the duplicate copy of this letter of appointment in token of your acceptance of the terms & condition.

**For, SG & ASSOCIATES**



**Director**





Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
www.capgemini.com/in-en

**Superset ID: 1509704**

**Letter of Intent ("LOI")**

Dear AYUSH GAUTAM,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Head  
Department of Mechanical Engineering  
L.K. Gujral Punjab Technical University  
(Main Campus) Kapurthala

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com), please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1509704**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1509704**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1509704**

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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**Head**  
**Department of Mechanical Engineering**  
**U.K. Gujral Punjab Technical University**  
**(Main Campus) Kapurthala**





## ANNEXURE 1

**AYUSH GAUTAM**

**Analyst and A4**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

This is a system generated document and does not need a signature

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950

  
Head  
Department of Mechanical Engineering  
U.K. Gujral Punjab Technical University  
(Main Campus) Kapurthala





28-Jan-2022

Dear **Abhishek Jaiswal**,  
B.Tech, Mechanical  
IK Gujral Punjab Technical University, Jalandhar

**Candidate ID – 19928493**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs



focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

### 3.1 Cognizant Internship (If offered to you):

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program
- c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

### 3.2 Continuous Skill Development (CSD) Program (If offered to you):

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

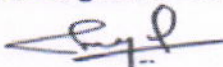
### 4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

- a) You could be onboarded directly to business without any additional training.
- b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
- c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,  
**For Cognizant Technology Solutions India Pvt. Ltd.**



Maya Sreekumar  
**Vice President – Human Resources**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature:**

**Date:**

Head  
Department of Mechanical Engineering  
L.K. Gujral Punjab Technical University  
(Main Campus) Kapurthala







# ORIENTAL CARBON & CHEMICALS LIMITED

14th Floor, Tower-B, World Trade Tower, Plot No. C-1, Sector-16, Noida - 201301, UP  
Phone : 91-120-2446850 Website : www.occlindia.com



**Mr. Karandeep Singh**  
Mechanical Engineer,  
I.K. Gujral Punjab Technical University (PTU) Jalandhar.

July 01, 2022

## Sub: Offer letter

Dear Karandeep,

With reference to the interview, you had with us, we are pleased to offer you the position of 'Graduate Engineer Trainee' (GET) on the below mentioned terms & conditions.

1. Your training period shall be of one year from the date of joining the organisation and your performance shall be reviewed after completion of your training period.
2. Your place of posting can be either Dharuhera or Mundra and the same shall be intimated to you post joining and corporate induction. You can be deputed or transferred from one location to other at any point of time.
3. You shall report at our corporate office on July 11, 2022 (Monday) address mentioned below:

**Oriental Carbon & Chemicals Limited**  
14<sup>th</sup> Floor, Tower-B, World Trade Tower, Plot no. C-1,  
Sector-16, Noida-201301, Uttar Pradesh, India

4. The stipend payable during the training period shall be Rupees Six Lacs per annum, as per the attached Annexure.
5. Please bring along with the following documents at the time of joining:
  - a) ID & Address Proofs like Aadhar, Pan, Voter ID, Passport and License.
  - b) All Educational Certificates and Mark sheets.
  - c) Passport size photograph 4 (self) & family photograph 2 each
  - d) Health Checkup reports as follows.
    - a. Complete Haemogram
    - b. Blood Sugar – Fasting & PP
    - c. Physical
    - d. Blood Grouping & RH Typing
    - e. Kidney Function Test-Urea, Creatinine
    - f. Lipid Profile- Cholesterol, TG
    - g. Liver Function Test-SGOT, SGPT
    - h. Thyroid Function Test
    - i. Urine Routine & Microscopy

Please acknowledge this letter of intent in writing as confirmation of your joining.

For Oriental Carbon & Chemicals Ltd.

**Syed Adeel Ahmad**  
General Manager – HR

Department of Mechanical Engineering  
I.K. Gujral Punjab Technical University  
(Main Campus) 151006, Distt. Rewari, (Haryana)



ITL/HR/App/2022-23  
22nd Novemeber 2022

Mr. Anubhav Shakya  
S/o Mr. Jagroop Singh  
G.T. Road Uncha Birtiya  
Chhibramau, Kannauj  
Uttar Pradesh - 209721

**Subject: Letter of Intent for the position of Graduate Engineer Trainee**

Dear Mr. Anubhav,

With reference to your application and interview, we have the pleasure to offer you the position of **Graduate Engineer Trainee** in **Sourcing Excellence Department** on the terms and conditions of the company.

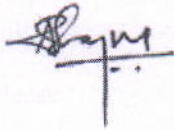
Your appointment will be confirmed only after you have been declared medically fit by our resident doctor at the time of joining.

You are requested to report for duty at our plant on or before **5th December 2022**. Please note that no extension will be granted in any case.


Please arrange to submit the original documents along with a set of following certificates to us at earliest or latest at the time of joining duties.


1. Copy of educational / professional qualification certificates.
2. Age proof Certificate, Address Proof & Pan Card.
3. Five-passport size and one stamp size (Colored) photographs.
4. Two passport size photographs of dependent parents (for unmarried candidates) and two passport size photographs of wife and Kids (for married candidates).

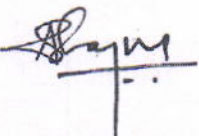
For International Tractors Ltd.



Amit Sharma  
General Manager  
Human Resources

  
Head  
Department of Mechanical Engineering  
UK, Gujral Punjab



ANNEXURE-I			
COMPENSATION PACKAGE			
Mr. Anubhav Shakya		ITL - Sourcing Excellence Graduate Engineer Trainee Level- Trainee	
A	Salary Head	Monthly (Rs)	Annual (Rs)
1	Basic	8500	102000
2	HRA	2550	30600
3	Special Allowance	2950	35400
4	Conveyance	1600	19200
5	Bonus	1400	16800
Sub Total ( A)		17000	204000
<b>B Other Perks</b>			
1	EPF (Employer Contribution)	1020	12240
2	ESIC	553	6636
3	Gratuity	409	4908
Sub Total (B)		1982	23784
Total (A+B)		18982	227784
Total Annual CTC (A+B)			227784
<b>Note:</b>			
* Bonus- Applicable only in case if Basic is less than 21,000/- per month.			
* ESI- Applicable only in case if Gross salary is less than Rs. 21,000/- per month.			
* Gratuity will be payable as per provisions of The Payment of Gratuity Act on completion of 5 years of continuous service.			
 <b>Amit Sharma</b> <b>General Manager</b> <b>Human Resource</b>			



ITL/HR/App/2022-23  
22nd Novemeber 2022

Mr. Manish Kumar  
S/o Mr. Vakil Singh  
Ekarha Sheikhpura  
Bihar - 811304

**Subject: Letter of Intent for the position of Graduate Engineer Trainee**

Dear Mr. Manish,

With reference to your application and interview, we have the pleasure to offer you the position of **Graduate Engineer Trainee** in **Sourcing Excellence Department** on the terms and conditions of the company.

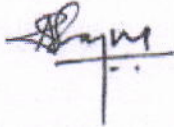
Your appointment will be confirmed only after you have been declared medically fit by our resident doctor at the time of joining.

You are requested to report for duty at our plant on or before **5th December 2022**. Please note that no extension will be granted in any case.

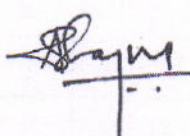
Please arrange to submit the original documents along with a set of following certificates to us at earliest or latest at the time of joining duties.

1. Copy of educational / professional qualification certificates.
2. Age proof Certificate, Address Proof & Pan Card.
3. Five-passport size and one stamp size (Colored) photographs.
4. Two passport size photographs of dependent parents (for unmarried candidates) and two passport size photographs of wife and Kids (for married candidates).

For International Tractors Ltd.



**Amit Sharma**  
General Manager  
Human Resources

ANNEXURE-I			
COMPENSATION PACKAGE			
Mr. Manish Kumar		ITL - Sourcing Excellence	
		Graduate Engineer Trainee Level- Trainee	
A	Salary Head	Monthly (Rs)	Annual (Rs)
1	Basic	8500	102000
2	HRA	2550	30600
3	Special Allowance	2950	35400
4	Conveyance	1600	19200
5	Bonus	1400	16800
Sub Total ( A)		17000	204000
B	Other Perks		
1	EPF (Employer Contribution)	1020	12240
2	ESIC	553	6636
3	Gratuity	409	4908
Sub Total (B)		1982	23784
Total (A+B)		18982	227784
Total Annual CTC (A+B)			227784
<b>Note:</b>			
* Bonus- Applicable only in case if Basic is less than 21,000/- per month.			
* ESI- Applicable only in case if Gross salary is less than Rs. 21,000/- per month.			
* Gratuity will be payable as per provisions of The Payment of Gratuity Act on completion of 5 years of continuous service.			
			
<b>Amit Sharma</b> General Manager Human Resource			





Ref: LTTS/HR/ET/2022-23/12206

Date: 08<sup>th</sup> February 2022

Name: Abhinav Pathania

## Letter of Intent

Dear Abhinav Pathania

Greeting from L&T Technology Services Ltd.!

We are pleased to share with you this Letter of intent for the position of **Associate Engineer (Trainee)**. We trust that this opportunity finds you mutually excited about your new employment with L&T Technology Services (hereinafter referred as "Company"). We reiterate that you have made the right decision and we are certain that you will have a great career with us!

Upon your acceptance of this Letter of Intent and subject to you meeting all the applicable requirements under this Letter of Intent, we shall share a detailed Appointment Letter, which will outline the specific employment terms, conditions and detailed breakup of remuneration. Please note this Letter of Intent is not an offer or offer of employment or a legally binding contract of employment.

The content of this Letter of Intent is strictly between you and the Company. Please treat this Letter of Intent and the contents here as personal and confidential.

This Letter of Intent is valid subject to you

- Having secured more than 60% in SSC / X and HSC / XII std (10<sup>th</sup> and 12<sup>th</sup>).
- Having secured 60% aggregate in Engineering Graduation
- Found medically fit by the Company authorized doctors.
- **Submitting a Service Agreement, agreeing to serve the company for a period of up to 2 years and 3 months from the date of commencement of training cum employment.**
- Submitting all necessary documents at the time of joining
- No drop in any semester/ year throughout the course

If any information provided by you during the selection process is found to be incorrect and / or false, the Company reserves the right to revoke this Letter of Intent without any notice.

This Letter of Intent is also contingent upon us working together to determine an appropriate start date for your employment. The date of commencement of training cum employment and venue for reporting will be intimated to you at a later date.

You will be continuously assessed during your training cum employment. If you do not complete the class room / on the job training to our satisfaction, your appointment automatically stand cancelled.

**During your employment with LTTS, you will be paid a Total Compensation of INR 4,00,000/- per annum. A detailed compensation sheet will be shared along with the appointment letter.**

During your period of Training cum Employment, you can be posted / transferred to any of our SEZ / STPI sites across India. Your employment will be governed by the rules, regulations and policies of the company.



If the above stated terms are acceptable to you, kindly sign and return the duplicate copy of this Letter of Intent within three (3) days from the date of issue. If we do not receive your acceptance within the stipulated time frame, this Letter of Intent will be deemed to have been rejected by you.

**All communications / notices should be addressed to:**

**Human Resource Dept – Talent Acquisition (Campus Hiring)  
L&T - Technology Services, SEZ Unit II,  
Hazel-Block L3, Ground Floor, Manyata Embassy Business Park,  
Nagawara, Bangalore 560045**

We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

Yours truly,  
For L&T Technology Services Limited

**Prakash Krishnamoorthy**  
Head – Leadership Hiring and Strategic Talent Initiatives

Acceptance by applicant below

.....  
I have read this Letter of Intent and accept the same

Name: Abhinav Pathania

College:

Signature

Date:





## APPOINTMENT LETTER

January 14, 2022

Dear Ankur Chauhan,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

### 1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

### 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other



relevant criteria.

### 3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, compensation of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](http://mywipro.wipro.com)

### 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently at the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the attention of your Business Unit Head and appropriate disciplinary action will be initiated.

### 5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of the Company.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reason for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
  - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
  - iii. Any existing employee to become associated with, or perform services of any type for any third party.



the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com).

## ANNEXURE II

### PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Ankur Chauhan, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available to Wipro and is capable of identifying me."

## ANNEXURE III

### SALARY OFFER SHEET

**Name: Ankur Chauhan**

**Position: Project Engineer**

**Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>

**Total Cost to Company per annum**
**3,50,004**

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

### ANNEXURE – IV

#### Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- The special bonus is subject to:
  - you being "active" in the services of the company through to retention date as applicable
  - your employment has not been terminated for poor performance or for cause prior to retention date
  - you have not resigned voluntarily or abandoned your job as of the retention date
- Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- You shall keep the contents of this letter confidential



Name: Bhanu

**Letter of Intent**

Dear Bhanu

Greeting from L&T Technology Services Ltd.!

We are pleased to share with you this Letter of intent for the position of **Associate Engineer (Trainee)**. We trust that this opportunity finds you mutually excited about your new employment with L&T Technology Services (hereinafter referred as "Company"). We reiterate that you have made the right decision and we are certain that you will have a great career with us!

Upon your acceptance of this Letter of Intent and subject to you meeting all the applicable requirements under this Letter of Intent, we shall share a detailed Appointment Letter, which will outline the specific employment terms, conditions and detailed breakup of remuneration. Please note this Letter of Intent is not an offer or offer of employment or a legally binding contract of employment.

The content of this Letter of Intent is strictly between you and the Company. Please treat this Letter of Intent and the contents here as personal and confidential.

This Letter of Intent is valid subject to you

- Having secured more than 60% in SSC / X and HSC / XII std (10<sup>th</sup> and 12<sup>th</sup>).
- Having secured 60% aggregate in Engineering Graduation
- Found medically fit by the Company authorized doctors.
- **Submitting a Service Agreement, agreeing to serve the company for a period of up to 2 years and 3 months from the date of commencement of training cum employment.**
- Submitting all necessary documents at the time of joining
- No drop in any semester/ year throughout the course

If any information provided by you during the selection process is found to be incorrect and / or false, the Company reserves the right to revoke this Letter of Intent without any notice.

This Letter of Intent is also contingent upon us working together to determine an appropriate start date for your employment. The date of commencement of training cum employment and venue for reporting will be intimated to you at a later date.

You will be continuously assessed during your training cum employment. If you do not complete the class room / on the job training to our satisfaction, your appointment automatically stand cancelled.

**During your employment with LTTS, you will be paid a Total Compensation of INR 4,00,000/- per annum. A detailed compensation sheet will be shared along with the appointment letter.**

During your period of Training cum Employment, you can be posted / transferred to any of our SEZ / STPI sites across India. Your employment will be governed by the rules, regulations and policies of the company.



If the above stated terms are acceptable to you, kindly sign and return the duplicate copy of this Letter of Intent within three (3) days from the date of issue. If we do not receive your acceptance within the stipulated time frame, this Letter of Intent will be deemed to have been rejected by you.

**All communications / notices should be addressed to:**

**Human Resource Dept – Talent Acquisition (Campus Hiring)  
L&T - Technology Services, SEZ Unit II,  
Hazel-Block L3, Ground Floor, Manyata Embassy Business Park,  
Nagawara, Bangalore 560045**

We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

Yours truly,  
For L&T Technology Services Limited

**Prakash Krishnamoorthy  
Head – Leadership Hiring and Strategic Talent Initiatives**

Acceptance by applicant below

.....  
I have read this Letter of Intent and accept the same

Name: Bhanu

College:

Signature

Date:





## APPOINTMENT LETTER

April 23, 2022

Dear Parveen kumar,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

### 1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

### 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

### 3. Other Benefits:

You will also be eligible for:

[https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=Elite\\_Offer\\_letter\\_template\\_2022&user=24415714&item=66...](https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=Elite_Offer_letter_template_2022&user=24415714&item=66...) 1/11



a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MÁS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](http://mywipro.wipro.com)

#### 4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

#### 5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.

ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.

iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

#### 6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as



I Parveen kumar, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

### ANNEXURE III

#### SALARY OFFER SHEET

Name: Parveen kumar

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>
<b>Total Cost to Company per annum</b>	<b>3,50,004</b>

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

#### ANNEXURE - IV

EMPLOYMENT OFFER LETTER

Cappgemini Engineering Ref: 6099704/1378512,

07/01/2022  
Priya Kumari,

phulhara Kalyanpur chowk Samastipur  
Samastipur, Bihar  
India.

Confidential

Dear Priya Kumari,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Aricent Technologies (Holdings) Limited ('Cappgemini Engineering' or 'Company') starting from 07/05/2022 (or such other date as may be communicated to you by the Company), as per details given below

- A) Your current designation will be Associate I/A4.
- B) You will be required to work at the Company's offices in CGE\_Bangalore.
- C) You have to report by 8:30 am at CGE\_Bangalore office, for joining formalities and contact security at the main gate for your entry pass at:

Address  
#16/1, Outer Ring road, Panathur Post,  
Bangalore, India 560 103

Please note that your name mentioned in the offer letter will be used to create your employee records in Cappgemini Engineering & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name, please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be INR 400,010.00 (Rupees Four Lakh And Ten Only) which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:



Associate I

Rs.400,010.00

Total Cost to Company (CTC).

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.180,000.00
House Rent Allowance	Rs.9,000.00	Rs.108,000.00
Other Allowances and Reimbursements – 1 #	Rs.1,825.00	Rs.21,900.00
Other Allowances and Reimbursements – 2 +	Rs.774.00	Rs.9,288.00
Advance Statutory Bonus	Rs.3,149.00	Rs.37,788.00
Gross monthly salary	Rs.29,748.00	Rs.356,976.00
Statutory payments ++		
Company's contribution to PF *	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.10,224.00
Total Fixed Compensation		Rs.388,800.00
Total Cash Compensation		Rs.388,800.00
Benefits		Rs.11,210.00
Medical, Accident & Life Insurance Premium		Rs. 400,010.00
Total Cost to Company		

# Cognizant

## Letter of Intent (LOI)

Superset ID: 1129407

November 02, 2021

Dear RUHI KUMARI,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("**Cognizant**") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2cognizant.cognizant.com/Pages/Prelogin>

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**

**Vice President - Human Resources**



ਪੰਜਾਬ ਸਟੇਟ ਟਰਾਂਸਮਿਸ਼ਨ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਿਡ  
(ਰਜਿ: ਦਫ਼ਤਰ: ਪੀ.ਐਸ.ਟੀ.ਬੀ., ਹੋਡ ਆਫਿਸ, ਦੀ ਮਾਲ, ਪਟਿਆਲਾ-147001)  
ਕਾਰਪੋਰੇਟ ਆਇਡੈਂਟਿਟੀ ਨੰਬਰ:- U40109PB2010SGC033814  
ਦਫ਼ਤਰ ਉਪ ਮੁੱਖ ਇੰਜੀਨੀਅਰ/ਐਚ.ਆਰ. ਅਤੇ ਪ੍ਰਬੰਧਕੀ, ਸ਼ਕਤੀ ਸਦਨ ਪਟਿਆਲਾ।  
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ਵੱਲ

ਰਜਿਸਟਰਡ

✓ Mr./Ms. NAVKIRAT SINGH  
S/D/o Sh. RANJIT SINGH  
R/O VILLAGE BOOLPUR P.O. THATHA JADID  
TEHSIL SULTANPUR LODHI  
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ਸੀਸੇ ਨੰ: 18437

ਮਿਤੀ: 14/9/22

ਵਿਸ਼ਾ:- ਪੰਜਾਬ ਸਟੇਟ ਟਰਾਂਸਮਿਸ਼ਨ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਿਡ ਦੇ ਸੀ.ਆਰ.ਏ.-10/2021 ਵਿਰੁੱਧ ਜੂਨੀਅਰ ਇੰਜੀਨੀਅਰ/ਸਬ-ਸਟੇਸ਼ਨ ਦੀ ਨਿਯੁਕਤੀ ਲਈ ਪੇਸ਼ਕਸ਼।

1) ਪੰਜਾਬ ਸਟੇਟ ਟਰਾਂਸਮਿਸ਼ਨ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਿਡ ਦੇ ਸੀ.ਆਰ.ਏ.-10/2021 ਰਾਹੀਂ ਜੂਨੀਅਰ ਇੰਜੀਨੀਅਰ/ਸਬ-ਸਟੇਸ਼ਨ ਦੀਆਂ ਵਿਗਿਆਪਤ ਅਸਾਮੀਆਂ ਵਿਰੁੱਧ ਤੁਹਾਡੇ ਵੱਲੋਂ ਦਿੱਤੇ ਆਨ ਲਾਈਨ ਬਿਨੈ-ਪੱਤਰ ਦੇ ਸਬੰਧ ਵਿੱਚ ਉਪਰੋਕਤ ਅਸਾਮੀ ਨਾਲ ਸਬੰਧਤ ਮੁੱਢਲੀ ਯੋਗਤਾ ਅਤੇ Online CBT Exam ਦੀ ਬਣੀ ਮੈਰਿਟ ਦੇ ਆਧਾਰ ਤੇ ਤੁਹਾਨੂੰ ਇਸ ਪੱਤਰ ਰਾਹੀਂ ਪੀ.ਐੱਸ.ਟੀ.ਸੀ.ਐੱਲ. ਵਿੱਚ ਜੂਨੀਅਰ ਇੰਜੀਨੀਅਰ/ਸਬ-ਸਟੇਸ਼ਨ ਦੀ ਅਸਾਮੀ BC ONLY ਕੋਟੇ ਅਧੀਨ ਨਿਯੁਕਤੀ ਦੀ ਪੇਸ਼ਕਸ਼ Erstwhile ਪੀ.ਐੱਸ.ਟੀ.ਬੀ. ਦੇ Technical Services Class-III Regulations, 1996 ਦੇ ਤਹਿਤ ਜੋ ਕਿ ਪੰਜਾਬ ਸਟੇਟ ਟਰਾਂਸਮਿਸ਼ਨ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਿਡ ਵੱਲੋਂ ਅਪਣਾਏ ਗਏ ਹਨ, ਸਮੇਤ ਸਮੇਂ ਸਮੇਂ ਸਿਰ ਕੀਤੀਆਂ ਸੇਧਾਂ ਦੇ ਤਹਿਤ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਤੁਸੀਂ ਆਪਣੀ ਜਨਮ ਮਿਤੀ, ਮੈਟ੍ਰਿਕ ਪੱਧਰ ਦੀ ਪਾਸ ਕੀਤੀ ਪੰਜਾਬੀ ਪ੍ਰੀਖਿਆ, ਅਸਲ ਡਿਗਰੀ ਜਿਸ ਦੇ ਆਧਾਰ ਤੇ ਉਪਰੋਕਤ ਅਸਾਮੀ ਲਈ ਅਪਲਾਈ ਕੀਤਾ ਗਿਆ ਹੈ ਅਤੇ ਹੋਰ ਜੂਨੀਅਰ ਯੋਗਤਾਵਾਂ ਦੀ ਪੁਸ਼ਟੀ ਸਬੰਧੀ ਅਸਲ ਸਰਟੀਫਿਕੇਟ ਪੇਸ਼ ਕਰੋਗੇ। ਜੇਕਰ ਤੁਸੀਂ ਅਨੁਸੂਚਿਤ ਜਾਤੀ/ਅਨੁਸੂਚਿਤ ਕਸ਼ੀਲੇ, ਸਾਬਕਾ ਫੌਜੀ/ਨਿਰਭਰ ਸਾਬਕਾ ਫੌਜੀ, ਅੰਗਰੇਜ਼ ਸੂਫੀ, EWS, ਸਰਕਾਰ ਵੱਲੋਂ ਘੋਸ਼ਿਤ ਪਛਾਤੀ ਸੂਫੀ ਜਾਂ ਕਿਸੇ ਵੀ ਰਿਜ਼ਰਵ ਕੈਟਾਗਰੀ ਦੇ ਨਾਲ ਸਬੰਧ ਰੱਖਦੇ ਹੋ ਤਾਂ ਤੁਸੀਂ ਉਸਦੀ ਪੁਸ਼ਟੀ ਵੱਜੋਂ ਅਸਲ ਸਰਟੀਫਿਕੇਟ ਪੇਸ਼ ਕਰੋਗੇ। ਇਸ ਤੋਂ ਇਲਾਵਾ ਡਾਕਟਰੀ ਮੁਆਇਨਾ ਜਿਹੜਾ ਕਿ ਸਬੰਧਤ ਸਿਵਲ ਸਰਜਨ ਨੇ ਕਰਨਾ ਹੈ, ਵਿੱਚ ਡਿਟ ਹੋਵੇਗੇ।

2) ਪਰਖਕਾਲ ਦਾ ਸਮਾਂ:

ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਪ੍ਰਸ਼ੇਨਲ ਵਿਭਾਗ (ਪ੍ਰਸ਼ੇਨਲ ਪਾਲਿਸੀਜ਼ -1 ਸ਼ਾਖਾ), ਚੰਡੀਗੜ੍ਹ ਦੇ ਪੱਤਰ ਨੰ. 1/6/2016-4ਪੀ.ਪੀ.1/834680/1 dated 07.09.2016 ਰਾਹੀਂ ਜਾਰੀ ਨੋਟੀਫੀਕੇਸ਼ਨ ਨੰ:G.S.R. 56/Const/ Art 309/ Amd (18) /2016 dated 05.09.2016 ਅਨੁਸਾਰ ਪਰਖਕਾਲ ਦਾ ਸਮਾਂ 3 ਸਾਲ ਹੈ, ਜੋ ਕਿ ਆਪ ਤੇ ਇੰਨ-ਬਿੰਨ ਲਾਗੂ ਹੋਵੇਗਾ।

ਇਸ ਤੋਂ ਇਲਾਵਾ ਪਰਖਕਾਲ ਸਮੇਂ ਸਾਂਧੀ ਪੰਜਾਬ ਸਟੇਟ ਟਰਾਂਸਮਿਸ਼ਨ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਿਡ ਵੱਲੋਂ ਭਵਿੱਖ ਵਿੱਚ ਜੇ ਵੀ ਹਦਾਇਤਾਂ ਜਾਰੀ ਹੋਣਗੀਆਂ, ਉਹ ਆਪ ਤੇ ਇੰਨ-ਬਿੰਨ ਲਾਗੂ ਹੋਣਗੀਆਂ।

3) ਟ੍ਰੇਨਿੰਗ ਸਮਾਂ:

ਤੁਹਾਡਾ ਪਰਖਕਾਲ ਦਾ ਸਮਾਂ ਟ੍ਰੇਨਿੰਗ ਸਮਾਂ ਗਿਣਿਆ ਜਾਵੇਗਾ ਅਤੇ ਪਰਖਕਾਲ ਸਮੇਂ ਦੌਰਾਨ ਕਿਸੇ ਵੀ ਕਿਸਮ ਦੀ ਦਿੱਤੀ ਜਾਣ ਵਾਲੀ ਟ੍ਰੇਨਿੰਗ ਨੂੰ ਸਫਲਤਾ ਪੂਰਵਕ ਮੁਕੰਮਲ ਕਰਨਾ ਹੋਵੇਗਾ।



5.  
ਕਾਰ  
ਪਰ

4) ਤਨਖਾਹ:

ਆਪ ਨੂੰ ਪੰਜਾਬ ਸਟੇਟ ਟ੍ਰਾਂਸਮਿਸ਼ਨ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਿਡ ਵਿੱਚ ਬਤੌਰ ਜੂਨੀਅਰ ਇੰਜੀਨੀਅਰ/ਸਬ-ਸਟੇਸ਼ਨ ਦੀ ਅਸਾਮੀ ਵਿਰੁੱਧ ਦਿੱਤੀ ਜਾਣ ਵਾਲੀ ਤਨਖਾਹ ਵਿੱਤ ਵਿਭਾਗ ਵੱਲੋਂ ਜਾਰੀ ਪੱਤਰ ਮਿਤੀ 17.07.2020 ਅਨੁਸਾਰ 7ਵੇਂ ਸੀ.ਪੀ.ਸੀ./ ਰੈਫਰੈਂਸ ਮੈਟ੍ਰਿਕਸ ਅਨੁਸਾਰ minimum admissible pay ਵਿੱਚ ਨਿਸ਼ਚਿਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ। ਪੰਜਾਬ ਸਰਕਾਰ, ਵਿੱਤ ਵਿਭਾਗ (ਵਿੱਤ ਪ੍ਰਸ਼ੋਨਲ-1) ਸ਼ਾਖਾ ਵੱਲੋਂ ਜਾਰੀ ਕੀਤੀ ਨੋਟੀਫਿਕੇਸ਼ਨ ਨੰ: 7/204/2012-4/ਐਫ.ਪੀ.-1/66 ਮਿਤੀ 15-1-2015, ਜਿਸ ਨੂੰ ਕਿ ਪੰਜਾਬ ਸਟੇਟ ਟ੍ਰਾਂਸਮਿਸ਼ਨ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਿਡ ਦੇ ਮੀਮੋ ਨੰ: 8742/48/Est-2/Admn./Adpt.Cir/25 ਮਿਤੀ 09.06.2015 ਰਾਹੀਂ ਇੰਨ-ਬਿੰਨੁ ਅਪਣਾ ਲਿਆ ਗਿਆ ਹੈ, ਵਿੱਚ ਦਰਸਾਈਆਂ ਹਦਾਇਤਾਂ/ਸ਼ਰਤਾਂ, ਸਮੇਤ ਸੋਧੀਆਂ ਹਦਾਇਤਾਂ/ਸ਼ਰਤਾਂ ਆਪ ਤੇ ਇੰਨ-ਬਿੰਨੁ ਲਾਗੂ ਹੋਣਗੀਆਂ ਜਿਵੇਂ ਕਿ:-

- i. ਸਿੱਧੀ ਭਰਤੀ ਉਪਰੰਤ 3 ਸਾਲ ਦੇ ਪਰਖਕਾਲ ਦੇ ਸਮੇਂ ਦੌਰਾਨ ਸਮੇਤ ਉਸ ਪਰਖ ਕਾਲ ਦੇ ਸਮੇਂ ਵਿੱਚ ਜੇਕਰ ਕੋਈ ਵਾਧਾ ਕੀਤਾ ਗਿਆ ਹੋਵੇ, ਕਰਮਚਾਰੀ ਨੂੰ ਵਿੱਤ ਵਿਭਾਗ ਵੱਲੋਂ ਜਾਰੀ ਪੱਤਰ ਮਿਤੀ 17.07.2020 ਅਨੁਸਾਰ 7ਵੇਂ ਸੀ.ਪੀ.ਸੀ./ ਰੈਫਰੈਂਸ ਮੈਟ੍ਰਿਕਸ ਅਨੁਸਾਰ minimum admissible pay ਦਿੱਤੀ ਜਾਵੇਗੀ ਅਤੇ ਪਰਖ ਕਾਲ ਸਮੇਂ ਦੌਰਾਨ ਕਰਮਚਾਰੀ ਨੂੰ ਸਫਰੀ ਭੱਤਾ ਅਤੇ Medical Re-imburement ਤੋਂ ਇਲਾਵਾ ਹੋਰ ਕੋਈ ਭੱਤਾ ਜਾਂ ਸਾਲਾਨਾ ਤਰੱਕੀ ਮਿਲਣਯੋਗ ਨਹੀਂ ਹੋਵੇਗਾ।
- ii ਪਰਖ ਕਾਲ ਦਾ ਸਮਾਂ ਸਫਲਤਾਪੂਰਵਕ ਮੁਕੰਮਲ ਹੋਣ ਤੇ ਕਰਮਚਾਰੀ ਨੂੰ ਉਸ ਅਸਾਮੀ ਤੇ ਮਿਲਣਯੋਗ ਤਨਖਾਹ ਅਤੇ ਭੱਤਿਆਂ ਸਬੰਧੀ ਜੋ ਵੀ ਹਦਾਇਤਾਂ/ਸ਼ਰਤਾਂ ਪੰਜਾਬ ਸਰਕਾਰ/ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ. ਵੱਲੋਂ ਸਮੇਂ-ਸਮੇਂ ਸਿਰ ਜਾਰੀ ਕੀਤੀਆਂ ਜਾਣਗੀਆਂ ਉਹ ਕਰਮਚਾਰੀ ਤੇ ਇੰਨ-ਬਿੰਨੁ ਲਾਗੂ ਹੋਣਗੀਆਂ।
- iii ਜੇਕਰ ਕਰਮਚਾਰੀ ਪਹਿਲਾਂ ਵੀ ਪੰਜਾਬ ਸਟੇਟ ਟ੍ਰਾਂਸਮਿਸ਼ਨ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਿਡ ਵਿੱਚ ਨੌਕਰੀ ਕਰ ਰਿਹਾ ਸੀ ਭਾਵ ਉਸ ਦਾ ਕਿਸੇ ਅਸਾਮੀ ਤੇ ਲੀਅਨ (Lien) ਹੈ ਤਾਂ ਉਸ ਨੂੰ ਉਸ ਅਸਾਮੀ ਦੇ ਪਰਖ ਕਾਲ ਸਮੇਂ ਦੌਰਾਨ ਉਸ ਪਹਿਲੀ ਅਸਾਮੀ ਜਿਸ ਉਪਰ ਉਸ ਦਾ ਲੀਅਨ ਹੈ ਵਾਲੀ ਤਨਖਾਹ ਮਿਲਣਯੋਗ ਹੋਵੇਗੀ।
- iv ਕਰਮਚਾਰੀ ਦੇ ਪਰਖ ਕਾਲ ਸਮੇਂ ਦੌਰਾਨ ਉਹ ਨਿਉ ਡੀਫਾਈਡ ਕੰਟਰੀਬਿਊਟਰੀ ਪੈਨਸ਼ਨ ਸਕੀਮ ਅਧੀਨ ਕਵਰ ਹੋਵੇਗਾ ਅਤੇ ਇਸ ਸਬੰਧੀ ਕਾਰਪੋਰੇਸ਼ਨ ਵੱਲੋਂ ਬਣਦਾ ਸ਼ੇਅਰ ਵੀ ਦਿੱਤਾ ਜਾਵੇਗਾ।
- v ਨਵੇਂ ਭਰਤੀ ਕੀਤੇ ਕਰਮਚਾਰੀਆਂ ਦੇ ਅਜ਼ਮਾਇਸ਼ੀ ਕਾਲ ਨੂੰ ਸੀਨੀਅਰਤਾ/ਤਰੱਕੀ ਲਈ ਗਿਣਨ ਸਬੰਧੀ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਵਿੱਤ ਭਾਗ ਦੇ ਪੱਤਰ ਨੰ: 1/53078/2020 ਰਾਹੀਂ ਜਾਰੀ ਹਦਾਇਤਾਂ ਜਿਸ ਨੂੰ ਇਸ ਦਫ਼ਤਰ ਦੇ ਦਫ਼ਤਰੀ ਹੁਕਮ ਨੰ: 402 ਮਿਤੀ 25.06.2021 ਰਾਹੀਂ ਅਪਣਾਇਆ ਗਿਆ ਹੈ, ਆਪ ਤੇ ਇੰਨ-ਬਿੰਨੁ ਲਾਗੂ ਹੋਣਗੀਆਂ।

ਉਪਰੋਕਤ ਤੋਂ ਇਲਾਵਾ ਇਸ ਦਫ਼ਤਰ ਦੇ ਦਫ਼ਤਰੀ ਹੁਕਮ ਨੰ: 263/Admn./PSTCL/Rect./Serv.Reg./59 ਮਿਤੀ: 07.04.2016 ਜਿਸ ਅਨੁਸਾਰ ਸੇਵਾ-ਸ਼ਰਤਾਂ ਵਿੱਚ ਸੋਧ ਕੀਤੀ ਗਈ ਹੈ ਆਪ ਤੇ ਇੰਨ-ਬਿੰਨੁ ਲਾਗੂ ਹੋਣਗੀਆਂ।

- ਨੋਟ:-
- 1. ਦਫ਼ਤਰ ਕਿਰਤ ਕਮਿਸ਼ਨਰ (ਅੰਕਤਾ ਸ਼ਾਖਾ) ਪੰਜਾਬ ਸਰਕਾਰ ਐਸ.ਏ.ਐਸ ਨਗਰ ਦੀ ਨੋਟੀਫਿਕੇਸ਼ਨ 27067 ਮਿਤੀ 04.11.2019 "regarding minimum wages w.e.f. 01.09.2019 for the employess recruited through direct recruitment/compassionate ground in probation period" ਜਿਸਨੂੰ ਇਸ ਦਫ਼ਤਰ ਦੇ ਦਫ਼ਤਰੀ ਹੁਕਮ ਨੰ: 520 ਮਿਤੀ 19.08.2021 ਰਾਹੀਂ ਅਪਣਾ ਲਿਆ ਗਿਆ ਹੈ, ਆਪ ਤੇ ਇੰਨ-ਬਿੰਨੁ ਲਾਗੂ ਹੋਵੇਗਾ।
  - 2. ਇਸ ਤੋਂ ਇਲਾਵਾ ਇਸ ਦਫ਼ਤਰ ਦੇ ਦਫ਼ਤਰੀ ਹੁਕਮ ਨੰ: 278 ਮਿਤੀ 19.06.2020 ਰਾਹੀਂ ਜਾਰੀ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ "Newly appointed officers/officials may claim medical bill re-imburement during their probation period" ਆਪ ਤੇ ਇੰਨ-ਬਿੰਨੁ ਲਾਗੂ ਹੋਣਗੀਆਂ।
  - 3. ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ ਵੱਲੋਂ ਜੋ ਵੀ ਤਨਖਾਹ ਸਕੇਲ 7ਵੇਂ ਸੀ.ਪੀ.ਸੀ./ ਰੈਫਰੈਂਸ ਮੈਟ੍ਰਿਕਸ ਅਨੁਸਾਰ ਨੋਟੀਫਾਈ ਕੀਤੇ ਜਾਣਗੇ ਉਹ ਆਪ ਤੇ ਇੰਨ-ਬਿੰਨੁ ਲਾਗੂ ਰਹਿਣਗੇ।
  - 4. ਇਸ ਤੋਂ ਇਲਾਵਾ ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ./ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਜਾਰੀ ਕੀਤੀਆਂ ਹਦਾਇਤਾਂ ਜਿਹਨਾਂ ਦਾ ਉਲੇਖ ਇਸ ਨਿਯੁਕਤੀ ਪੱਤਰ ਵਿੱਚ ਨਹੀਂ ਕੀਤਾ ਗਿਆ ਹੈ ਅਤੇ ਆਪ ਦੇ ਨਾਲ ਸੰਬੰਧਤ ਹੋਣਗੀਆਂ, ਆਪ ਤੇ ਇੰਨ-ਬਿੰਨੁ ਲਾਗੂ ਹੋਣਗੀਆਂ।

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## APPOINTMENT LETTER

March 31, 2022

Dear Rahul Kumar,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

### 1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

### 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

### 3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
  - b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
  - c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
  - d. Leave Travel Assistance (LTA) as per the Company's policy.
  - e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
  - f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
  - g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](http://mywipro.wipro.com)
- 4. Responsibilities:**

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
  - b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
  - c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
  - d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.
- 5. Conflict of Interest:**

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
  - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
  - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

**6. Confidentiality:**

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as



I Rahul Kumar, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

### ANNEXURE III

#### SALARY OFFER SHEET

Name: Rahul Kumar

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>
<b>Total Cost to Company per annum</b>	<b>3,50,004</b>

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

### ANNEXURE - IV

# Cognizant

## Letter of Intent (LOI)

**Superset ID: 1139065**

**November 02, 2021**

**Dear Jaskirat Singh,**

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("**Cognizant**") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2cognizant.cognizant.com/Pages/Prelogin>

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**

**Vice President - Human Resources**

  
Head  
Department of Electronics & Communication Engineering,  
JK Gujral Punjab Technical University  
Main Campus, Kapurthala (Punjab)-144603





## Capgemini congratulates you on your selection and presents you our Letter Of Intent

1 message

Capgemini via Superset <notifications@email.joinsuperset.com>  
To: nihalgoswami4002@gmail.com

Thu, 24 Feb 2022 at 4:40 pm

Capgemini

READY TO MAKE  
YOUR DREAMS  
COME TRUE?

GET THE FUTURE  
YOU WANT

Most Ethical  
Company - Eight  
times in a row

We're highly-rated  
on Glassdoor

Capgemini  
Research Institute  
ranked #1

Our gender balance  
initiatives

Our global client  
stories

Dear Nihal Goswami,

At Capgemini, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgemini's ace of spades.


During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

**We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Mar 03, 2022 11:59 PM IST.**

To ensure ease of process, please find below list of documents that would be needed to complete the process:

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheet
- Graduation Degree Certificate/Provisional Degree\* (If applicable)

  
Head  
Department of Electronics & Communication Engg  
JK Gujral Punjab Technical University  
Main Campus, Kapurthala (Punjab) 146

3/22/22, 2:07 PM

Gmail - Fwd: Wipro Campus Update\_LOI



kanishk sharda <kanishksharda1@gmail.com>

**Fwd: Wipro Campus Update\_LOI**

1 message

**Vikram Kumar** <kviku03@gmail.com>  
To: kanishksharda1@gmail.com

Tue, Mar 22, 2022 at 2:04 PM

----- Forwarded message -----

From: **Campus HR Team** <wipro+email+2nw3d-21a19f76b5@talent.icims.com>  
Date: Mon, Nov 22, 2021, 11:48  
Subject: Wipro Campus Update\_LOI  
To: <Kviku03@gmail.com>

November 22, 2021

Dear Vikram Ray ,  
Resume Number - 21379436

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.


COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>
<b>Total Cost to Company per annum</b>	<b>3,50,004</b>

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a pre-condition to the issuance of offer of appointment.

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25,000 – 75,000
End of Year 2	50,000 – 1,00,000
End of Year 3	2,00,000- 2,50,000

  
Head of Department  
Department of Electronics & Communication Engineering  
JK Gujral Punjab Technical University  
Main Campus, Kapurthala / Punjab - 141001





AMIT GUPTA <amitguptaptu@gmail.com>

## Fwd: Congratulations! You have a job offer for Digital Specialist Engineer Role

Vikram Kumar <kviku03@gmail.com>  
To: amitguptaptu@gmail.com, amitguptacgc@gmail.com

Thu, May 12, 2022 at 9:48 PM

----- Forwarded message -----

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>  
Date: Thu, May 12, 2022, 20:23  
Subject: Congratulations! You have a job offer for Digital Specialist Engineer Role  
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Dear Candidate,

Congratulations!

You have cleared the pre-placement interview through Specialist Programmer/ Digital Specialist Engineer Off Campus Drive to receive a job offer for the **Digital Specialist Engineer** role at Infosys.

The Systems Engineer Specialist has been redefined as the Digital Specialist Engineer (DSE) role. It is a niche technical role that requires full-stack capabilities and skills like analytics, artificial intelligence, automation, big data, cloud, cybersecurity, data consulting, digital commerce, interaction, and marketing. Digital specialist engineers work across Infosys business units on special projects to develop integrated applications and bring agility in development with DevSecOps culture.

The compensation offered for this role is **INR 6.25 lakhs per annum**.

### Please note:

1. This is a conditional job offer subject to your background verification.
2. You might have appeared in PPI for a different role. The role offered to you is at par with the assessment of your skills from the interview.

Please feel free to write to us at [talent.acquisition@infosys.com](mailto:talent.acquisition@infosys.com) for any clarifications.

Regards,

Talent Acquisition  
Infosys

  
Head, Talent Acquisition & Communication Engineering,  
JK Gujrat Punjab Technical University  
Main Campus, Kandi (Punjab-144001)

# Cognizant

## Letter of Intent (LOI)

**Superset ID: 1149137**

**November 02, 2021**

**Dear Vikram Ray,**

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("**Cognizant**") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2cognizant.cognizant.com/Pages/Prelogin>

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**

**Vice President - Human Resources**

  
Head  
Department of Electrical & Communication Engineering  
JK Gujral Punjab Technical University  
Main Campus, Kapurthala (Punjab)-144610





L&T Technology Services

Ref: LTTS/HR/ET/2022-23/12208

Date: 08<sup>th</sup> February 2022

Name: Aishwarya Srivastava

**Letter of Intent**

Dear Aishwarya Srivastava

Greeting from L&T Technology Services Ltd!

We are pleased to share with you this Letter of Intent for the position of Associate Engineer (Trainee). We trust that this opportunity finds you mutually excited about your new employment with L&T Technology Services (hereinafter referred as "Company"). We reiterate that you have made the right decision and we are certain that you will have a great career with us!

Upon your acceptance of this Letter of Intent and subject to you meeting all the applicable requirements under this Letter of Intent, we shall share a detailed Appointment Letter, which will outline the specific employment terms, conditions and detailed breakup of remuneration. Please note this Letter of Intent is not an offer or offer of employment or a legally binding contract of employment.

The content of this Letter of Intent is strictly between you and the Company. Please treat this Letter of Intent and the contents here as personal and confidential.

This Letter of Intent is valid subject to you

- Having secured more than 60% in SSC / X and HSC / XII std (10<sup>th</sup> and 12<sup>th</sup>).
- Having secured 60% aggregate in Engineering Graduation
- Found medically fit by the Company authorized doctors.
- **Submitting a Service Agreement, agreeing to serve the company for a period of up to 2 years and 3 months from the date of commencement of training cum employment.**
- Submitting all necessary documents at the time of joining
- No drop in any semester/year throughout the course

If any information provided by you during the selection process is found to be incorrect and / or fake, the Company reserves the right to revoke this Letter of Intent without any notice.

This Letter of Intent is also contingent upon us working together to determine an appropriate start date for your employment. The date of commencement of training cum employment and venue for reporting will be intimated to you at a later date.

You will be continuously assessed during your training cum employment. If you do not complete the class room/on the job training to our satisfaction, your appointment automatically stand cancelled.

During your employment with LTTS, you will be paid a Total Compensation of INR 4,00,000/- per annum. A detailed compensation sheet will be shared along with the appointment letter.

During your period of Training cum Employment, you can be posted / transferred to any of our SEZ / STPI sites across India. Your employment will be governed by the rules, regulations and policies of the company.

Registered Office: L&T House, N.M. Marg, Ballard Estate Mumbai - 400001, INDIA  
L&T Technology Services Limited is a subsidiary of Larsen & Toubro Limited

CIN: L72900MH2012PLC232169  
Page 1 of 1

Head  
Department of Electrical & Communication Engineering  
JK Gujral Punjab Technical University  
Main Campus, Kapurthala (Punjab)-144512



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
www.capgemini.com/in-en

**Superset ID: 1153506**

**Letter of Intent ("LOI")**

Dear Aishwarya Srivastava,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

  
Head of Department & Communication Engineering  
IK Gujral Punjab Technical University  
Main Campus, Kapurthala (Punjab)-144613





## FW: Wipro Offer Letter

1 message

Wed, Mar 23, 2022 at 12:42 AM

Shivani Chandrana <shivi8556@gmail.com>  
To: kanisk78965@gmail.com <kanisk78965@gmail.com>

Sent from Mail for Windows

**From:** Wipro offer letter  
**Sent:** Thursday, January 13, 2022 4:23 PM  
**To:** shivi8556@gmail.com  
**Subject:** Wipro Offer Letter

**January 13, 2022**

Dear **Shivani Chandrana**,

Congratulations! We are pleased to offer you the position of **Project Engineer** at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a **desktop/laptop**.

**Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.**

We request you to accept the iCIMS Offer Letter within 30 days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

### Steps to follow to accept and save the Offer Letter

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, **click on Accept -> click on signature check box -> Click on "Submit and Print" -> Click on "web browser" -> ctrl+P -> save as pdf -> save -> select destination on your system to download.**

**Please note - You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.**

Please click on the link below to review and accept your offer letter at the earliest using a desktop/laptop.  
**Click to Complete**

Head  
Department of Electronics & Communication Engineering  
JK Gujral Punjab Technical University  
Main Campus, Jalandhar

# Cognizant

## Letter of Intent (LOI)

Superset ID: 1130567

November 02, 2021

Dear Shivani Chandrana,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. You are also eligible for an One-time Skill Bonus\* of **INR 25,000/-**. The detailed information on compensation and benefits will be provided in your Offer Letter.

\***One-time Skill Bonus** will be based on the technical competency demonstrated thru skill based assessment, Interview and GenC Training post joining/Internship.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2cognizant.cognizant.com/Pages/Prelogin>

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar

Vice President - Human Resources

  
Head  
Department of Electronics & Communication Engineering  
W.K. Gujral Punjab Technical University,  
Main Campus, Kapurthala (Punjab)-141001





January 18, 2022

**Shivani Chandrana**  
House No. 17  
KF4 Flats, I.C Road, Bistupur, Beside Jamshedpur High School, Post- Bisupur, Sakchi, Bistuput, East Singhbhum  
Jamshedpur, 831001 (Jharkhand)  
Mobile Number: +91-7667857969  
Email ID: shivi8556@gmail.com

Dear Shivani,

**Subject: Internship with Zscaler**

This is in reference to your offer letter from Zscaler regarding an internship position. The offer of employment is contingent upon you completing the final semester internship training at Zscaler. The internship training is subject to following conditions-

- 1) Your Internship period will be of **6 months** from your start date and we will pay you monthly stipend of **INR 30,000** during your internship training at Zscaler.
- 2) The completion of a background check by an external background screening provider (Sterling Talent Solutions), to the Company's satisfaction. We will provide you with a notification from Sterling Talent Solutions that provides details of this. Whether the outcome is satisfactory will be determined by the Company in its sole discretion
- 3) While on training you will be working under the designated person and will be required to attend office regularly and would be expected to carry out sincerely the responsibilities and work assigned to you.
- 4) Your conversion to full time employment is subject to your performance evaluation for the internship period. If the company finds your performance or behaviour not up to the mark of company standard, then the Organization's decision to deny the full-time offer will be final and binding.
- 5) At the end of the training, you would be required to submit a copy of your Project Report with the organization.

Your place of posting will be **Bangalore, India**. You will be governed by security procedures and the rules and regulations of the organization.

During your internship, you will be entitled for **one leave per month**, subject to approval by your Manager.

Please return the duplicate copy of this letter as a token of your acceptance of the terms and conditions of the training offered to you.

Regards,

**Jay Chaudhary**

**Chairman & CEO**

Head  
Department of Electronics & Communication Engineering  
JK Gujral Punjab Technical University  
Main Campus, Kapurthala (Punjab)-144603

# Cognizant

## Letter of Intent (LOI)

Superset ID: 1152207

October 25, 2021

Dear Kanishk Sharda,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 675,000/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by accessing the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2cognizant.cognizant.com/Pages/Prelogin>

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**

**Vice President - Human Resources**

  
Head  
Department of Electronics & Communication Engineering  
KK Gujral Punjab Technical University  
Main Campus, Kapurthala (Punjab)-141005





## Request for NOC Letter for Internship Program || Thales Group ||

1 message

**GOEL Neeru - HR** <neeru.goel@external.thalesgroup.com>  
To: kanishksharda1@gmail.com <kanishksharda1@gmail.com>  
Cc: KHURANA Shivani - HR <shivani.khurana@external.thalesgroup.com>

Wed, Feb 2, 2022 at 11:13 AM

Hi Kanishk,

We would like to confirm that you have been selected for Internship Program with Thales Group, Noida. The internship period will be of 6 months starting from **10<sup>th</sup> Feb'22**.

Following are the details related to it:

Internship period – **6 Months**  
Designation – **Software Engineer- Intern**  
location- **Berger One, Sector 16, Noida**  
**Salary Breakup – Stipend- 30,000 per month**

In order to share the confirmation letter, we need the NOC from your respective University, kindly provide us the same to proceed with further formalities.

Regards,

**Neeru Goel**  
TALENT ACQUISITION - INDIA

Tel.: +91-120-4020917

Mob.: +91 9818499742

Gemalto is now part of the Thales Group.

Please note that my new email address is [neeru.goel@external.thalesgroup.com](mailto:neeru.goel@external.thalesgroup.com)

**THALES**

Berger Tower, 3rd - 8th Floors, Plot No. C – 001A/2, Sector - 16B, Noida 201301, Uttar Pradesh, India

Follow @ThalesCareers on Instagram and see unique stories from colleagues worldwide!

Thales on social media:



[www.thalesgroup.com](http://www.thalesgroup.com)



  
Head  
Department of Electronics & Communication Engineering  
JK Gujral Punjab Technical University  
Main Campus, Jalandhar (India)

# securonix

MONDAY, FEBRUARY 28, 2022

---

Kanishk Sharda  
House No. 120 Madhuban Colony,  
Basti Bawa Khel, Jalandhar, Punjab, 144021

Subject: Internship letter

Dear Kanishk ,

With reference to your application and subsequent discussion you had with us, we would like to offer you an internship with Securonix India Pvt Ltd based at Bangalore. Your internship schedule date is confirmed with us effective March 2, 2022 for an initial period of 6 months at a monthly stipend of ₹50,000.00 per month (In words: INR Fifty Thousand only).

As such, your internship will include training, orientation and focus, primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on experience.

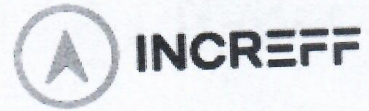
The project details and technical platform will be shared with you on commencement of your internship.

However this internship will guarantee your employment with Securonix. It will completely be on your performance and the reviews from our company. After the successful completion of Internship then only we'll make you an offer for fulltime employment (CTC INR16\* LPA) with Securonix.

You will be required to give 15 days' notice or stipend thereof in case you decide to leave the assignment incomplete. Similarly, the company reserves the rights to terminate this internship with 15 days' notice. The company may terminate your internship immediately on disciplinary grounds.

  
Head  
Department of Electronics & Communication Engineering  
JK Gujral Punjab Technical University  
Main Campus, Jalandhar (Punjab)





Vikash Kumar Singh  
I.K. Gujral Punjab Technical University

Date: 01-December-2021

RE: Letter of an offer of employment

Dear Vikash,

We are pleased to offer you an employment with Increff (NextSCM Solutions Pvt. Ltd.) as Software Development Engineer - I. We are expecting you to join us on/before 1<sup>st</sup> July 2022 after successful completion of your graduation.

Your first year gross CTC on joining Increff (NextSCM Solutions Pvt. Ltd.) will be INR 16,50,000 (Rupees Sixteen Lakhs Fifty Thousand Only). Please find the annexure below.

Looking forward to having you on our team.

Sincerely,  
Romil Jain  
CTO & Co-Founder | Increff  
Email: romil.jain@increff.com

A handwritten signature in blue ink, appearing to be 'Romil Jain', written over a faint blue stamp.

Director of Studies & Communication Engineering  
I.K. Gujral Punjab Technical University  
Main Campus, Kapurthala (Punjab)

External/Confidential

NEXTSCM SOLUTIONS PVT LTD

Ph.: +91-8884164123 Email : info@increff.com

No-1113, 18th Cross, 6th Main Road, Sector 6, HSR Layout, Bengaluru, Karnataka 560102

CIN: U74999KA2016PTC095922



### APPOINTMENT LETTER

January 20, 2022

Dear Nihal Goswami,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

#### **1. Appointment Details:**

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

#### **2. Compensation:**

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

Department of Electronics & Communication Engineering  
JK Group of Institutions Technical University  
Main Campus, Kanurthala (Punjab-141121)





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20218346382/Delhi**  
**Date: 17/12/2021**

Mr. Kundan Singh  
32 Gunjan Vihar Dehlisujanpur KanpurGunjan Vihar Amritpuram,  
Amritpuram,  
Kanpur-208013,  
Uttar Pradesh.  
Tel# -

Dear Kundan Singh,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

**TCS Confidential**  
**TCSL/DT20218346382**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001, India

Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

Head  
Department of Electronics & Communication Engineering  
Guru Nanak Dev Engineering College  
Jalandhar  
Guru Nanak Dev University  
Jalandhar (Punjab)



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20218340569/Delhi**  
**Date: 24/11/2021**

Ms. Aditi Thakur  
40 Raja Garden Extension , Kapurthala Road , Jalandhar,  
Jalandhar,  
Jalandhar-144021,  
Punjab.  
Tel# -9357209402

Dear Aditi Thakur,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (**Readiness Incentive and/or Competency Incentive**) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

**TCS Confidential**  
**TCSL/DT20218340569**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited  
5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 India  
Tel: 91 11 6650 6655 Fax: 91 11 2331 1735 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

1

Department of Electronics & Communication Engineering  
JK Gujral Punjab Technical University  
Kapurthala (Punjab)-144001



## Offer Letter (SDT)

Sunder Singh  
Faridabad - 121003  
Haryana

Dear Sunder,

We are pleased to offer you an internship as a **Software Development Trainee** at our company in the Development department at our Faridabad office. Your internship shall commence on 20 December 2021 and shall end on 20 June 2022 (six months duration). The terms and conditions of your internship with the Company are set forth below:

1. Subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the internship will be determined by the Buddy Mentor assigned to you for the duration of the internship.
2. The company will provide you with respective training (wrt to your assigned domain) during the internship.
3. You are eligible for a stipend between INR 5,000 - 10,000 after the completion of the first two months of your internship and will solely be based on your performance and shall be paid on completion of the tasks assigned to you during your internship to the satisfaction of the Company.
4. You will also be eligible for incentives (after two months of completion) during the internship which will be based on your performance and efforts.
5. You will be provided with a job offer from the company after your successful completion of the internship.
6. The job offer will be based on your performance and given assessments during your internship.
7. Your timings will be from 10:00 to 18:00, Monday to Friday.
8. The internship cannot be construed as employment or an offer of employment with Devohack.

We are delighted to send you this offer.

We look forward to joining our company in order to work with you.



DevoHack

B161-A, Sector 11, Second Floor,

Faridabad, Haryana - 121006

devohack.com

  
Head  
Department of Electronics & Communication Engineering  
JK Gujral Punjab Technical University  
Main Campus, Kapurthala (Punjab)  
Accepted by:  
Name - Sunder Singh  
Sign. - Sunder Singh



AMIT GUPTA <amitguptaptu@gmail.com>

**Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer**

Ankush <jollyankush14@gmail.com>  
To: amitguptaptu@gmail.com

Thu, Mar 24, 2022 at 5:17 PM

----- Forwarded message -----

From: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>  
Date: Tue 22 Mar, 2022, 11:51 AM  
Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer  
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

**Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role.** The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your eligibility during the recruitment process and your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition  
Infosys

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JK Gujrat Punjab Technical Univer  
Main Campus, Keopithala (Punjab)-1410



image001.png  
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# Cognizant

## Letter of Intent (LOI)

Superset ID: 1582175

November 02, 2021

Dear Rachit kumar,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2cognizant.cognizant.com/Pages/Prelogin>


Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

**Maya Sreekumar**

**Vice President - Human Resources**

  
Department of Electronics & Communication Engineering  
JK Gujral Punjab Technical University  
Main Campus, Kapurthala (Punjab)-141005



राष्ट्रीय डेरी विकास बोर्ड  
National Dairy Development Board

HRD:RECT.: 7610

07 December 2021

**IN DUPLICATE**

Ms. Anmol Dhillon  
Near Markfed Godown  
Punjawa Road, Lambi  
Dist.: Muktsar  
Punjab - 152113

Dear Madam,

**Traineeship in NDDB**

1. The National Dairy Development Board (NDDB) is pleased to offer you **Traineeship** for a fixed period of **one year** with effect from the date of your joining.
2. During the period of this traineeship, it may be terminated by either side by a notice of one month or stipend in lieu of one month's notice. Further, if this traineeship is terminated before the end of the aforesaid period, you will not be paid remaining stipend for the un-expired period except one month's notice or stipend in lieu of one month's notice.
3. This traineeship specifically excludes any right or lien on the job/ training in the organisation and also specifically excludes any right to be appointed/ absorbed against any post/vacancy, if it so arises, either during the currency of this traineeship or thereafter.
4. You will be paid a consolidated stipend of Rs. 30,000/- (Thirty thousand only) per month which will be subject to deduction of Provident Fund (PF) and tax at source as per applicable rules. The above stipend includes all components. You will not be entitled for any other benefits other than monthly consolidated stipend as mentioned above.
5. You will be entitled to travel benefits while on tour subject to prior approval from your Supervising Officer as per the Annexure.
6. You will be working 06 (six) days in a week and will be eligible to avail 20 (twenty) days leave during the period of this traineeship. You will also be eligible to encash any un-availed leave at the end of aforesaid period as per applicable rules.
7. You will not take any employment elsewhere (as part time or otherwise) during the currency of this traineeship.

Page 1 of 2

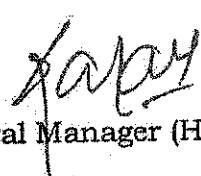
Head *[Signature]* 13/10/21  
Deptt. of Food Science & Technology  
I.K. Gujral Punjab Technical University  
KAPURTHALA



8. You will be required to reside at the place/ City where you are assigned unless you are specifically exempted from doing so by your Reporting Officer of the NDDB.
9. You will be obliged to follow the accepted norms of discipline and general conduct of the organisation. Any violation thereof shall result in the immediate termination of this traineeship, as may be required.
10. At the time of joining the one year traineeship, you are required to produce all original certificates/mark sheets as well as one set of self-attested copies in proof of your age, qualifications, relieving order/service certificate (if applicable) from your present/previous employer, caste certificate (in case of SC/ST/OBC) and PAN card.
11. If you do not return the duplicate copy of this letter signed by you as a token of your acceptance on or before 16 December 2021 and thereafter you do not report for traineeship to Senior General Manager (HR & ADMN), National Dairy Development Board, Near Jagnath Mahadev Temple, Anand - 388001 on or before 06 January 2021, this traineeship will automatically stand cancelled.
12. You will report to Director, Centre for Analysis and Learning in Livestock and Food (CALF), NDDB for all matters related to your traineeship.

Thanking you,

Yours faithfully,  
for National Dairy Development Board

  
Senior General Manager (HR & ADMN)

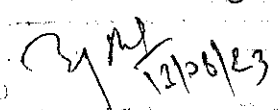
I accept the above traineeship with the terms and conditions indicated herein.

Date :

Signature :

cc : Director (CALF), NDDB, Anand  
Group Head (Accounts), NDDB, Anand

Page 2 of 2

  
Head  
Deptt. of Food Science & Technology  
I.K. Gujral Punjab Technical University  
KAPURTHALA

2/36

## Summary of TA Entitlement for Trainees while on tour

Categories	Particulars	Amounts (Rs.)
Ceiling for Hotel	A, A1 Class Cities	4,500 per day
	B1, B2 Class Cities	3,825 per day
	Other Places	3,150 per day
Ceiling for Travel Entitlement	Rail	AC-II
	Road Mileage/km	Own Motor Cycle/Scooter – Rs.6/- Own Moped – Rs.4/-
Local Conveyance	Taxi	800 per day
Cash Allowance	----	600 per day
Lodging Allowance	----	375 per day
Cost of Meal Per Day (in lieu of cash allowance)	On production of original bills	1,200 per day

## Cash Allowance Calculation

Up to 3 hrs	NIL
>3 But ≤ 6 hrs	25%
>6 But ≤ 12 hrs	50%
>12 hrs	100%

Deduction from Cash allowance if facility provided by NDDB or other organization

Lunch	30%
Dinner	30%
Full Lodging and Boarding	60%

Head  
Deptt. of Food Science & Technology  
I.K. Gujral Punjab Technical University  
KAPURTHALA



5.2.1

NATIONAL  
DAIRY  
DEVELOPMENT  
BOARD

**NDDB eRecruitment**

Greetings from National Dairy Development Board (NDDB).

NDDB would like to inform you that there is an online exam scheduled for the post of:  
**TRAINEE 1 NOVEMBER 2021 - TRAINEE EXAM NOVEMBER 2021**

Scheduled exam information details is as below:

**Exam Name:** TRAINEE 1 NOVEMBER 2021 - TRAINEE EXAM NOVEMBER 2021 (login [here](#) to give the Exam)

**Start Date:** 03-Nov-2021 10:30



**End Date:** 03-Nov-2021 11:30

**Login details:**

Username/Email: er.anmoldhillon@gmail.com

Password: 75N9837HW

**Additional Comments:**

*Note: It is recommended to open the exam link in latest version of  Google Chrome or  Mozilla Firefox browser for smooth conduct of exam.*

Regards,


HR Dept.

National Dairy Development Board (NDDB)

P.O.Box 40, Anand - 388 001

Support: [mchander@nddb.coop](mailto:mchander@nddb.coop)

Phone: 02692 - 226348

Recd.   
13/06/23  
Heads  
Deptt. of Food Science & Technology  
I.K. Gujral Punjab Technical University  
KAPURTHALA

4/36

# TITINS NUTRITIONS PRIVATE LIMITED

## Subject: Offer Letter and Terms of Employment

Dear Mr. Abhishek Pandey,

Thank you for exploring career opportunities with **Titins Nutritions Private Limited** (herein to be referred as Company). You have successfully completed our selection process and we are pleased to make you an offer of employment.

This offer is based on your profile, relevant work experience and performance in the selection process.

You have been selected for the suitable opportunity at Company's **Faridabad Office** as per the details given in the next sections.

Kindly confirm your acceptance of this offer and propose your tentative date of joining. *If not accepted within 7 days, this offer is liable to lapse at the discretion of Company.*

Please note that we will undertake a **Background Check** and you are required to submit the required documents **such as**

1. Government ID such as Driving License, Passport, AADHAR or any other approved ID as a proof of identity and/or address Copy
2. Educational Qualification Certificate Copies
3. Experience/Internship/Professional Training documents from your previous employment/association with organizations Copy if any
4. Last 3 Months' salary slips Copy if any

Please submit the above documents (along with originals, to be returned post verification) to the regional point of contact within 5 days of your offer acceptance, post which we can confirm your date of joining. Your offer is subject to a positive background check (enforceable even post joining).

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by Company.

### A. Position

#### Job Title:

Your title will be **Executive - Product Development & Quality Assurance** and you will form the part of **Core R&D, Product Quality group** that directly reports into the *Founders' team*. Your specific reporting manager will be intimated to you post your joining.

Plot No. 240, Sector 24, Faridabad, Haryana – 121005

Contact No. 0129-3547660

Email: [titinsnutrition@gmail.com](mailto:titinsnutrition@gmail.com)

CIN:U15400HR2021PTC094809

Head *Ry M* 13/10/23  
Deptt. of Food Science & Technology  
I.K. Gujral Punjab Technical University  
KAPURTHALA

8/36





# TITINS NUTRITIONS PRIVATE LIMITED

## Work Schedule:

This is a **FULL-TIME** position. Your regular weekly schedule will be *Monday to Saturday 09:30-18:00*. You may be required to work in shifts and / or in extended working hours, as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements exigencies from time to time, without any extra remuneration / compensation.

## Retirement:

You will retire from the services of the Company on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

## Employment Relationship:

Employment with the Company is for no specific period of time. Your employment with the Company will be "at will," meaning that either you or the Company may terminate your employment subject to Notice Period clause at any time and for any reason, with or without cause. Any contrary representations that may have been made to you are superseded by this letter agreement. This is the full and complete agreement between you and the Company on this term. Although your job duties, title, compensation and benefits, as well as the Company's personnel policies and procedures, may change from time to time, the "at will" nature of your employment may only be changed in an express written agreement signed by you and a duly authorized officer of the Company (other than you).

## Probation Period:

You will be on probation for *Six months (there will be two reviews: After completion of 3 & 6 months)*. Your confirmation will be communicated to you in writing. Company reserves the right to terminate your employment in case your performance, behavior and / or conduct during the probation period is found unsatisfactory.

## Mobility:

Company reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

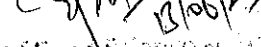
## Increments and Promotions:

Your performance and contribution to the company will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Company Compensation and Promotion Policy.

## Notice Period/ Termination conditions:

At the end of your employment with Company, either you or Company can terminate the appointment by giving 30 calendar days written notice or 1 months' basic salary in lieu of the notice. Company reserves the right at its sole discretion, if it is in the interest of the business and current assignment, to ask you to complete your notice period or decide whether your existing earned vacation or basic salary in lieu of notice period may be adjusted against the entire or partial notice period.

Plot No. 240, Sector 24, Faridabad, Haryana – 121005  
Contact No. 0129-3547660  
Email: [titinsntrition@gmail.com](mailto:titinsntrition@gmail.com)  
CIN:U15400HR2021PTC094809

Head   
Deptt. of Food Science & Technology  
I.K. Gujral Punjab Technical University  
KAPURTHALA

# TITINS NUTRITIONS PRIVATE LIMITED

## B. Cash Compensation

### Salary:

The Company will pay you a starting CTC at the rate of **INR 3.0 Lac per year** payable in accordance with the Company's standard payroll schedule. This salary will be subject to adjustment pursuant to the Company's employee compensation policies in effect at the time. A detailed salary structure will be shared at the time of joining.

### Tax Withholding, PF Contribution, Retirals etc :

All forms of compensation referred to in this letter agreement are subject to reduction to reflect applicable withholding and payroll taxes, PF deductions, retirals etc and other deductions required by law.

### Advice:

You are encouraged to obtain your own tax advice regarding your compensation from the Company. You agree that the Company does not have a duty to design its compensation policies in a manner that minimizes your tax liabilities and you will not make any claim against the Company or its Board of Directors related to tax liabilities arising from your compensation.

### Bonus potential:

In addition, you will be eligible to be considered for an incentive bonus for each fiscal year of the Company. The bonus (if any) will be awarded based on objective or subjective criteria established by the Company's Chief Executive Officer and approved by the Company's Board of Directors. Your target bonus will be equal to 0-10% of your annual base salary. Any bonus for the fiscal year in which your employment begins will be prorated, based on the number of days you are employed by the Company during that fiscal year. Bonus if any, for a fiscal year will be paid within 3 months after the close of that fiscal year, but only if you are still employed by the Company at the time of payment. The determinations of the Company's Board of Directors with respect to your bonus will be final and binding.

### Employee benefits

As a regular employee of the Company, you will be eligible to participate in a number of Company-sponsored benefits. The Company offers a comprehensive employee benefits program, including:

### Vacation Policy

You will be eligible for **10 days** of paid vacation leave per year. Paid time off is additional to sick days, bank holidays and days that the company does not operate.

### Health Insurance

As all Company employees, you will be eligible for the contributory (if you chose to do so) health insurance plan that we have negotiated with the vendor we provide. Specific terms and conditions may change upon vendor's decision.

Plot No. 240, Sector 24, Faridabad, Haryana – 121005

Contact No. 0129-3547660

Email: [titinsnutation@gmail.com](mailto:titinsnutation@gmail.com)

CIN:U15400HR2021PTC094809

Head *Cyber* 12/06/23  
Deptt. of Food Science & Technology  
I.K. Gujral Punjab Technical University  
KAPURTHALA

10/30





# TITINS NUTRITIONS PRIVATE LIMITED

## Training

As part of our professional development initiative for all employees, you will be eligible for an annual training budget (Initial allocation INR 10,000 per annum & may be proportioned as per the duration of service during an year, may be revised without prior notice as deemed fit by business). You can use this budget for educational materials, including books, subscriptions to online courses, tickets to conferences and workshops or other resources, upon managerial approval and after production of bills, invoices. You're also eligible for tuition fee reimbursement, upon HR department's approval.

## Stock Options

Subject to the approval of the Company's Board of Directors or its Compensation Committee, and following the adoption by the Company of an equity incentive plan, you may be granted an option to purchase shares at a later stage as may be announced (by the company at its sole discretion) of the restricted Stock of the Company or of its parent (the "Option"). The exercise price per share of the Option will be determined by the Board of Directors or the Compensation Committee when the Option is granted (most likely though non-binding scenarios e.g. post the fund-raising events such as Seed, Pre-Series A, Series B etc). The Option will be subject to the terms and conditions applicable to options granted under the Company's Stock Plan (as adopted, the "Plan"), as described in the Plan and the applicable Stock Option Agreement.

## D. Privacy and confidentiality agreements

### Privacy Agreement

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

### Conflict of Interest Policy

While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company (e.g. freelance R&D, Consulting work for our competitors defined as all other companies/firms working in Food & Dairy Space.) By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

### Proprietary Information and Inventions Agreement

Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company's standard Proprietary Information and Inventions Agreement.

### Representation, Amendment and Enforcement

This letter agreement supersedes and replaces any prior agreements, representations or understandings (whether written, oral, implied or otherwise) between you and the Company and constitute the complete

Plot No. 240, Sector 24, Faridabad, Haryana – 121005

Contact No. 0129-3547660

Email: [titinsnutrition@gmail.com](mailto:titinsnutrition@gmail.com)

CIN:U15400HR2021PTC094809

Head *[Signature]*  
Deptt. of Food Science & Technology  
J.K. Gujral Punjab Technical University  
KAPURTHALA

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# TITINS NUTRITIONS PRIVATE LIMITED

agreement between you and the Company regarding the subject matter set forth herein. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company.

You may indicate your agreement with these terms and accept this offer by signing and dating this agreement by **16<sup>th</sup> May**, upon your acceptance of this employment offer, Company will provide you with the necessary paperwork and instructions.

Sincerely,

For, TITINS NUTRITIONS PRIVATE LIMITED

09<sup>th</sup> May, 2022  
Place: Faridabad

## Offer Acceptance

Dear Sir/Madam,

I accept the offer letter and would like to join the company starting \_\_/\_\_/2022

Sincerely Yours,

Date -

Plot No. 240, Sector 24, Faridabad, Haryana – 121005  
Contact No. 0129-3547660  
Email: [titinsnutation@gmail.com](mailto:titinsnutation@gmail.com)  
CIN:U15400HR2021PTC094809

Head   
Deptt. of Food Science and Technology  
J.K. Gujral Punjab Technical University  
KAPURTHALA

12/36



# Schreiber Dynamix Dairies Pvt. Ltd.

SDDL-FAZ/ HR/ OFR/ 2022-2023  
21<sup>st</sup> November 2022.

Mr. Akshay S. Pandey,  
13, A. K. Marwah, Randhir Colony  
Karnal, Haryana 132001

Dear Mr. Akshay,

This is with reference to your application and the subsequent interview you had with us on 04<sup>th</sup> November 2022 and discussions thereafter. We have pleasure in offering you a job as "Associate Production" in "Production Department" at our North Plant, Fazilka, Punjab in the grade "Support III" in our Company on the terms & conditions mutually discussed and agreed upon.

We expect that you will join us on or before 15<sup>th</sup> December 2022. You are requested to please carry the following documents with you at the time of joining:

- Recent Photographs - Passport Size: 02 Nos., Stamp Size: 01 Nos.
- Certificates of Educational Qualification – Original and One Set of Photocopies.
- Date of Birth Certificate.
- Photocopies of Proof(s) of Past Employment(s).
- Photocopy of Relieving Order issued by your Previous Employer.
- Photocopy of Salary Slip / Salary Certificate issued by Previous Employer.
- Address proof permanent and temporary.
- Photocopy of Marriage Certificate & Joint Photograph, if married
- Identity proof (Pan Card).
- Blood Group Certificate.
- Medical Fitness Certificates for the following:
  1. Chest X-Ray (Dr. Renu Dhuria, Navjeevan Hospital, Fazilka)
  2. Blood & Stool Testing (Dr. Renu Dhuria, Navjeevan Hospital, Fazilka)
  3. Clinical check-up (Dr. Renu Dhuria, Navjeevan Hospital, Fazilka)
  4. Skin Test (Dr. Renu Dhuria, Navjeevan Hospital, Fazilka)

You will have to undergo pre-employment medical checkup as per the company policy and your employment is subject to your medical fitness.

You will be eligible for benefits like Hospitalization Insurance, Personal Accident Insurance as applicable to your category.

You will be eligible for the next salary rise on 1<sup>st</sup> Jan 2024 as per the company's policy.

This offer letter is being issued to you in duplicate. You are advised to sign the duplicate copy as a token of your acceptance and return us.

We welcome you in our Organization.

Thanking you,

Yours sincerely,  
For Schreiber Dynamix Dairies Pvt. Ltd.,

Received & Accepted.

Manjushree Chavan  
Business Support Manager -HR & Administration

(Signature)  
Name: Mr. Akshay S. Pandey

Factory : E-94, MIDC, Bhigwan Road, Baramati - 413 133, Dist. Pune, Maharashtra  
Tel: (+91) 2112 - 662700 • Fax: (+91) 2112 243710

Regd. Off: 215, Atrium Building, 10th Floor, C Wing, Opp. Big Cinema, Andheri Kurla Road,  
(Next to Courtyard Marriott Hotel), Andheri East, Mumbai - 400 093, India.

*Handwritten signature and date:*  
15/12/22

**Head**  
Deptt. of Food Science & Technology  
L.K. Gujral Punjab Technical University  
KAPURTHALA

13/36

GASTROLAB INDIA PVT LTD.  
CORPORATE ADDRESS: 202 Speciality Business Centre Balewadi Pune 411045

Gagandeep Singh,  
House No. 230/3, Gupta Colony, Tohana, Chandigarh Road, Fatehabad-125120,  
Haryana  
+91 85914 48313  
gagandeepswali3@gmail.com

Sub: Offer cum Appointment Letter

Dear Gagandeep,

Welcome to GastroLab/GastroLab, Registered trade mark of GastroLab India Pvt Ltd. You are one of the initial members of the company and we are excited to have you on board. We are pleased to offer you a position of **Clinical Research Coordinator**, with GastroLab India Pvt Ltd. You are expected to report to the site (PGIMER, Chandigarh) on 23<sup>rd</sup> August-2021.

Your appointment will be based on the following terms:

1. Your remuneration is INR 15,000/- p.m.  
All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. While your initial place of posting will be at Chandigarh. You are liable to be transferred to any of the Company's office in India or to any other department in the organization.
3. The company reserves the right to change or modify the manner, composition or mode of delivering compensation in its full discretion. For the first six months of your services/ employment you will be deemed to be on probation and during this period, either party may terminate this contract by giving (Two) weeks' notice in writing or salary in lieu thereof. Within 60 days of completion of the six months if you have not received a notification stating otherwise including, without limitation, extension of probation period from HR your employment is deemed to be confirmed. After the expiry of the probation period or the extended probation period (if the same has been extended) either party is entitled to terminate the contract by giving 30 days' notice. Whereas the company reserves the right to request service of notice or pay salary in lieu of, your notice period waiver or payment in lieu will be at the sole discretion of the Company, but in no event, will be less than the minimum period required by applicable law.

In the event, you absent yourself for a continuous period of seven days without prior approval of your reporting manager (including overstay of leave/ training), it would be deemed that you have resigned from the services of the Company and you will be liable to pay salary in lieu of notice thereof as applicable for resignation.

4. You will always maintain utmost confidentiality with regard to records, documents and other information relating to business of the Company which may be known, provided or confided to you and you shall use the same only in a useful manner, in the best interests of the company. Upon ceasing to be



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CORPORATE ADDRESS: 202 Speciality Business Centre Balewadi Pune 411045

in the services of the Company for any reason, you shall immediately return any records, documents and any other information of the Company which are in your possession and shall not retain any copies (electronic or otherwise) of the same.

5. You will be bound by the existing rules and regulations of the Company and those that may be framed from time to time.

6. This offer is subject to satisfactory investigations of your credentials and if it is found at any time that you have made any false statements or suppressed any material information, it shall lead to termination of your services by the Company without any notice or compensation.

7. You are required to make a full and frank disclosure of any dealing you propose to enter directly or through any of your relatives or family members with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like by whatever name called.

Further the company is fully authorized to take appropriate action in the event of your indulging in: 1) an act of fraud or dishonesty in the course of your employment with the Company; 2) conviction of (or a plea of no contest with respect to) a crime constituting a felony; an act of omission which causes you or the Company to be in violation of any laws of the land including but not limited to Central securities law, rules or regulations and/or the rules of any exchange or association of which the Company is a member, including statutory disqualification; 4) failure to perform your essential job duties where such failure is injurious to the Company, its business interests or its reputation; 5) your material breach of any written policy applicable to your employment with the Company; or 6) your material violation of the Company's written **Confidentiality Agreement**, a copy of which will be provided along with the offer letter.

8. In the event of you being deputed overseas for training and operations you shall sign a service agreement as per the rules of the company.

11. You will be reimbursed for outstation travel and other expenses incurred while carrying out responsibilities on behalf of GastroLab provided these expenses are approved in advance.

12. The policies on standard working hours would be 10 am to 6 pm from Monday to Saturday (half-day). You are entitled to avail 12 days of casual and 3 days of medical leave with pay (limited to one per month).

13. It may be noted that if you do not return the duplicate copy of this letter and if you do not report to work on or before the date specified above, it shall be deemed that you are not interested and the same will stand automatically withdrawn with effect from the said date.

if the above terms and conditions are acceptable to you, please sign and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

At the time of reporting to work, please ensure to bring two copies of the following:

Head  
Dept. of Food Science & Technology  
I.K. Gujral Punjab Technical University  
KAPURTHALA

020 2739 7407

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CORPORATE ADDRESS: 202 Speciality Business Centre Balewadi Pune 411045

1. Photocopy of proof of Date of Birth and Educational qualifications together with the originals.
2. Photocopy of Address Proof.  
(Any of the following - Passport/ Ration Card/Electricity Bill/Phone Bill/Agreement Copy)
3. Relieving Letter/ Experience Certificate from last employer.
4. Last Salary Slip / Salary Certificate OR Appointment Letter with Salary annexure OR Bank Statement.
5. Three Passport sized photographs.
6. Photo ID  
(Any of the following - Driving License / Pan Card / Voters ID / Passport / Aadhar Card)

We believe that you can make an outstanding contribution and we can offer you a challenging and rewarding career with the Company. If you have any questions or if there is any way I can help you further, please do not hesitate to call.

Welcome to GastroLab™ and here's wishing you a rewarding career.

Sincerely,  
For GastroLab India Pvt Ltd

Jagdeep Singh  
CEO

**Enclosures:**

- 1 Salary Annexure
- 2 Annexure I
- 3 Declaration (Annexure II)
- 4 Annexure III

NOTE: For purposes of brevity and ease of reading, the term "the Company" or the term "GastroLab" (wherever it appears in this letter) means GastroLab India Pvt Ltd

I accept the above mentioned terms & conditions, and shall report for duty on 23<sup>rd</sup> August 2021.

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

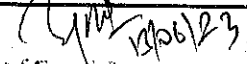
(Signature) : \_\_\_\_\_

Head  
Deptt. of Food Science & Technology  
I.K. Gujral Punjab Technical University  
KAPURTHALA



### Salary Annexure

Name:	Gagandeep Singh	
Designation:	Clinical Research Coordinator	
Grade:	NA	
Date of Joining:	23rd August 2021	
Date of Birth:	23-08-2000	
<b>COMPENSATION COMPONENT</b>	Amount INR 15000 Per Month	Amount INR 180000 Per Annum
<b>SALARY &amp; ALLOWANCES</b>		
Basic Salary	15000	180000
House Rent Allowance	0	0
Conveyance	0	NA
Special Allowance	0	0
<b>Total Salary &amp; Allowances</b>	<b>15000</b>	<b>180000</b>
<b>FLEXI KITTY</b>		
Medical Reimbursement/Telephone Reimbursement	0	0
<b>Total Flexi Kitty</b>	<b>0</b>	<b>0</b>
<b>OTHERS</b>		
Co.'s contribution to Provident Fund	0	0
Gratuity	0	0
Insurance (Life/ Medical/Accident) **	0	0
<b>Total Others</b>	<b>0</b>	<b>0</b>
<b>TOTAL CTC</b>	<b>15000</b>	<b>180000</b>
<b>Note:</b>		
1) Gratuity will be as per The Payment of Gratuity Act included in the CTC.		
2) Company contribution of PF will be taken at 12% of Basic Salary upon reaching the threshold limit.		
3) Insurance: You will be eligible to participate in the Insurance Plan of the Company as per the plans of the Company **		

  
 Head  
 Deptt. of Food Science & Technology  
 I.K. Gujral Punjab Technical University  
 KAPURTHALA

GASTROLAB INDIA PVT LTD.  
CORPORATE ADDRESS: 202 Speciality Business Centre Balewadi Pune 411045

Simranjeet Kaur,  
House No. 230/3, Gupta Colony, Tohana, Chandigarh Road, Fatehabad-125120,  
Haryana  
+91 6284817865  
crsimranjeetkaur@gmail.com

Sub: Offer cum Appointment Letter

Dear Simranjeet,

Welcome to GastroLab/GastroLab, Registered trade mark of GastroLab India Pvt Ltd. You are one of the initial members of the company and we are excited to have you on board. We are pleased to offer you a position of **Clinical Site Coordinator**, with GastroLab India Pvt Ltd. You are expected to report to the site (DMC, Ludhiana) on 5<sup>th</sup> October-2021.

Your appointment will be based on the following terms:

1. Your remuneration is INR 15,000/- p.m.  
All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. While your initial place of posting will be at Ludhiana. You are liable to be transferred to any of the Company's office in India or to any other department in the organization.
3. The company reserves the right to change or modify the manner, composition or mode of delivering compensation in its full discretion. For the first six months of your services/ employment you will be deemed to be on probation and during this period, either party may terminate this contract by giving (Two) weeks' notice in writing or salary in lieu thereof. Within 60 days of completion of the six months if you have not received a notification stating otherwise including, without limitation, extension of probation period from HR your employment is deemed to be confirmed. After the expiry of the probation period or the extended probation period (if the same has been extended) either party is entitled to terminate the contract by giving 30 days' notice. Whereas the company reserves the right to request service of notice or pay salary in lieu of, your notice period waiver or payment in lieu will be at the sole discretion of the Company, but in no event, will be less than the minimum period required by applicable law.

In the event, you absent yourself for a continuous period of seven days without prior approval of your reporting manager (including overstay of leave/ training), it would be deemed that you have resigned from the services of the Company and you will be liable to pay salary in lieu of notice thereof as applicable for resignation.

4. You will always maintain utmost confidentiality with regard to records, documents and other information relating to business of the Company which may be known, provided or confided to you and

www.GastroLab.com

Head  
Deptt. of Food Science & Technology  
020 2739 7407  
J.K. Gujral Punjab Technical University  
KAPURTHALA

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CORPORATE ADDRESS: 202 Speciality Business Centre Balewadi Pune 411045

you shall use the same only in a useful manner, in the best interests of the company. Upon ceasing to be in the services of the Company for any reason, you shall immediately return any records, documents and any other information of the Company which are in your possession and shall not retain any copies (electronic or otherwise) of the same.

5. You will be bound by the existing rules and regulations of the Company and those that may be framed from time to time.

6. This offer is subject to satisfactory investigations of your credentials and if it is found at any time that you have made any false statements or suppressed any material information, it shall lead to termination of your services by the Company without any notice or compensation.

7. You are required to make a full and frank disclosure of any dealing you propose to enter directly or through any of your relatives or family members with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like by whatever name called.

Further the company is fully authorized to take appropriate action in the event of your indulging in: 1) an act of fraud or dishonesty in the course of your employment with the Company; 2) conviction of (or a plea of no contest with respect to) a crime constituting a felony; an act of omission which causes you or the Company to be in violation of any laws of the land including but not limited to Central securities law, rules or regulations and/or the rules of any exchange or association of which the Company is a member, including statutory disqualification; 4) failure to perform your essential job duties where such failure is injurious to the Company, its business interests or its reputation; 5) your material breach of any written policy applicable to your employment with the Company; or 6) your material violation of the Company's written **Confidentiality Agreement**, a copy of which will be provided along with the offer letter.

8. In the event of you being deputed overseas for training and operations you shall sign a service agreement as per the rules of the company.

11. You will be reimbursed for outstation travel and other expenses incurred while carrying out responsibilities on behalf of GastroLab provided these expenses are approved in advance.

12. The policies on standard working hours would be 10 am to 6 pm from Monday to Saturday (half-day). You are entitled to avail 12 days of casual and 3 days of medical leave with pay (limited to one per month).

13. It may be noted that if you do not return the duplicate copy of this letter and if you do not report to work on or before the date specified above, it shall be deemed that you are not interested and the same will stand automatically withdrawn with effect from the said date.

If the above terms and conditions are acceptable to you, please sign and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

At the time of reporting to work, please ensure to bring two copies of the following:

www.GastroLab.com

Head *[Signature]* 13/06/23  
Dept. of Food Science & Technology  
J. K. Gujral Punjab Technical University  
020 2739 746  
KAPURTHALA

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GASTROLAB INDIA PVT LTD.  
CORPORATE ADDRESS: 202 Speciality Business Centre Balewadi Pune 411045

1. Photocopy of proof of Date of Birth and Educational qualifications together with the originals.
2. Photocopy of Address Proof. Any of the following - Passport/ Ration Card/Electricity Bill/Phone Bill/Agreement Copy.
3. Relieving Letter/ Experience Certificate from last employer.
4. Last Salary Slip / Salary Certificate OR Appointment Letter with Salary annexure OR Bank Statement.
5. Three Passport sized photographs.
6. Photo ID. Any of the following - Driving License / Pan Card / Voters ID / Passport / Aadhar Card.

We believe that you can make an outstanding contribution and we can offer you a challenging and rewarding career with the Company. If you have any questions or if there is any way I can help you further, please do not hesitate to call.

Welcome to GastroLab™ and here's wishing you a rewarding career.

Sincerely,  
For GastroLab India Pvt Ltd

**Jagdeep Singh**  
CEO

**Enclosures:**

- 1 Salary Annexure
- 2 Annexure I
- 3 Declaration (Annexure II)
- 4 Annexure III

NOTE: For purposes of brevity and ease of reading, the term "the Company" or the term "GastroLab" (wherever it appears in this letter) means GastroLab India Pvt Ltd

I accept the above mentioned terms & conditions, and shall report for duty on 5<sup>th</sup> October 2021.

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

(Signature): \_\_\_\_\_

Head *Qym* 13/06/23  
Deptt. of Food Science & Technology  
I.K. Gujral Punjab Technical University  
KAPURTHALA

### Salary Annexure

Name:	Simranjeet Kaur	
Designation:	Clinical Site Coordinator	
Grade:	NA	
Date of Joining:	5th October 2021	
Date of Birth:	XX-XX-20XX	
<b>COMPENSATION COMPONENT</b>	<b>Amount INR 15000 Per Month</b>	<b>Amount INR 180000 Per Annum</b>
<b>SALARY &amp; ALLOWANCES</b>		
Basic Salary	15000	180000
House Rent Allowance	0	0
Conveyance	0	NA
Special Allowance	0	0
<b>Total Salary &amp; Allowances</b>	<b>15000</b>	<b>180000</b>
<b>FLEXI KITTY</b>		
Medical Reimbursement/Telephone Reimbursement	0	0
<b>Total Flexi Kitty</b>	<b>0</b>	<b>0</b>
<b>OTHERS</b>		
Co.'s contribution to Provident Fund	0	0
Gratuity	0	0
Insurance (Life/ Medical/Accident) **	0	0
<b>Total Others</b>	<b>0</b>	<b>0</b>
<b>TOTAL CTC</b>	<b>15000</b>	<b>180000</b>
<b>Note:</b>		
(1) Gratuity will be as per The Payment of Gratuity Act included in the CTC. Company contribution of PF will be taken at 12% of Basic Salary upon reaching the threshold limit. Insurance: You will be eligible to participate in the Insurance Plan of the Company as per the plans of the Company **		

Head *[Signature]* 12/06/23  
 Deptt. of Food Science & Technology  
 I.K. Gujral Punjab Technical University  
 KAPURTHALA



GASTROLAB INDIA PVT LTD.  
CORPORATE ADDRESS: 202 Speciality Business Centre Balewadi Pune 411045

Priya Chauhan,  
S.B.S.Nagar, Nawanshahr 125120 Punjab India  
+91-8437891213  
priyachauhan.cr@gmail.com

Sub: Offer cum Appointment Letter

Dear Priya,

Welcome to GastroLab/GastroLab, Registered trade mark of GastroLab India Pvt Ltd. You are one of the initial members of the company and we are excited to have you on board. We are pleased to offer you a position of **Clinical Research Coordinator**, with GastroLab India Pvt Ltd. You are expected to report to the site (PGIMER, Chandigarh) on 12<sup>th</sup> November-2021.

Your appointment will be based on the following terms:

1. Your remuneration is INR 15,000/- p.m.  
All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. While your initial place of posting will be at Chandigarh. You are liable to be transferred to any of the Company's office in India or to any other department in the organization.
3. The company reserves the right to change or modify the manner, composition or mode of delivering compensation in its full discretion. For the first six months of your services/ employment you will be deemed to be on probation and during this period, either party may terminate this contract by giving (Two) weeks' notice in writing or salary in lieu thereof. Within 90 days of completion of the six months if you have not received a notification stating otherwise including, without limitation, extension of probation period from HR your employment is deemed to be confirmed. After the expiry of the probation period or the extended probation period (if the same has been extended) either party is entitled to terminate the contract by giving 30 days' notice. Whereas the company reserves the right to request service of notice or pay salary in lieu of, your notice period waiver or payment in lieu will be at the sole discretion of the Company, but in no event, will be less than the minimum period required by applicable law.

In the event, you absent yourself for a continuous period of seven days without prior approval of your reporting manager (including overstay of leave/ training), it would be deemed that you have resigned from the services of the Company and you will be liable to pay salary in lieu of notice thereof as applicable for resignation.

4. You will always maintain utmost confidentiality with regard to records, documents and other information relating to business of the Company which may be known, provided or confided to you and you shall use the same only in a useful manner, in the best interests of the company. Upon ceasing to be in the services of the Company for any reason, you shall immediately return any records, documents and

any other information of the Company which are in your possession and shall not retain any copies (electronic or otherwise) of the same.

5. You will be bound by the existing rules and regulations of the Company and those that may be framed from time to time.
6. This offer is subject to satisfactory investigations of your credentials and if it is found at any time that you have made any false statements or suppressed any material information, it shall lead to termination of your services by the Company without any notice or compensation.
7. You are required to make a full and frank disclosure of any dealing you propose to enter directly or through any of your relatives or family members with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like by whatever name called.

Further the company is fully authorized to take appropriate action in the event of your indulging in: 1) an act of fraud or dishonesty in the course of your employment with the Company; 2) conviction of (or a plea of no contest with respect to) a crime constituting a felony; an act of omission which causes you or the Company to be in violation of any laws of the land including but not limited to Central securities law, rules or regulations and/or the rules of any exchange or association of which the Company is a member, including statutory disqualification; 4) failure to perform your essential job duties where such failure is injurious to the Company, its business interests or its reputation; 5) your material breach of any written policy applicable to your employment with the Company; or 6) your material violation of the Company's written **Confidentiality Agreement**, a copy of which will be provided along with the offer letter.

8. In the event of you being deputed overseas for training and operations you shall sign a service agreement as per the rules of the company.
11. You will be reimbursed for outstation travel and other expenses incurred while carrying out responsibilities on behalf of GastroLab provided these expenses are approved in advance.
12. The policies on standard working hours would be 10 am to 6 pm from Monday to Saturday (half-day). You are entitled to avail 12 days of casual and 3 days of medical leave with pay (limited to one per month).
13. It may be noted that if you do not return the duplicate copy of this letter and if you do not report to work on or before the date specified above, it shall be deemed that you are not interested and the same will stand automatically withdrawn with effect from the said date.

If the above terms and conditions are acceptable to you, please sign and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

At the time of reporting to work, please ensure to bring two copies of the following:

1. Photocopy of proof of Date of Birth and Educational qualifications together with the originals.

*[Signature]*  
13/10/23  
Deptt. of Food Science & Technology  
I.K. Gujral Punjab Technical University  
KAPURTHALA

GASTROLAB INDIA PVT LTD.  
CORPORATE ADDRESS: 202 Speciality Business Centre Balewadi Pune 411045

2. Photocopy of Address Proof.

(Any of the following - Passport/ Ration Card/Electricity Bill/Phone Bill/Agreement Copy)

3. Relieving Letter/ Experience Certificate from last employer.

4. Last Salary Slip / Salary Certificate OR Appointment Letter with Salary annexure OR Bank Statement.

5. Three Passport sized photographs.

6. Photo ID

(Any of the following - Driving License / Pan Card / Voters ID / Passport / Aadhar Card)

We believe that you can make an outstanding contribution and we can offer you a challenging and rewarding career with the Company. If you have any questions or if there is any way I can help you further, please do not hesitate to call.

Welcome to GastroLab™ and here's wishing you a rewarding career.

Sincerely,

For GastroLab India Pvt Ltd

**Jagdeep Singh**

CEO

**Enclosures:**

1 Salary Annexure

2 Annexure I

3 Declaration (Annexure II)

4 Annexure III

NOTE: For purposes of brevity and ease of reading, the term "the Company" or the term "GastroLab" (wherever it appears in this letter) means GastroLab India Pvt Ltd

I accept the above mentioned terms & conditions, and shall report for duty on 12<sup>th</sup> November 2021.

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

(Signature) : \_\_\_\_\_

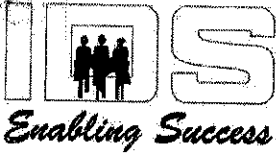
*[Handwritten Signature]*  
Head  
Deptt. of Food Science & Technology  
I.K. Gujral Punjab Technical University  
KAPURTHALA



### Salary Annexure

<b>Name:</b>	Priya Chauhan	
<b>Designation:</b>	Clinical Research Coordinator	
<b>Grade:</b>	NA	
<b>Date of Joining:</b>	11 <sup>th</sup> November 2021	
<b>Date of Birth:</b>	15-02-1996	
<b>COMPENSATION COMPONENT</b>	Amount INR 15000 Per Month	Amount INR 180000 Per Annum
<b>SALARY &amp; ALLOWANCES</b>		
Basic Salary	15000	180000
House Rent Allowance	0	0
Conveyance	0	NA
Special Allowance	0	0
<b>Total Salary &amp; Allowances</b>	<b>15000</b>	<b>180000</b>
<b>FLEXI KITTY</b>		
Medical Reimbursement/Telephone Reimbursement	0	0
<b>Total Flexi Kitty</b>	<b>0</b>	<b>0</b>
<b>OTHERS</b>		
Co.'s contribution to Provident Fund	0	0
Gratuity	0	0
Insurance (Life/ Medical/Accident) **	0	0
<b>Total Others</b>	<b>0</b>	<b>0</b>
<b>TOTAL CTC</b>	<b>15000</b>	<b>180000</b>
<b>Note:</b>	Gratuity will be as per The Payment of Gratuity Act included in the CTC. Company contribution of PF will be taken at 12% of Basic Salary upon reaching the threshold limit. Insurance: You will be eligible to participate in the Insurance Plan of the Company as per the plans of the Company **	

Head *[Signature]* 12/06/23  
 Deptt. of Food Science & Technology  
 J.K. Gujral Punjab Technical University  
 KAPURTHALA



**IDS Infotech Ltd.**  
C-138, Phase VIII, Industrial Area, Mohali-160059, INDIA  
Tel.: (+91)-172-5053601, 5053602  
Fax: (+91)-172-5098475  
Website: www.idsil.com  
CIN: U72200CH1989PLC009464

IDS/HRO/28749/2022  
December 01, 2022

## LETTER OF APPOINTMENT

**Mr. Munish Kumar**  
Vill. & P.O. Bhakra,  
Teh. Sri Naina Devi Ji,  
Distt. Bilaspur, Himachal Pradesh-174201

### PURPOSE

IDS is engaged in the business of Software Development/BPO & ITES in Chandigarh, Mohali and Noida and has a requirement for competent Professional with qualification and experience.

### 2. OFFER FOR EMPLOYMENT

The Employee has submitted his/her offer for employment by an application for the post of **Research Associate** along with credentials, certificates skill, experience and knowledge and on the basis of these representations the present Letter is being entered into on the terms and conditions set out hereinafter.

### 3. DEFINITIONS AND INTERPRETATION

In this Letter unless the context requires otherwise, the following terms shall have the following meanings: -

#### 3.1 "COMPETITOR"

A competitor shall include company involved in the similar business as the IDS INFOTECH LTD in India or abroad.

#### 3.2 "Contact/Customers"

Contact, customers/clients, will include, Legal Business Entities, Natural Person, who has been involved in Business relationship with the employer.

#### 3.3 "EFFECTIVE DATE"

The date of actual joining the Company by Employee shall be the "Effective Date"

#### 3.4 "INTELLECTUAL PROPERTY RIGHTS"

The Intellectual Property Rights shall mean and include, all rights under The Trade Marks Act 1999, The Patents Act, 1970, The Copyright Act, 1957, The Design Act 2000, The Semiconductor Integrated Circuits layout -Design Act, 2000 or any other such applicable statute, and other Intellectual Property rights, so created by Employee during the course of its employment.

Regd. Office : I-8, Rajiv Gandhi Technology Park, Chandigarh

INDIA-160 003  
Deptt. of Food Science & Technology  
I.K. Gujral Punjab Technical University  
KAPURTHALA

Employer Signature: Anjan K. Nandi

1

Employee Signature: \_\_\_\_\_

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3.5 "TRADE SECRET" shall mean and include: -

3.5.1 Any information relating to Company, including, but not limited to, its technical or non-technical data, a compilation, a program, a software in different stages of development, design, graphics, visuals, data mark-up information, source code, Object Code, code documents, diagram, flow charts, development process and procedures, know how, device, a method, a technique, a drawing, a formula, a pattern, a process, financial data, financial plans, product plans, marketing techniques, strategies and tools, models, prices or a list of actual or potential customers that derives economic value, actual or potential, not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use and which in the judgment of the Company ought to be kept confidential, private and secret.

3.5.1.1 Information regarding names, addresses, personal details of any customers, sales personnel, account invoices, training and educational manuals, administrative manuals, prospective customer leads, in whatever form, whether or not computer or electronically accessible "on-line."

3.5.1.2 Information, Data base and/or any material, in whatever form, or paper, disc, CD, floppy or electronic form to which an Employee gets access or on which an Employee works and/or has a physical possession of, during the course of his/her employment.

3.6 "WORK " shall mean all jobs, acts carried by employee, creating any intellectual property rights during the course of its employment under this letter in any programming, documentation, technology, process, support system and software that relates to the business and interests of the Company and which all that Employee conceives, develops, and/or delivers to the Company at any time during the term of Employee's employment and under this letter or so conceived, developed or delivered to the Company on execution of this Letter with the Company.

3.7 The words and expressions appearing in this letter but not defined herein but defined under Section 2 of 'Information Technology Act 2000' and as amended from time to time, shall carry the same meaning and scope.

#### 4. EMPLOYMENT

---

IDS hereby on the basis of the representations made by the Employee as stated above the Company has agreed to employ the Employee to the post of **Research Associate**. The Employee hereby accepts and agrees to such employment with "Effective Date" as defined in Clause 3.2 and subject to terms and conditions set out herein.

#### 5. CONFIRMATION

---

Your appointment will be on probation for a period of six months from the date of your joining the company, which may be extended in case it is found necessary. Please note that you will continue to be on probation unless you are specifically advised about your confirmation in writing.

#### 6. REMUNERATION

---

IDS shall pay the Employee and the Employee agrees to accept remuneration from IDS of **Rs. 269406/- (Rupees Two Lakh Sixty Nine Thousand Four Hundred Six Only)** TCTC per annum which includes benefits, allowances, perquisites, as set out in details in Schedule 'A' to this Letter.

Head  
Deptt. of Food Science & Technology  
J.K. Gujral Punjab Technical University  
KAPURTHALA

Employer Signature: \_\_\_\_\_

Anjan K. Nanda

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Employee Signature: \_\_\_\_\_

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## DURATION

The duration of the employment shall be up till the age of 58 i.e. the age of superannuating in terms of the policy of Company, subject to termination of the services in terms of Clause 16 set out hereinafter.

## 8. CONTRIBUTIONS

Employee will be required to contribute to the Employees Provident Fund and Employee State Insurance where ever applicable with the Employee's Provident Fund Act 1952 and Employee State Insurance Act.

## 9. TRANSFER

Any employee shall be liable to be transferred from one department to another in same establishment or from one establishment to another establishment (whether existing or may exist in future, in same place or different place or in different State) or from one concern to another sister concern (whether existing or may exist in future, in same place or different place or in different State) provided that such transfer does not entail reduction in total salary. The Management may depute any employee for outstation duty in connection with the work or business of the Management. In case, the employee is transferred in another State where the employee has to shift her residence and household, luggage etc. then she will be paid traveling expenses, incidental expenses and transport expenses and reasonable time upto seven days for reporting at transferred place.

## 10. MANNER OF PERFORMANCE

The Employee shall, at all times faithfully and to the best of his/her ability, experience, talent and skill gained prior to and during course of this employment and shall perform all duties that may be required from his/her pursuant to expression and implicit terms under this Letter to the satisfaction of the Company or any of his/her superiors. The Employee shall always accept all such services, assignment, project, which is specifically assigned to his/her by any superior in the Company from time to time.

## 11. EMPLOYEE'S LOYALTIES

The Employee shall, at all times, be loyal to the Company and shall during working hours devote his/her time, attention, knowledge and skill solely and exclusively to the business and interests of the Company. The Employee shall not, without the Company's prior written consent, engage in any other business, activity, other than investment of Employee's personal funds. In no event, Employee shall pursue outside business interest that interfere with his/her full time responsibilities or entail any use of the Company's resources.

## 12. INTELLECTUAL PROPERTY RIGHTS

The Company shall own absolutely and exclusively all right, title and interest as the FIRST OWNER of copyrights and other intellectual property rights, in all works developed by an Employee during the course of employment. Employee unconditionally, irrevocably and without any demur and protest assigns, the ownership, upon creation thereof all copyrights,

I.K. Gujral Punjab Technical University  
KAPURTHALA

Employer Signature: \_\_\_\_\_

Anjan K. Nandi

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Employee Signature: \_\_\_\_\_

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patentable inventions, designs, or other intellectual property rights, without further consideration, to the Company. Employee by virtue of this letter thus will not own any copyright or other Intellectual Property rights over any work developed by his/her.

12.2 The Company, its lawful successors and assignees, shall have the absolute and exclusive, right to, sell, assign, license or exercise any other right as they may deem fit.

12.3 Employee agrees to perform at the request of the Company, during or after termination of employment of Employee, such acts or further acts as may be necessary or desirable to assign, transfer, perfect and/or defend the Company's ownership in all such Works and intellectual property rights created therein, when requested, Employee, at all times, during or after the employee ceases to be in employment of the company in terms of Clause 9 shall Execute, acknowledge and deliver any requested affidavits and documents of assignment and conveyance.

12.3.1 Obtain and aid in the enforcement of copyrights (and, if applicable, patents) with respect to the Work Product in any country.

12.3.2 Provide testimony in connection with any proceeding affecting the right, title or interest of the Company and in support of the Company in respect of any Work.

12.3.3 Perform any other acts deemed necessary or desirable by Company to carry out the purposes of this Letter.

12.4. The Company shall reimburse all reasonable out-of-pocket expenses incurred by Employee at the Company's request in connection with the foregoing, including reasonable compensation on pro rata basis, based upon last salary drawn, for services rendered following termination of Employee's employment in terms of this letter.

### 13. CONFIDENTIALITY

Employee shall always maintain in strict confidence and shall not use or disclose any trade secrets. This obligation shall apply during and after the term of this Letter for so long as the pertinent information remains a Trade Secret, and shall apply whether or not the Trade Secret is in written Electronic or any tangible or intangible form. You will appreciate that remuneration is a confidential matter between you & the organization & should be treated as such.

### 14. PRIVACY AND DATA PROTECTION

14.1 The Employee binds itself to all confidential and privacy covenants to which the Company is bound under any contract or assignment with any other Company, Person, Organization or Institute etc., whether executed before or during this Letter.

14.2 It is specifically agreed that the Employee when during course of employment, if exposed to or is entrusted with or comes across any private, confidential data or information relating to Health Information, Financial, Credit Cards, Telephone, mobiles, Driving License, Voter ID, Insurance or any other data collected online in respect of any person or company in India or belonging to any other country, shall maintain utmost secrecy. The Employee shall use such data or information only to meet the exigencies of the job in terms of employment only and not for any other purpose.

14.3 Employee represents and warrants to IDS that:

14.3.1 Employee shall not use or download any illegal software during the course of employment. Employee shall adhere to IT policy of IDS and shall not deviate or attempt to deviate from the existing company's policy.

14.3.2 Employee is fully aware of IDS's business requirement and intended uses for software.

14.3.3 Employee shall not use non-productive on-line material from any site during the course of employment.

In case of breach or attempt to breach of above service condition shall result in termination of employment, in addition to other legal action including civil and criminal remedy as available under the law.

Deptt. of Food Science & Technology  
I.K. Gujral Punjab Technical University  
KAPURTHALA

Employer Signature: \_\_\_\_\_

*Anjan K. Nandi*

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Employee Signature: \_\_\_\_\_

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Employee agrees to indemnify and hold harmless IDS and its subsidiaries or affiliates under its control, and their directors, officers, employees and agents, against any and all losses liabilities, judgment, awards and cost (including legal fee and expenses) arising out of or related to any claim that IDS may face due to use of illegal software and illegal downloading.

## 15. NOTICE PERIODS

Your services can be terminated during the period of your probation by the Company by giving 60 days' notice or by making a payment of two months Basic Pay in lieu thereof. After your confirmation, the Company reserves its right to terminate your service by giving you 90 days' notice or payment of three months Basic Pay thereof. However, if you intend to leave the service, you can also give the similar notice but that notice will become effective only after your resignation is accepted by the concerned authority.

## 16. DISCIPLINARY AND TERMINATION

The duration of employment shall be from the "effective date" till expiry on attaining the age of superannuating and subject to the following: -

(a) Employee's employment shall stand terminated at any time of the following events: -

- i. on superannuating;
- ii. The death of Employee;
- iii. The disability of Employee to be unable to perform his/her normal required services to the satisfaction of the Company hereunder by reason of Employee's mental or physical disability,
- iv. Dereliction of duty;
- v. Negligence or misconduct that departs from the standard of case applicable to Employee or the duties assigned to Employee or Employee has failed or refused to comply with his/her or his/her superior officers, that Employee commits any breach of this Letter, provided that the Company shall send notice of its finding and seek explanation from such Employee. In case, Employee fails to make any satisfactory explanation, the Company shall be free to terminate the services of the Employee.

- vi. Voluntary abandonment of services
- vii. Resignation by Employee.

## 17. POST TERMINATION

### 17.1 RETURN OF MATERIALS

Upon termination of the services of the Employee, as envisaged under Clause 16 above, the Employee shall: -

- i) Deliver and/or transfer and/or disclose and/or give to the Company and/or any of his/her Senior Officers all the information, codes, passwords, knowledge about all the pending jobs, assignment, works, relating to the job, Employee would be aware of, of the Company;
- ii) Deliver and/or return all goods, properties, assets, I-cards Car, vehicle, leased house, Discs, CDs, Floppies, Note Books, Diaries used and/or retained by Employee during his/her employment and/or containing any information relating to Intellectual Property Rights and/or trade secrets of the Company or incidental thereto and/or in manner relating to or arising from the employment of the Employee with the Company. The Employee shall also handover any duplicates of such materials or information as stated above and not retain any copies in any form.

Employer Signature: \_\_\_\_\_

*Anjan K. Nandi*

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Employee Signature: \_\_\_\_\_

Head  
Deptt. of Food Science & Technology  
I.K. Gujral Punjab Technical University  
KAPURTHALA

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## 17.2 NON COMPETE CLAUSE

It is recognized that Employee would become familiar with trade secrets, confidential data, including Employer's Client's data, Intellectual Property Rights or Work of Company during the course of employment and that its use other than for the Company and/or its disclosure to any other competitor company or entity can cause grave harm, loss to Employer. In this context an Employee thus agrees and undertakes as under.

17.2.1 Employee undertakes not to carry on a business similar to the business of the Company or work with competitor, contact/customer and compete with the Company, during course of his/her employment and for a period of two years after he ceases to be in employment under Clause 16 of this letter.

17.2.2 Employee undertakes, upon termination of an employment under Clause 16, the Employee shall not, disclose, leak, divulge, alienate, sell, grant or part possession of any trade secret, as envisaged under Clause 3.5, data as envisaged under Clause 12, work as envisaged under Clause 3.6, in any form with any competitor contact/customer of Employer anywhere in the world or to any person, company or entity, which causes or may cause loss, injury, prejudice and is to the detriment of the business interests of the Company.

17.2.3 Employee will not for a period of one year after termination of the employment, work directly or indirectly with or on the projects of the client (s) of the employer, for whom the employee has worked or was working before the termination of the contract, who are also client (s) of any prospective employer.

## 17.3 NO SOLICITATION

The Employee shall not either directly or indirectly alone or in concert with others, solicit or attempt to solicit the customers of the Company by taking undue advantage of his/her association or dealings with such customers on behalf of Company during the course of the employment for the period of two years after termination under Clause 16.

## 17.4 NO INDUCEMENT OF PERSONNEL OF COMPANY

For a period of two years following termination of Employee's employment, Employee shall not, either directly or indirectly, alone or in concert with others, induce or attempt to induce any other employee, agent, independent contractor or other personnel of Company to terminate his/her, his/her or their relationship with Company, or recruit or attempt to recruit such persons to accept employment or a contract with another business that would have the effect of terminating his/her or its relationship with the Company.

## 18. ENFORCEMENT

### 18.1 LIQUIDATED DAMAGES

In the event of any breach by Employee of any covenant contained in this letter and more particularly Clause 17, the Employer shall be entitled to the damages. The Employer may without prejudice to its other rights and /or remedies in law, will recover damages for such breach of Letter from Employee as agreed Liquidated Damages not by way of penalty but as an agreed estimate of damages for an amount equivalent to Rs 300,000 Rupees three lakhs.

### COMPENSATION

That without prejudice to aforesaid, it is declared that in the event of breach of Clause 12 of this Letter, the Employee shall be liable to compensate the Company for any loss and injury that may be caused to the Company from any other Contractual Partner of the Company as a result of such breach by the Employee.

### 18.3 INJUNCTION

Employee therefore agrees that, in the event of any breach of this letter and more particularly of Non -Compete Clause No. 16.2, the Company shall be entitled to seek and obtain an injunction and /or interdict to restrain the breach or

I.K. Gujral Punjab Technical University  
KAPURTHALA

Employer Signature: \_\_\_\_\_

*Anjan K. Nandi*

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Employee Signature: \_\_\_\_\_

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anticipated breach of any such covenant, and to obtain any other available legal, equitable, statutory, or contractual relief. Should the Company have a cause to seek such relief, Employee shall reimburse all costs, which the Company may incur.

#### 18.4 INTEREST

The company shall be entitled to an interest @12% per annum on an amount due from an Employee under this letter.

#### 18.5 ADJUSTMENT AND SET OFF

The Company shall be entitled to withhold salary, allowances or other dues of the Employee in case of any loss or outstanding against the Employee.

### **19. MISCELLANEOUS.**

---

19.1 This Letter shall inure to the benefit of, and be binding upon, the Company and its subsidiaries and affiliates, together with their successors and assignees, and Employee, together with his/her or his/her executors, administrators, personal representatives, heirs and legatees.

19.2 Any notice or request hereunder shall be in writing and shall be sent by SPEED POST or such other mode in addition to as parties may deem fit, and addresses as set forth beside the name of each party at the end of this Letter or to any such address as either party may specify to the other by written notice. Any notice so sent by post shall be deemed to have been served.

19.3 Only a written instrument signed by each of the parties hereto may modify this Letter. No waiver shall be effective unless made in writing and signed by the party against whom enforcement is sought.

19.4 Unless there is anything repugnant in the subject or context, words importing the masculine gender shall be taken to include females; and words in the singular shall include the plural, and vice versa.

### **20. SERVICE MANUAL AND POLICY**

---

The Company has its Service manual and HR policy duly set down under the title "HR Policy Manual" respectively. The terms of the policy (including amendments) shall be binding on the Employee.

#### **RIGHT TO COMPENSATION**

---

If personal injury is caused to you by accident arising out of and in the course of your employment, you will be entitled to be paid compensation in accordance with the Employees' Compensation Act 1923.

### **22. CONCILIATION**

---

In case of any difference or dispute between an Employee or the management of the Company, the HR Head of the Company or such other Senior Officer of the Company as CEO may decide, shall hold conciliation process to resolve the difference and disputes in an amicable manner for the best interests of the company. The conciliation shall be resolved within 7 days of its reference.

Head *Ryml* 13/06/23  
Deptt. of Food Science & Technology  
I.K. Gujral Punjab Technical University  
KAPURTHALA

Employer Signature: Anjan K. Nandi

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Employee Signature: \_\_\_\_\_

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### 23. ARBITRATION

Any disputes or differences between the Company and Employee arising out of or in relation to this letter and /or incidental thereto shall be referred for adjudication to a Sole Arbitrator appointed by the Director of the Company, in accordance with the provisions of Arbitration and Conciliation Act 1996. The Arbitration shall be at Chandigarh.

### 24. SIGNATURES

Please note that your salary is confidential information of the company and you are expected to maintain utmost secrecy regarding this. Breach of this confidentiality would be treated as misconduct. You are therefore, advised not to discuss your salary with any other employee.

You are requested to return the duplicate copy of this letter of appointment duly signed by you in token of your having accepted the terms and conditions.

**IDS INFOTECH LTD.**

(Referred to as "THE COMPANY" above)  
Authorized Signatory

**Mr. Munish Kumar**

(Referred to as "THE EMPLOYEE" above)

*Anjan K. Nandi*

Signature

Dated: December 01, 2022

Signature

Dated: December 01, 2022

*By M*  
*12/06/22*  
Head  
Dept. of Food Science & Technology  
I.K. Gujral Punjab Technical University  
KAPURTHALA

Employer Signature:

*Anjan K. Nandi*

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Employee Signature: \_\_\_\_\_

*33/36*



## Schedule A

Name : Mr. Munish Kumar  
Designation: Research Associate  
Grade : CJ3  
Department : Pharma Competitive Intelligence

E. Code : 28749  
DOJ : December 01, 2022  
Group : PCI  
Location : Mohali 9

### A. Monthly Salary

i. Basic Pay	: Rs. 8800/-
ii. HRA	: Rs. 3520/-
iii. CCA	: Rs. 1320/-
iv. Transport Allowance	: Rs. 1600/-
v. Special Allowance	: Rs. 2543/-

**Total Monthly Salary : Rs. 17783/-**

### B. Company Contribution Monthly

i. PF	: Rs. 1056/-
ii. ESI	: Rs. 578

### C. Annual Benefit

i. Statutory Bonus*	: Rs. 7000/-
ii. Gratuity	: Rs. 5077/-
iii. Term Insurance	: Rs. 325/-

### D. Variable & Attendance Allowance

i. Variable*	: Rs. 24000/-
--------------	---------------

**Total Cost to the Company (A+B)\*12+C+D : Rs. 269406/-**

*Anjan K. Nandi*

Anjan Kumar Nandi  
Head-HR (Group Companies)

Employee's Signature

#### Note:

- \* Statutory bonus amount is an annual component based on actual paid days and ordinarily paid during festival (Oct/ Nov) time in the following financial year.
- \* Gratuity will be payable as per the Act.
- \* Variable amount is an annual component and is payable on a quarterly basis based on the performance of the employee based on agreed terms post approval of the reporting manager.

Note: Monthly take home salary will be subject to deductions of Taxes and other statutory payments as per applicable law.

Head: *[Signature]*  
Deptt. of Food Science & Technology  
I.K. Gujral Punjab Technical University  
KAPURTHALA

Employer Signature: *Anjan K. Nandi*

Employee Signature: \_\_\_\_\_

Dated \_\_\_\_\_

The Manager  
Innocent Hearts Eye Centre  
Shaheed Udham Singh Nagar  
Jalandhar

Sub: Joining Report

Respected Sir/Madam,

With due respect, I wish to submit that with reference to my appointment as Clinical Assistant in your esteemed institution/hospital, I am reporting for duty today i.e. 13/12/21

This is for your information & record please.

Thanking you,

With profound regards,

*Signature* 13/12/21  
Head  
Deptt. of Food Science & Technology  
I.K. Gujral Punjab Technical University  
KAPURTHALA

Signature Nikhil

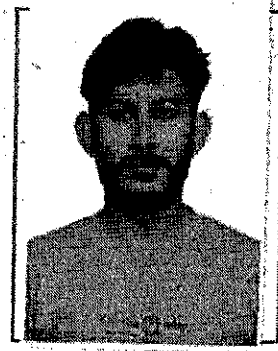
Name NIKHIL



# INNOCENT HEARTS EYE CENTRE

Shaheed Udham Singh Nagar, Jalandhar - 144001

## Information Vitae



P.F. Account No. \_\_\_\_\_

Date of Joining:

d d m m y y

Date of Confirmation:

d d m m y y

Department: \_\_\_\_\_

Designation: \_\_\_\_\_

(To be filled in Capital Letters only)

Name: NIKHIL

Date of Birth: 17/08/1996 Sex (Male / Female): MALE Religion: HINDU

dd mm yy

Father's Name: MR. SATISH KUMAR Mother's Name: MRS. SUDESH KUMARI

Marital Status (Married / Unmarried): UNMARRIED Spouse Name: \_\_\_\_\_

Bank A/c No: 35281524886 IFSC Code: SBIN0001547 Bank Name: SBT

Aadhar No: 9381 3529 2700 PAN No. #: CQIPN2941P

Address for Correspondence: B-II-169 GANDHI NAGAR  
JALANDHAR CITY Pin 144008

Contact No. : 9877096698 (Cell.) 7837299017 E-mail Id nikhilbhagat96@gmail.com

Nationality : INDIAN Caste (whether belongs to SC/ST or OBC): \_\_\_\_\_

Blood Group : \_\_\_\_\_ Allergic to (i) Food: \_\_\_\_\_ (ii) Medicine: \_\_\_\_\_

Physical Disability, if any: \_\_\_\_\_

Educational Qualification (Attach Certificates/ DMC/ Degree, starting from Matriculation):

B.Sc. / M.A. / M.Com. / M.P.Ed.: M.Sc Subject of Specialization: CLINICAL RESEARCH

B.Sc. / B.A. / B.Com. / B.P.Ed.: \_\_\_\_\_ B.Ed. / M.Ed. / M.Phil. / U.G.C.: \_\_\_\_\_

Additional Qualification, if any: \_\_\_\_\_

Experience for teaching Sr. Sec. Classes (XI-XII): \_\_\_\_\_ (Attach Experience Certificate)

Sec. Classes (IX-X) : \_\_\_\_\_

Upto Class VIII : \_\_\_\_\_

Details of Published Work, if any: \_\_\_\_\_

Hobbies/ Special Interest/ Achievements (Attach sheet for space, if necessary): \_\_\_\_\_

\* In case of the permanent staff, three months' notice period or salary from either side & for Staff on Adhoc Basis, one month's notice period or salary has to be given. Attach the copies of PAN Card, Aadhar Card, Bank Passbook, Deptt. of Food & Technology, I.K. Gujral Punjab Technical University, KAPURTHALA

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

Place: \_\_\_\_\_

D. Khil  
Signature



**FOODCOAST INTERNATIONAL**

Ref : FCI/HR/2021/125

July 01, 2021

Ms. Komal Kathpal  
Hno.47/A, Hardev Nagar,  
Opp Deep Dairy, Kapurthala Rd.  
Distt. Jalandhar(PB)  
Pincode -144002

Subject : Appointment Letter

Dear Ms. Komal,

With reference to your application and subsequent interview you had with us, management is pleased to offer you an appointment as a Post Graduate Trainee in Research & Development Department w.e.f- July 01, 2021 on following terms and conditions:

1. You will be provided compensation as per detail given in Annexure -I.
2. You will not be entitled to any other amenities or other allowances unless specified voluntarily by the management through written orders.
3. You are required to serve a probation period of 6 months, after which your services will be confirmed subjected to your satisfactory performance. The probationary period can be extended upto 1 year considering improvement in your performance.
4. During the period of probation, including extension if applicable, subject to any agreement with the company, your services can be terminated without assigning any reason, whatsoever.
5. From the time you have been confirmed in your appointment, the termination of your services contract will be subject to **one month basic pay notice or one month basic pay in lieu thereof**, on either side. However, you will not be entitled to such notice or basic pay in lieu thereof, if your services are dispersed with for misconduct, an eventually which we hope will not arise.
6. You will carry out your duties and responsibilities in line with all rules, regulations and instructions of company. You will be governed by the standing orders, service rules and regulations of the company and by the general instructions which are in force and which may be added, amended or introduced from time to time, in relation to conduct, discipline or any other matter relating to services conditions applicable to you.
7. Under no circumstances you are permitted to undertake any other employment whether whole or part-time with any other company, or person. Failure to adhere this clause shall result in automatic termination of your services without any notice and you will be liable for the damages suffered by company during this course.
8. You will be liable to undertake such traveling as may be required in the interest of business from time to time.
9. During the courses of employment you will be liable to be transferred within the company or to any of the company's affiliates, subsidiaries or sister concerns, in any part of India, whether existing or acquired /started later on as required by the exigencies of our business at the discretion of the company.
10. In case there will be any change in your address, you will intimate us in writing within three days from the date of such change.
11. If you are found absent for 7 days without prior permission in writing of the management or if you proceed on leave without prior sanction or over-stay the sanctioned leave without first getting it sanctioned, then it would make you lose your lien on job and your services would be liable to terminate purely at the discretion of the management without citing any reference to you.

Head  
Deptt. of Food Science & Technology  
I.K. Gujral Punjab Technical University  
KAPURTHALA

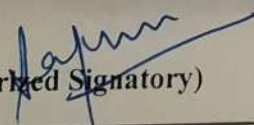


## FOODCOAST INTERNATIONAL

12. You will be retired on attaining the age of 58 years unless the management in its discretion for special reasons permits you to continue thereafter. Your date of birth as entered in our record is **November 15, 1997.**
13. Your acceptance of appointment is an undertaking by you that
  - (i) You will not take any interest in the activities of any other business and,
  - (ii) You will not, either during the continuance of your employment or thereafter, disclose any of the information or secrets of Foodcoast International to any other company or person without written consent; or use or attempt to use any such information which you may acquire in the course of your employment in any manner, which may injure or cause loss to Foodcoast International.
14. All the material or know-how developed either by you or developed during employment including the books or software or technologies, formulae, publications, systems, projects, manuals, policies, drawings, photographs, designs, samples during your tenure of employment with Foodcoast International shall invariably be the property of Foodcoast International and all rights including copyrights, trademarks, patents etc. shall remain with Foodcoast International. You are not entitled to use or transfer the same for any sort of personal gain or otherwise during the tenure or after termination of your employment. Foodcoast International has the right to use your name in such works even after the termination of your services without any separate consent from you.
15. Your appointment is being made on the basis of the particulars declared by you in the application submitted by you for the appointment and in case any information as given by you is found to be false or incorrect, your appointment will be deemed to be void ab initio and liable for termination without any notice or salary in lieu of notice.
16. You shall, besides the general duties mentioned herein, perform the duties as assigned to you by management from time to time.
17. You shall work during such hours each day as may be fixed from time to time.
18. You are requested to kindly go through the details of the letter of appointment carefully and provide us a duplicate copy duly signed by you signifying that you have fully understood all the terms of the letter of appointment.

*We welcome you to our organization, wish you a successful career and look forward to a long mutually satisfying association. We can assure you a healthy work climate.*

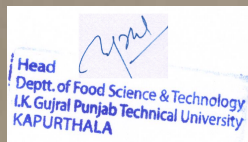
**For Foodcoast International,**

  
(Authorized Signatory)

### UNDERTAKING OF THE CANDIDATE

I have clearly understood the above terms and conditions of appointment and accept the same.  
(Signature of the Candidate)

Dated \_\_\_\_\_





Annexure -I

Name		Komal Kathpal	
Designation		Post Graduate Trainee	
Department		Research & Development	
<b>Part</b>	<b>Gross Salary</b>	<b>Monthly</b>	<b>Yearly</b>
A	Gross Salary	12000	144000
	<b>Sub Total</b>	<b>12000</b>	<b>144000</b>
<b>Benefits</b>			
B	PF (13% @ Basic):	1560	18720
	ESI @3.25%	390	4680
	LWF	20	240
	Bonus	957	11484
	Gratuity	577	6924
	LWW	577	6924
	<b>Sub Total</b>	<b>4081</b>	<b>48972</b>
<b>Deductions</b>			
C	PF (12 % @Basic)	1440	17280
	ESI @ 0.75%	90	1080
	LWF	5	60
	<b>Sub Total</b>	<b>1535</b>	<b>18420</b>
<b>Total Monthly CTC (A+B)</b>		<b>16081</b>	<b>192972</b>
<b>Cash In- Hand (A-C)</b>		<b>10465</b>	<b>125580</b>

**Note:**

- \* Company has right to amend compensation breakup at any point of time in line with the policies or governing regulations
- \* TDS and Professional Tax will be applicable in the perks as levied by Central and State governments
- \* Gratuity shall be payable subject to eligibility as per the provisions of the Payment & Gratuity act 1972

For Foodcoast International

Authorized Signatory

Acknowledge By:

Head  
Deptt. of Food Science & Technology  
I.K. Gujral Punjab Technical University  
KAPURTHALA



authentic freshness & flavour



24-Nov-2021

To Whomsoever  
Concerned

This is to certify that **Ms. Drishti Doel** has undergone Internship at **Hungama Digital Media Entertainment Pvt. Ltd., Mumbai** from **23-Aug-2021 to 24-Nov-2021**.

During this tenure, she has undertaken an internship in the **Bollywood Hungama** department and was guided and trained by **Ms. Monica Yadav, Senior Executive**.

She has successfully completed it to the best of her abilities. Her conduct has been good during the tenure.

We wish her good luck for future assignments.

Thanks & Regards,

For Hungama Digital Media Entertainment Pvt. Ltd.,



**Ketki Nadkarni**  
**Senior Manager - Human Resources.**



Head  
Department of Journalism & Mass Communication  
KJ Somaiya Technical University  
K. J. Somaiya Institute of Information Technology (Pb.)



Date: 7<sup>th</sup> October 2021

### Letter of Recommendation

*To whomsoever it may concern*

This is to acknowledge and appreciate the work done by Ms. Ekta Sharma as a National and International Intern as a part of Truth Unfold's News Organization team during the period from 17<sup>th</sup> August 2021 to 6<sup>th</sup> October 2021.

She worked with dedication and passion under the guidance of Truth Unfold's News Editors.

I, Israr Ahmad, Founder of Truth Unfold certify that Ms. Ekta Sharma is sincere and knowledgeable enough and deserves a better opportunity.

A handwritten signature in black ink, appearing to be "Israr Ahmad".

Israr Ahmad  
(Chief Operation Officer)

A handwritten signature in blue ink, appearing to be "Dr. ...".

Head  
Department of Journalism & Mass Communication  
IKG Punjab Technical University  
Kapurthala-144603 (Ph.)



## To Whom It May Concern

This is to certify that Ms. Chirag S/o Mr Davinder Singh has successfully completed internship with MY FM- Chandigarh from 3<sup>rd</sup> January 2022 to 30<sup>th</sup> March 2022. During this period, Mr. Chirag has learnt various aspects of Radio Copywriting, Radio Jockeying, Production, Handing OB visits and radio activities. His conduct during the internship was very good. We at MY FM wish him all the best for his future endeavours.

Date 31<sup>st</sup> March 2022

  
Mohit Sharma  
Programming Head  
MY FM Chandigarh  
Mob. No. 9720108405

  
Head  
Department of Journalism & Mass Communication  
JGU Punjab Technical University  
Jspurthala-144603 (Pb.)

**D B CORP LIMITED - RADIO DIVISION**

Plot No. 11-12, 1st Floor Sector-25, Chandigarh-160025 (Punjab) Phone: 0172-4602657



# PUNJAB POLICE



SENIOR SUPERINTENDENT OF POLICE JALANDHAR (RURAL)

VC NO : 318/22

ISSUE DATE : 26-08-2022

NAME : SIMRANJIT KAUR

RANK & NO : Lady Constable/ 318/JAL(R)

IS AN OFFICER OF PUNJAB POLICE  
AND IS SERVING UNDER MY ORDER

SIGNATURE WITH SEAL OF ISSUING AUTHORITY



Sr. Supdt. of Police  
Jalandhar (Rural)

### Residence Address

Vill. Ramana Chuk, P.O. Dhulka,  
Teh. Baba Bakala, Distt.  
Amritsar.

*Simranjit Kaur*  
Holder's Signature

D/o : Sh. Manjit Singh

Date of Birth : 26-12-2002

Blood Group : A + ve

Date of Enrolment: 23-08-2022

Mobile No : 8699552174

L.T.I.

In case of Emergency Contact (112)  
S.S.P. Jalandhar (Rural)

Head  
Department of Journalism & Mass Communication  
IKG Punjab Technical University  
Kapurthala-144603 (Pb.)





**ਹੁਕਮ ਭਰਤੀ**

ਮਾਨਯੋਗ ਡਾਇਰੈਕਟਰ ਜਨਰਲ ਪੁਲਿਸ ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ ਦੇ ਦਫਤਰ ਦੇ ਸਟੈਂਡਿੰਗ ਆਰਡਰ ਨੰਬਰ 02/2021 ਅਨੁਸਾਰ ਜਿਲ੍ਹਾ ਪੁਲਿਸ ਕੇਂਦਰ ਅਤੇ ਆਹਮਡ ਪੁਲਿਸ ਕੇਂਦਰ ਭਰਤੀ ਪੁਰਸ ਅਤੇ ਮਹਿਲਾ ਸਾਲ-2021 ਰਾਹੀਂ ਉਮੀਦਵਾਰਨ ਸਿਮਰਨਜੀਤ ਕੌਰ ਰੋਲ ਨੰਬਰ 2131450022 ਪੁੱਤਰੀ ਸ੍ਰੀ ਮਨਜੀਤ ਸਿੰਘ ਕੌਮ ਮਜਬੀ ਸਿੱਖ ਵਾਸੀ ਪਿੰਡ ਰਮਾਣਾ ਚੱਕ, ਡਾਕ. ਧੂਲਕਾ, ਤਹਿ. ਬਾਬਾ ਬਕਾਲਾ, ਜਿਲ੍ਹਾ ਅੰਮ੍ਰਿਤਸਰ ਨੂੰ ਮਾਨਯੋਗ ਡਾਇਰੈਕਟਰ ਜਨਰਲ ਪੁਲਿਸ ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ ਦੇ ਦਫਤਰ ਦੇ ਪੱਤਰ ਨੰ. 6793/E-1(4) ਮਿਤੀ 22-06-2022 ਰਾਹੀਂ Scheduled Caste (Mazhabi Sikh & Balmiki) ਅਸਾਮੀ ਵਿਰੁੱਧ ਖ਼ਤਰ ਆਰਜੀ ਸਿਪਾਹੀ ਭਰਤੀ ਕਰਨ ਲਈ ਸਲੈਕਟ ਕਰਕੇ ਜਿਲ੍ਹਾ ਜਲੰਧਰ ਦਿਹਾਤੀ ਅਲਾਟ ਕੀਤਾ ਗਿਆ ਹੈ। ਉਮੀਦਵਾਰਨ ਸਿਮਰਨਜੀਤ ਕੌਰ ਦਾ ਸਬੰਧਕ ਮਾਪਤੋਲ, ਵਿਦਿਅਕ ਯੋਗਤਾ ਅਤੇ ਹੁਨੀਆ ਇਸ ਪ੍ਰਕਾਰ ਹੈ:-

ਕੰਦ:- 5 ਫੱਟ 4.57 ਇੰਚ  
 ਵਿਦਿਅਕ ਯੋਗਤਾ:- 10+2

ਜਨਮ ਮਿਤੀ:- 26.12.2002 (ਮੈਟ੍ਰਿਕ ਦੇ ਸਰਟੀਫਿਕੇਟ ਮੁਤਾਬਿਕ)  
 ਹੁਨੀਆ ਰੰਗ:- ਚੰਗ ਕਣਕਵੰਨਾ, ਅੱਖਾਂ ਕਾਲੀਆਂ, ਜਿਸਮ ਪਤਲਾ ਅਤੇ ਢੁਰਤੀਲਾ।  
 ਪਹਿਚਾਣ ਦਾ ਚਿੰਨ:-  
 1. ਸੱਜੇ ਗੱਟ ਪਰ ਸੱਟ ਦਾ ਨਿਸ਼ਾਨ।  
 2. ਖੱਬੇ ਡਿੱਟੇ ਪਰ ਸੱਟ ਦਾ ਨਿਸ਼ਾਨ।

ਇਸ ਉਮੀਦਵਾਰਨ ਨੂੰ ਆਰਜੀ ਸਿਪਾਹੀ ਭਰਤੀ ਕਰਨ ਲਈ ਡਾਕਟਰੀ ਮੁਲਾਹਜੇ ਵਿੱਚ ਸਿਵਲ ਸਰਜਨ ਜਲੰਧਰ ਵੱਲੋਂ ਫਿੱਟ ਟਿੱਤਾ ਗਿਆ ਹੈ। ਇਸਦਾ ਚਾਲ ਚਲਣ ਲੋਕਲ ਪੁਲਿਸ ਅਤੇ ਖੁਫਿਆ ਵਿਭਾਗ ਵੱਲੋਂ ਸਹੀ ਤਸਦੀਕ ਹੋ ਚੁੱਕਾ ਹੈ ਅਤੇ ਵਿਦਿਅਕ ਯੋਗਤਾ ਸਰਟੀਫਿਕੇਟ ਸਬੰਧਤ ਬੋਰਡ/ਯੂਨੀਵਰਸਿਟੀ ਤੋਂ ਸਹੀ ਤਸਦੀਕ ਹੋ ਚੁੱਕੇ ਹਨ। ਇਸ ਲਈ ਉਮੀਦਵਾਰ ਨੂੰ ਅੱਜ ਮਿਤੀ 23-08-2022 ਦੁਪਿਹਰ ਤੋਂ ਪਹਿਲਾਂ/ਬਾਅਦ ਪੁਰਸ/ਮਹਿਲਾ ਅਸਾਮੀ ਪਰ ਆਰਜੀ ਸਿਪਾਹੀ ਭਰਤੀ ਕਰਕੇ ਇਸ ਜਿਲ੍ਹਾ ਦਾ ਕਾਂਸਟੇਬਲਰੀ ਨੰਬਰ 318 ਜਲੰਧਰ-ਦਿਹਾਤੀ ਅਲਾਟ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

ਇਸ ਉਮੀਦਵਾਰਨ ਨੂੰ ਪੰਜਾਬ ਸਰਕਾਰ ਗ੍ਰਹਿ ਮਾਮਲਾ ਅਤੇ ਨਿਆਂ ਵਿਭਾਗ (ਗ੍ਰਹਿ-4 ਸ਼ਾਖਾ) ਦੇ ਮੀਮੋ ਨੰਬਰ 05/184/2015-5 ਗ-4/S28 ਮਿਤੀ 12.02.2021 ਅਤੇ ਮਾਨਯੋਗ ਡਾਇਰੈਕਟਰ ਜਨਰਲ ਪੁਲਿਸ ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ ਜੀ ਦੇ ਦਫਤਰ ਦੇ ਪਿਠ ਅੰਕਣ ਨੰਬਰ 3370-3470/ਈ-1(4) ਮਿਤੀ 24.03.2021 ਅਨੁਸਾਰ ਪੰਜਾਬ ਸਰਕਾਰ ਵਿੱਚ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰਬਰ FD-FP-10MISE/87/2020-2FFP1 ਮਿਤੀ 29.12.2020 ਅਨੁਸਾਰ ਸਿਪਾਹੀ ਦੀ ਪੋਸਟ ਪਰ 7ਵੇਂ ਪੇਅ ਕਮਿਸ਼ਨ ਦੇ ਪੇਅ ਸੈਟਿਫਿਕੇਟ ਮੁਤਾਬਿਕ 19900/- (minimum pay admissible) ਲੈਣ ਦਾ ਹੱਕਦਾਰ ਹੋਵੇਗਾ। ਜਿਸ ਵਿੱਚ ਹੇਠ ਲਿਖਿਆਂ ਸ਼ਰਤਾਂ ਲਾਗੂ ਹੋਣਗੀਆਂ।

1. ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਨੋਟੀਫਿਕੇਸ਼ਨ ਨੰਬਰ 1/6/2016-4ਪੀ.ਪੀ-1/834680/1 ਮਿਤੀ 07 ਸਤੰਬਰ-2016 ਮਾਨਯੋਗ ਡਾਇਰੈਕਟਰ ਜਨਰਲ ਪੁਲਿਸ ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ ਜੀ ਦੇ ਦਫਤਰ ਦੇ ਪਿਠ ਅੰਕਣ ਨੰਬਰ 12734-8333/ਈ-3(11) ਮਿਤੀ 21.09.2016 ਅਨੁਸਾਰ ਸਿੱਧੀ ਭਰਤੀ ਉਪਰੰਤ 03 ਸਾਲ ਦੇ ਪਰਖਕਾਲ ਦੇ ਸਮੇਂ ਦੌਰਾਨ ਸਮੇਤ ਉਸ ਪਰਖਕਾਲ ਦੇ ਸਮੇਂ ਦੇ ਜੇਕਰ ਕੋਈ ਇਸ ਵਿੱਚ ਵਾਧਾ ਕੀਤਾ ਗਿਆ ਹੋਵੇ ਤਾਂ ਕਰਮਚਾਰੀ ਨੂੰ ਬੱਝਵੀਂ ਤਨਖਾਹ (Fixed emoluments) ਦਿੱਤੀ ਜਾਵੇਗੀ। ਜੇ ਕਿ ਉਸ ਕਰਮਚਾਰੀ ਨੂੰ ਅਸਾਮੀ ਤੋਂ ਮਿਲਣ ਵਾਲੇ ਪੇ-ਬੈਂਡ ਦੇ ਘੱਟੋ-ਘੱਟ ਤਨਖਾਹ (Minimum of the pay band) ਦੇ ਬਰਾਬਰ ਹੋਵੇਗੀ ਅਤੇ ਪਰਖਕਾਲ ਦੇ ਸਮੇਂ ਦੌਰਾਨ ਉਸ ਨੂੰ ਗ੍ਰੇਡ ਪੇਅ, ਸਲਾਨਾ ਤਰੱਕੀ ਜਾਂ ਕੋਈ ਭੱਤੇ ਸਿਵਾਏ ਸਫਾਰੀ ਭੱਤੇ ਦੇ ਨਾਲ Medical reimbursement ਵੀ ਮਿਲਣਯੋਗ ਨਹੀਂ ਹੋਵੇਗੀ।
2. ਪਰਖਕਾਲ ਦਾ ਸਮਾਂ ਸਫਲਤਾ ਪੂਰਵਕ ਮੁਕੰਮਲ ਹੋਣ ਤੋਂ ਉਸਨੂੰ ਉਸ ਅਸਾਮੀ ਤੋਂ ਮਿਲਣਯੋਗ ਪੇ-ਬੈਂਡ ਦੇ ਘੱਟੋ-ਘੱਟ ਤਨਖਾਹ ਸਮੇਤ ਗ੍ਰੇਡ ਪੇਅ ਤੋਂ ਸ਼ੁਰੂ ਕਰਦੇ ਹੋਏ ਪੂਰੇ ਭੱਤੇ ਮਿਲਣਯੋਗ ਹੋਣਗੇ।
3. ਪਰਖਕਾਲ ਦਾ ਸਮਾਂ ਅਤੇ ਜੇਕਰ ਇਸ ਵਿੱਚ ਕੋਈ ਵਾਧਾ ਕੀਤਾ ਗਿਆ ਹੋਵੇ, ਉਹ ਵੀ ਵਿੱਚ ਪਾ ਕੇ ਤਨਖਾਹ ਦੇ ਟਾਈਮ-ਸਕੇਲ ਵਿੱਚ ਕੰਮ ਕਰਨ ਦਾ ਸਮਾਂ ਨਹੀਂ ਗਿਣਿਆ ਜਾਵੇਗਾ।
4. ਜੇਕਰ ਕਰਮਚਾਰੀ ਪਹਿਲਾਂ ਹੀ ਪੰਜਾਬ ਸਰਕਾਰ ਵਿੱਚ ਨੌਕਰੀ ਕਰ ਰਿਹਾ ਸੀ, ਭਾਵ ਉਸਦਾ ਕਿਸੇ ਅਸਾਮੀ ਤੇ ਲੀਅਨ (Lien) ਹੈ ਤਾਂ ਉਸਨੂੰ ਨਵੀਂ ਅਸਾਮੀ ਦੇ ਪਰਖਕਾਲ ਸਮੇਂ ਦੌਰਾਨ ਉਸ ਪਹਿਲੀ ਅਸਾਮੀ, ਜਿਸ ਪਰ ਉਸਦਾ ਲੀਅਨ ਹੈ, ਵਾਲੀ ਤਨਖਾਹ ਮਿਲਣਯੋਗ ਹੋਵੇਗੀ।
5. ਕਰਮਚਾਰੀ ਦੇ ਪਰਖਕਾਲ ਸਮੇਂ ਦੌਰਾਨ ਉਹ New Defined Contributory ਪੈਨਸ਼ਨ ਸਕੀਮ ਅਧੀਨ ਕਰਵ ਹੋਵੇਗਾ ਅਤੇ ਇਸ ਸਬੰਧੀ ਸਰਕਾਰ ਵੱਲੋਂ ਬਣਦਾ ਮੈਚਿੰਗ ਸ਼ੇਅਰ ਵੀ ਦਿੱਤਾ ਜਾਵੇਗਾ।

ਹੁਕਮ ਦਰਜ ਪੁਸਤਕ ਹੋਵੇ।

ਸੀਨੀਅਰ ਪੁਲਿਸ ਕਪਤਾਨ,  
 ਜਲੰਧਰ-ਦਿਹਾਤੀ।

71472-84 ਨੰਬਰ  
 ਮਿਤੀ 23-08-2022  
 ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਸੂਚਨਾ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ ਜੀ।

1. ਮਾਨਯੋਗ ਡਾਇਰੈਕਟਰ ਜਨਰਲ ਪੁਲਿਸ, ਪੰਜਾਬ ਚੰਡੀਗੜ੍ਹ ਦੇ ਪੱਤਰ ਨੰਬਰ 6793/E-1(4) ਮਿਤੀ 22-06-2022, ਵਿਸ਼ਾ ਉਕਤ ਦੇ ਸਬੰਧ ਵਿੱਚ।
2. ਡਿਪਟੀ ਇੰਸਪੈਕਟਰ ਜਨਰਲ ਪੁਲਿਸ, ਜਲੰਧਰ ਰੋਜ, ਜਲੰਧਰ।
3. ਚੀਫ ਐਸ.ਐਸ.ਪੀ. ਵਾਸਤੇ ਆਰਡਰ ਬੁੱਕ। 4. ਮੁੱਖ ਕਲਰਕ। 5. ਸੈਨਾ ਕਲਰਕ।
6. ਸੀ.ਆਰ.ਸੀ। (ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਸਮੇ-ਸਮੇ ਪਰ ਜਾਰੀ ਹੋਈਆਂ ਹਦਾਇਤਾਂ/ਰੂਲਾਂ ਅਨੁਸਾਰ ਤਨਖਾਹ ਫਿਕਸ ਕਰਨਗੇ)
7. ਲੇਖਾਕਾਰ। (ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਸਮੇ ਸਮੇ ਪਰ ਜਾਰੀ ਹੋਈਆਂ ਹਦਾਇਤਾਂ/ ਰੂਲਾਂ ਅਨੁਸਾਰ ਤਨਖਾਹ ਡਰਾਅ ਕਰਨਗੇ)
8. ਵਿੱਚਾਰਜ ਜੀ.ਪੀ.ਐਫ. ਸੈਲ। 9. ਪੈਨਸ਼ਨ ਕਲਰਕ। 10. ਲਾਇਨ ਅਫਸਰ ਪੁਲਿਸ ਲਾਇਨ, ਜਲੰਧਰ-ਦਿਹਾਤੀ।
11. ਵਿੱਚਾਰਜ ਵਰਦੀ ਭੰਡਾਰ, ਪੁਲਿਸ ਲਾਇਨ, ਜਲੰਧਰ। 12. ਮਾਨਵ ਸੰਪਦਾ ਬੁੱਚ ਡੀ.ਪੀ.ਓ. ਜਲੰਧਰ ਦਿਹਾਤੀ।
13. L/R/CT ਸਿਮਰਨਜੀਤ ਕੌਰ ਨੰਬਰ/ 318/ ਜਲੰਧਰ ਦਿਹਾਤੀ ਉਕਤ ਨੂੰ ਰਾਹੀਂ ਸੈਨਾ ਕਲਰਕ।





PINT/23/0497

1DPL

SERIALNO.

NAME ADARSH JHA

DESIGNATION INTERN-DIGITAL CONTENT

HOLDER ISSUED ON 7/7/23

ISSUING AUTHORITY







mailer@zeemedia.essel... 6 Jul



to me, Jai.Khanna, SHWETA.S... ▾

**Dear Mansi Jha ,**

**Greetings from Zee Media Corporation Limited!**

**We are pleased to inform you that you have been shortlisted for an internship opportunity at Zee Media Corporation Limited. Your internship period shall start from 07-07-2023.**

**As a prerequisite to your joining, you are requested to fill in your personal details on the link given below by using the given user credentials -**



journalism communication &lt;djmcptu16@gmail.com&gt;

**Fwd: Offer**

1 message

mangla sahni <mangla.sahni@gmail.com>  
To: journalism communication <djmcptu16@gmail.com>

Fri, Dec 8, 2023 at 9:57 AM

----- Forwarded message -----

From: **Saksham kalia** <sakshamkalia2002@gmail.com>  
Date: Thu, 7 Dec 2023, 4:30 pm  
Subject: Fwd: Offer  
To: mangla sahni <mangla.sahni@gmail.com>

----- Forwarded message -----

From: **Kamya Pandey** <kamyapandey@aniin.com>  
Date: Wed, 5 Jul, 2023 1:32 pm  
Subject: Offer  
To: sakshamkalia2002@gmail.com <sakshamkalia2002@gmail.com>  
Cc: hr <hr@aniin.com>

Dear **Saksham Kalia**,We would be interested in availing your professional services w.e.f. **15th July, 2023**.You will be designated as a **Sub Editor** assigned to our **Print Department**.

Please note that the service is contingent to six months' probation period in which your services can be terminated without notice or assigning any reason.

Your engagement with the company will be guided by the MOU mutually agreed upon.

Please get the following documents (original and photocopy) with you (**Reporting Time will be 11 AM**):

1. Pan card
2. Adhaar Card
3. Proof of residence
4. Date of Birth Certificate and Educational qualification from Class XII onwards
5. Experience Certificates from previous companies if any
6. Last salary Proof, if any
7. References
8. Cancelled Cheque
9. Three photographs
10. Covid Vaccination Certificates

Kindly intimate your acceptance of the offer.

With best regards  
**Kamya Pandey**  
Senior Manager - HR  
Asian News International (ANI),  
ANI Building,  
Plot No.15, Sector-8 (Near Sangam Cinema)  
R.K.Puram, New Delhi - 110022



## Letter of Intent (LOI)

Superset ID: 1413741

November 02, 2021

Dear sanjay sah,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2cognizant.cognizant.com/Pages/Prelogin>

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar

Vice President - Human Resources

I.K. Gujral Punjab Technical University  
Amritsar Campus  
Near Cipat College, Polytechnic Road,  
Chheharta, Amritsar-Punjab-143105  
Ph. 0183-2450034  
Email: campus.amritsar@ptu.ac.in





HRD/COV/1003138647/21-22

April 26, 2022

Mr. Glimpse Salwan  
House No 298,  
Phase - 4, Sector 59  
Mohali - 160059  
Punjab  
India.  
Ph: (91) 99889 92474

Dear Glimpse,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources – Infosys Limited

  
Director  
I.K.Gujral-Punjab Technical University  
Mohali Campus-1

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

HRD/NOBA/1003138647

April 26, 2022

Mr. Glimpse Salwan  
House No 298,  
Phase - 4, Sector 59  
Mohali - 160059  
Punjab  
India  
Ph: (91) 99889 92474

Dear Glimpse,

Congratulations! We are delighted to make you an offer as **Specialist Programmer** and your role is **Specialist Programmer**.

Here are the terms and conditions of our offer:

**Joining date**

Your scheduled date of employment with us will be **August 8, 2022**.

**Location**

Your location for employment is **Mysore, India**.

You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*



Director  
I.K.Gujral-Punjab Technical University  
Mohali Campus-1



## Probation and confirmation

You will be on probation for a period of six months from the date of joining us. On successful completion of your probation, you will be confirmed as a permanent employee of Infosys Limited. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet at Annexure – III.

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for **15** working days of leave annually, during probation. On confirmation, you will be eligible for **20** working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the financial year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Compensation and Benefits

### Salary

Your Fixed Gross Salary will be **INR 67,293** per month and Total Gross Salary inclusive of Performance Bonus (at an indicative payment of 100%) will be **INR 79,168** per month. The break-up of your salary has been provided in the Compensation Details sheet at Annexure – I

### Performance Bonus

You will be eligible to participate in the Company's discretionary Bonus Plan. Your maximum Performance Bonus (at a payment of 100%) is **INR 11,875** per month. This payment of your Bonus can vary from 0% to 100% depending on individual, group and Company performance.

### Guaranteed Performance Bonus

For the first six (6) months of your employment with Infosys, you will be paid **50%** of your on-target Performance Bonus as Guaranteed Bonus. Performance Bonus is inclusive of, and not in addition to Guaranteed Bonus. The Bonus Plan which has been attached provides all the details. The break-up of your compensation has been provided in the Compensation Details sheet at Annexure – I



  
Director  
I.K.Gujral-Punjab Technical University  
Mohali Campus-1

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26-SEP-2022

Letter Of Appointment

To,  
Mr. Rohit Dhatwalia  
TCS - Bangalore

Dear Mr. Rohit,

Further to your acceptance of our offer letter vide TCSL/DT20218347225/- Bangalore dated 09-Dec-2021 we are pleased to appoint you in our organisation in grade Y as A.S.E-Trainee.

Your emoluments are already communicated to you vide our aforesaid offer letter.

You will be on Training for a period of 12 months from the date of your joining i.e. 26-SEP-2022 and will be confirmed thereafter, if found suitable, in a regular grade.

Your appointment will be governed by the policies, rules, regulations, benefits and terms & conditions of TCSL as applicable to you and the changes therein from time to time.

Your Associate number is 2227292.

Yours sincerely,  
For TATA Consultancy Services Limited

GIRISH V NANDIMATH  
Global Head – Talent Acquisition

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

TCS House, Haveline Street, Fort, Mumbai 400 001, Maharashtra, India

Tel: 91 22 6778 9999 Fax: 91 22 6778 9000 website www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai-400 021

Director  
I.K.Gujral-Punjab Technical University  
Mohali Campus-1

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Cisco Systems (India) Private Limited  
SEZ, Cessna Business Park,  
Sarjapur Marathalli Outer Ring Road  
Bengaluru - 560 103, India  
CIN: U31909KA1995PTC019505  
Tel : 91-80-4426 0000  
Fax : 91-80-4426 4040

3

20 May 2023

To Whom It May Concern:

**RE: CONFIRMATION OF EMPLOYMENT**

Please use this letter as a formal notice of employment by Cisco Systems of ShashankShekhar Gupta.

The following information provides more details regarding Shashank's employment:

Job Title: India Technical Apprentice  
Employment Status: Fulltime  
Start Date: 31 October 2022  
Work Location: Bangalore,Karnataka,India

If you have any questions, please contact People Support on 000 800 040 2244 (India) or +1 408 906 1477 (Outside India).

Yours Sincerely,



Rashmi Naik  
People Shared Services Specialist  
Authorized Signatory  
Cisco Systems (India) Private Limited

Registered Office: SEZ, Cessna Business Park, Sarjapur - Marathahalli Outer Ring Road, Bengaluru - 560 103, India

Director  
I.K.Gujral-Punjab Technical University  
Mohali Campus-1

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Dear Milan Panda,

Email: milanpanda4425@gmail.com | Phone Number: +91 - 9315600657

4

Congratulations! We are excited to have you onboard and appreciate all the conversations we have had during the course of the selection process. At Quantiphi, we firmly believe in recognizing and appreciating the efforts and contributions of our most important asset, our people. The Total Rewards Package is designed to ensure that as a part of the Q family, we are committed to contribute towards your overall growth, holistic development and co-care. We sincerely hope that it contributes to a great present and an even better future for you, your family and your long term association with Quantiphi.

This detailed statement has been created to give you an insight into your benefits as full time employees at Q and a complete understanding of your compensation package post internship.

Please refer to the page 3 of this document for your TRS w.e.f. from **September 26, 2022** designated as **Intern - Framework Engineer** at our **Bangalore, Karnataka** office.

Regards  
Ritesh Patel  
Co-founder

## Your Total Rewards Packages (INR) - 850,000



### Your Compensation

This represents your total compensation which includes your fixed and variable pay.



### Health and Wellness

Initiatives taken by Q to promote health and wellness amongst its employees.



### Performance Rewards

Incentives linked to your performance and what they mean to you.



### Learning and Growing with Q

Programmes designed and conducted to promote upskilling, facilitating learning and aiding your career development and growth.



### Benefits at Q

Unique offerings beyond your compensation structure that you will have access to.



### Celebrating Life at Q

Q celebrates its employees and their contributions, recognising the need for rejuvenation and encourage independent thinking.

  
Director  
I.K.Gujral-Punjab Technical University  
Mohali Campus-1

6



wd: Internship completion mailer with DOJ for FTE joining

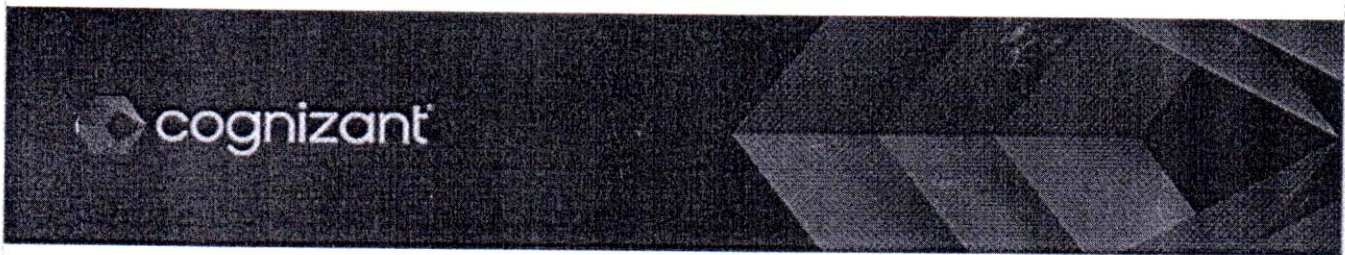
message

ahil Rana <codingsr000@gmail.com>  
o: ikgptumc1training@gmail.com

Wed, May 10, 2023 at 12:10

5

----- Forwarded message -----  
From: <GenCOBSupport@cognizant.com>  
Date: Tue, 2 Aug 2022 at 22:02  
Subject: Internship completion mailer with DOJ for FTE joining  
To: <codingsr000@gmail.com>



Dear Sahil Rana,

Greetings from Cognizant!

Congratulations on completing your Internship at Cognizant between 2/14/2022 (MM/DD/YYYY) and 7/15/2022 (MM/DD/YYYY)

We see that you have performed well in your internship and would like to appreciate the passion and professionalism you've exhibited during this period.

This is to inform you that you will be onboarded during "**Septemper , 2022**" into Cognizant as a full-time employee and you would receive the necessary intimation on your pre-joining formalities completion to enable timely onboarding.

Looking forward to welcoming you into Cognizant.

Regards,

Human Resources – Cognizant

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Director  
I.K.Gujral-Punjab Technical University  
Mohali Campus-1

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# Offer Letter (SDT)

Sameer Raj  
Faridabad - 121003  
Haryana

6

Dear Sameer,

We are pleased to offer you an internship as a **Software Development Trainee** at our company in the Development department at our Faridabad office. Your internship shall commence on 20 December 2021 and shall end on 20 June 2021 (six months duration). The terms and conditions of your internship with the Company are set forth below:

1. Subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the internship will be determined by the Buddy Mentor assigned to you for the duration of the internship.
2. The company will provide you with respective training (wrt to your assigned domain) during the internship.
3. You are eligible for a stipend between INR 5,000 - 10,000 after the completion of the first two months of your internship and will solely be based on your performance and shall be paid on completion of the tasks assigned to you during your internship to the satisfaction of the Company.
4. You will also be eligible for incentives (after two months of completion) during the internship which will be based on your performance and efforts.
5. You will be provided with a job offer from the company after your successful completion of the internship.
6. The job offer will be based on your performance and given assessments during your internship.
7. Your timings will be from 10:00 to 18:00, Monday to Friday.
8. The internship cannot be construed as employment or an offer of employment with Devohack.

We are delighted to send you this offer.

We look forward to joining our company in order to work with you.



DevoHack  
B161-A, Sector 11, Second Floor,  
Faridabad, Haryana - 121006  
devohack.com

Accepted by:

Name - \_\_\_\_\_

Sign. - \_\_\_\_\_

  
Director  
I.K.Gujral-Punjab Technical University  
Mohali Campus-1





HRD/NOBA/1003223047

August 25, 2022

Mr. Dev Kumar Anand  
Pahsara Begusarai Bihar India Pin 851127, Ward 4, Sharma Chowk.  
Pahsara Begusarai Bihar India Pin 851127, Ward 4, Sharma Chowk.  
Begusarai - 851127  
Bihar  
India  
Ph: (91) 77649 65610



Dear Dev,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources – Infosys Limited

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited.  
Director  
I.K. Gujral  
Mohali Campus



HRD/NOBA/1003223047

August 25, 2022

Mr. Dev Kumar Anand  
Pahsara Begusarai Bihar India Pin 851127, Ward 4, Sharma Chowk.  
Pahsara Begusarai Bihar India Pin 851127, Ward 4, Sharma Chowk.  
Begusarai - 851127  
Bihar  
India  
Ph: (91) 77649 65610

Dear Dev,

Congratulations! We are delighted to make you an offer as **Digital Specialist Engineer** and your role is **Digital Specialist Engineer**.

Here are the terms and conditions of our offer:

### Joining

Your scheduled date of employment with us will be **October 10, 2022**.

### Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above:

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

### Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

### Probation and confirmation

You will be on probation for a period of six months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - III.

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I.K. Gujral-Punjab Technical University  
Mohali Campus-1

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## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for **15** working days of leave annually, during probation. On confirmation, you will be eligible for **20** working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the financial year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Agreement:

Our offer to you as **Digital Specialist Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

## Compensation and Benefits

### Salary

Your Fixed Gross Salary will be **INR 52,084** per month. The break-up of your salary has been provided in the Compensation Details sheet at Annexure - I.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2022-23** will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans



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I.K.Gujral-Punjab Technical University  
Mahali Campus-1



05/10/2022

Vivek Singh

Patiala, Punjab, India

**Req: Offer of employment**

Dear Vivek,

We are pleased to offer you the position of **Associate Software Engineer (IND)** at **Legato Health Technologies LLP** and your work location will **HR-Dundahera, 6th & 7th Floor, Tower 2B, Candor TechSpace, Sector-21**. We hope you are as excited about this opportunity as we are to have you on our team.

The annualized salary being offered to you is **₹425,000.00 (Four Lakhs Twenty Five Thousand rupees only)** less applicable withholding taxes. The detailed compensation structure is given in Annexure - A.

This offer is contingent upon your acceptance (i) your acceptance of the same within 3 business days; (ii) on confirmation that you are legally authorized and available to work in your position at the agreed location on your start date of **10/10/2022** and at all times thereafter. (iii) the successful verification of your background information; and (iv) you reporting to Legato on the **Date of Joining**. Legato reserves the right to withdraw this offer at its sole discretion at any time prior to the Date of Joining with due communication to you, including in case of any failure by you to comply with all conditions mentioned in this offer letter.

A one-time joining bonus of **₹25,000.00 (Twenty Five Thousand rupees only)** will be paid to you on the first regular pay cycle administratively feasible following your employment with Legato and is subject to all applicable withholdings. In the event you decide to resign from Legato within a year of your start date, you agree to unconditionally reimburse Legato the full amount of the joining bonus on your last working day with Legato or alternatively, Legato will be entitled, in accordance with applicable law, to adjust the joining bonus from the full and final settlement due to you and you expressly agree to the same.

You will be on probation with Legato for a period of Six (6) months from the date of commencement of your employment. Post the probation period you will automatically be deemed to be confirmed, if your performance during the Probation Period is considered satisfactory by Legato. The decision for confirmation or termination post the probation period will be final by the company.

During the Probation Period, you and Legato shall both have the right to unilaterally terminate your employment upon providing two (2) weeks' prior written notice or payment in lieu thereof.

**Legato Health Technologies LLP | www.legato.com**

Bengaluru | Hyderabad | Gurugram

Head Office: Manyata Embassy Business Park, Floors 6-10, Block Banyan (L1), Outer Ring Road,  
Nagavara, Bengaluru, Karnataka - 560045 | Ph: 080-6152-0000

LLPIN: AAL-0928 | PAN: AAHFL3010G

  
Director  
I.K.Gujral-Punjab Technical University  
Mohali Campus-1  






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05-Jan-2022

Gaurav Chaudhary  
B.Tech Computer Science  
IK Gujral Punjab Technical University, Jalandhar

Dear Gaurav Chaudhary,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and terms and conditions will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**,



Maya Sreekumar

**Vice President - Human Resource**

I accept the terms and conditions of the internship program as mentioned above.

**Signature:**

**Date:**

  
Director  
I.K.Gujral-Punjab Technical University  
Mohali Campus-1  




**ਡਾਇਰੈਕਟੋਰੇਟ ਆਫ ਨਗਰ ਅਤੇ ਰੂਰਾਮ ਯੋਜਨਾਬੰਦੀ ਵਿਭਾਗ, ਪੰਜਾਬ**

(State Headquarter- Director, Town and Country Planning, Punjab)  
(at Puda Bhawan, A-Block, Sector-62, S.A.S Nagar)

ਵੱਲ

ਲੜੀ ਨੰ.	ਉਮੀਦਵਾਰ ਦਾ ਨਾਮ ਅਤੇ ਮੁਕੰਮਲ ਵੇਰਵਾ	ਤਾਇਨਾਤੀ ਦਾ ਦਫਤਰ
1	Sh. Piyush Garg s/o Sh. Harkesh Kumar Garg, H.No. 46, 1A/8 Guru Nanak Nagar, Near Gurbax Colony, District Patiala.	ਜਿਲ੍ਹਾ ਨਗਰ ਯੋਜਨਾਕਾਰ (ਪੀ ਤੇ ਆਰ), ਫਤਿਹਗੜ੍ਹ ਸਾਹਿਬ।
2	Sh. Harsh Gupta s/o Sh. Surinder Kumar, VPO Kakrala, Near Ghagga, Tehsil Samana, District Patiala.	ਜਿਲ੍ਹਾ ਨਗਰ ਯੋਜਨਾਕਾਰ (ਪੀ), ਪਟਿਆਲਾ।
3	Ms. Mandeep Kaur d/o Sh. Narinder Singh, H.No. 2480/9, Bazar Munshian, Katra Karam Singh, District Amritsar.	ਜਿਲ੍ਹਾ ਨਗਰ ਯੋਜਨਾਕਾਰ (ਪੀ), ਅੰਮ੍ਰਿਤਸਰ।
4	Ms. Neeru Rani d/o Sh. Surinder Pal, 3449A, Street No. 15, National Colony, District Bathinda.	ਜਿਲ੍ਹਾ ਨਗਰ ਯੋਜਨਾਕਾਰ (ਪੀ), ਬਠਿੰਡਾ।
5	Ms. Pavneet kaur d/o Sh. Varinder Singh, House located near old Gurdwara, Village Ucha Pind, Tehsil Phagwara, District Kapurthala.	ਜਿਲ੍ਹਾ ਨਗਰ ਯੋਜਨਾਕਾਰ (ਪੀ), ਅੰਮ੍ਰਿਤਸਰ।
6	Sh. Deepak Verma s/o Sh. Gurinderpal Verma, B.R. Trading Co., Shop No. 104, New Grain Market, Bhawanigarh, District Sangrur.	ਪੁੰਡਾ, ਐਸ.ਏ.ਐਸ. ਨਗਰ।
7	Ms. Japdeep Kharbanda d/o Sh. J. Kharbanda, 503, Sector 7, Urban Estate, Kurukshetra, Haryana.	ਸੀਨੀਅਰ ਨਗਰ ਯੋਜਨਾਕਾਰ, ਐਸ.ਏ.ਐਸ. ਨਗਰ।
8	Mrs. Pardeep Kaur d/o Sh. Dara Singh, w/o. Navroop Singh, House No. 71, Patti Sohla, Jaspal Banger, District Ludhiana.	ਸੀਨੀਅਰ ਨਗਰ ਯੋਜਨਾਕਾਰ, ਲੁਧਿਆਣਾ।
9	Sh. Amlt Singh s/o Sh. Jagdish Kumar, H.No. 445/A, Village Daria, Chandigarh.	ਮੁੱਖ ਦਫਤਰ।
10	Ms. Kritika d/o Sh. Gopal Singh, 744/44, Street No. 7, Gurunanak Nagar, District Patiala.	ਜਿਲ੍ਹਾ ਨਗਰ ਯੋਜਨਾਕਾਰ (ਪੀ), ਪਟਿਆਲਾ।
11	Sh. Kamaldeep Singh s/o Sh. Shamsher Singh, Guru Teg Bahadur Nagar, Street No.-7, Handlaya Road, District Barnala.	ਜਿਲ੍ਹਾ ਨਗਰ ਯੋਜਨਾਕਾਰ (ਪੀ ਤੇ ਆਰ), ਬਰਨਾਲਾ।
12	Sh. Kanav Rishi s/o Sh. Anil Garg, #269, Ward No. 4, Mangala Street, Factory Road, Near Kiran Hospital, Maur Mandi, District Bathinda.	ਜਿਲ੍ਹਾ ਨਗਰ ਯੋਜਨਾਕਾਰ (ਪੀ), ਬਠਿੰਡਾ।
13	Sh. Gagan Singh Sachdeva s/o Sh. Anil Kumar Sachdeva, 612-R Model Town, Near Preet Hospital, District Ludhiana.	ਜਿਲ੍ਹਾ ਨਗਰ ਯੋਜਨਾਕਾਰ (ਪੀ), ਲੁਧਿਆਣਾ।
14	Ms. Gurekam Kaur d/o Sh. Gurinder Pal Singh Dharni, H.No. 878, Sector 123, New Sunny Enclave, Kharar, District Mohali.	ਜਿਲ੍ਹਾ ਨਗਰ ਯੋਜਨਾਕਾਰ (ਪੀ), ਐਸ.ਏ.ਐਸ. ਨਗਰ।
15	Ms. Sachi Goyal d/o Sh. Pawan Goyal, H.No. 1442, Sector- 39B, Chandigarh.	ਮੁੱਖ ਦਫਤਰ।
16	Sh. Mohit Singla s/o Sh. Narata Rain Singla, 81 Vasant Vihar, Sunam Road, District Sangrur.	ਜਿਲ੍ਹਾ ਨਗਰ ਯੋਜਨਾਕਾਰ (ਪੀ), ਐਸ.ਏ.ਐਸ. ਨਗਰ।
17	Sh. Satish Kumar s/o Sh. Rattil Ram, H.No. 688, Near Akalgarh Gurudwara, Babyal Ambala Cantt, District Ambala.	ਮੁੱਖ ਦਫਤਰ।

*Ami*

*Mandeep Kaur*




- (vi) ਆਪ ਦੇ ਸੀ.ਪੀ.ਐਫ ਦੀ ਕਟੌਤੀ ਸਰਕਾਰ ਦੀ ਨਵੀਂ ਪੈਨਸ਼ਨ ਸਕੀਮ, ਜੋ ਮਿਤੀ 01.01.2004 ਤੋਂ ਲਾਗੂ ਹੈ, ਅਨੁਸਾਰ ਹੋਵੇਗੀ। ਇਸ ਸਕੀਮ ਅਨੁਸਾਰ ਆਪ ਨੂੰ ਆਪਣੀ ਹਾਜ਼ਰੀ ਦੀ ਮਿਤੀ ਤੋਂ 15 ਦਿਨਾਂ ਦੇ ਅੰਦਰ ਅੰਦਰ ਆਪਣੇ ਤੋਨਾਤੀ ਦੇ ਦਫਤਰ ਰਾਹੀਂ ਪਰਮਾਨੈਂਟ ਰਿਟਾਇਰਮੈਂਟ ਅਕਾਊਂਟ ਨੰਬਰ (PRAN) ਆਲਾਟ ਕਰਵਾਉਣਾ ਪਵੇਗਾ ਅਤੇ ਨਿਯੁਕਤੀ ਦੀ ਮਿਤੀ ਤੋਂ ਨਵੀਂ ਪੈਨਸ਼ਨ ਪਾਲਿਸੀ ਸਕੀਮ ਤਹਿਤ ਆਪ ਨੂੰ ਆਪਣੇ PRAN ਖਾਤੇ ਵਿੱਚ ਰਕਮ ਜਮ੍ਹਾਂ ਕਰਵਾਉਣੀ ਪਵੇਗੀ।
- (vii) ਆਪ ਦੀ ਨਿਯੁਕਤੀ ਤੇ ਸਰਕਾਰ ਦੀ ਗਰੁੱਪ ਇੰਨਸਿਓਰੈਂਸ ਸਕੀਮ ਲਾਗੂ ਹੋਵੇਗੀ ਅਤੇ ਇਸ ਸਕੀਮ ਅਧੀਨ ਨਿਯੁਕਤੀ ਦੀ ਮਿਤੀ ਤੋਂ ਤਨਖਾਹ ਵਿੱਚੋਂ ਜੀ.ਆਈ.ਐਸ ਦੀ ਕਟੌਤੀ ਕੀਤੀ ਜਾਵੇਗੀ।
- (viii) ਜੇਕਰ ਆਪ ਨੂੰ ਪੰਜਾਬ ਰਾਜ ਵਿੱਚ ਜਾਂ ਭਾਰਤ ਵਿੱਚ ਕਿਸੇ ਹੋਰ ਥਾਂ ਤੇ ਜਿੱਥੇ ਭੇਜਣਾ ਲੋਕ ਹਿੱਤ ਵਿੱਚ ਲੋੜੀਂਦਾ ਹੋਵੇਗਾ ਤਾਂ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਪ੍ਰਬੰਧਕੀ ਕੰਟਰੋਲ ਹੇਠ ਤਬਦੀਲ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।
- (ix) ਆਪ ਦੀ ਸੀਨੀਅਰਿਟਾ "The Punjab Civil Services (General and Common Conditions of Service) Rules, 1974" ਦੇ ਨਿਯਮ-8 ਅਧੀਨ ਉਪਬੰਧਾਂ ਤਹਿਤ ਹੋਵੇਗੀ ਅਤੇ ਸੀਨੀਅਰਿਟਾ ਸਬੰਧੀ ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਸਮੇਂ-ਸਮੇਂ ਤੇ ਜਾਰੀ ਕੀਤੇ ਸਪੈਸਟੀਕਰਨ/ਹਦਾਇਤਾਂ ਵੀ ਲਾਗੂ ਹੋਣਗੀਆਂ।
- (x) ਆਪ ਨੂੰ ਆਪਣੀ ਜਾਂ ਆਪਣੇ ਪਰਿਵਾਰ (ਜੋ "The Government Employee (Conduct) Rules, 1966" ਰਾਹੀਂ ਪਰਿਭਾਸ਼ਤ ਹੈ) ਦੇ ਕਿਸੇ ਮੈਂਬਰ ਦੇ ਨਾਮ ਦਰਜ ਚੱਲ ਅਤੇ ਅਚੱਲ ਸੰਪਤੀ ਦਾ ਮੁਕੰਮਲ ਵੇਰਵਾ, ਨਿਯੁਕਤੀ ਦੀ ਮਿਤੀ ਤੋਂ ਇੱਕ ਮਹੀਨੇ ਦੇ ਅੰਦਰ-ਅੰਦਰ ਪੇਸ਼ ਕਰਨਾ ਪਵੇਗਾ।
- (xi) ਨਗਰ ਅਤੇ ਗਰਾਮ ਯੋਜਨਾਬੰਦੀ ਵਿਭਾਗ ਵਿਖੇ ਹਾਜ਼ਰੀ ਰਿਪੋਰਟ ਪੇਸ਼ ਕਰਨ ਲਈ ਆਪ ਨੂੰ ਟੀ.ਏ/ਡੀ.ਏ ਆਦਿ ਮਿਲਣਯੋਗ ਨਹੀਂ ਹੋਵੇਗਾ।
- (xii) ਆਪ ਨੂੰ ਭਾਰਤ ਦੇ ਸੰਵਿਧਾਨ ਪ੍ਰਤੀ ਵਫ਼ਾਦਾਰੀ ਦੀ ਸਹੁੰ ਚੁੱਕਣੀ ਪਵੇਗੀ।
- (xiii) ਆਪ ਨੂੰ ਵਿਆਹੁਤਾ ਹੋਣ ਬਾਰੇ ਜਾਂ ਨਾ ਹੋਣ ਬਾਰੇ ਹਲਫ਼ੀਆਂ ਬਿਆਨ ਪੇਸ਼ ਕਰਨਾ ਪਵੇਗਾ। ਜੇਕਰ ਆਪ ਵਿਆਹੁਤਾ ਹੈ, ਤਾਂ ਆਪ ਨੂੰ ਇਹ ਐਲਾਨ ਕਰਨਾ ਪਵੇਗਾ ਕਿ ਆਪ ਦਾ ਅਤੇ ਆਪ ਦੇ spouse ਦਾ ਇੱਕ ਹੀ ਜਿਉਂਦਾ ਪਤੀ/ਪਤਨੀ ਹੈ।
- (xiv) ਆਪ ਨੂੰ ਹਾਜ਼ਰੀ ਸਮੇਂ ਇਹ ਸਵੈ-ਘੋਸ਼ਣਾ ਪੱਤਰ ਦੇਣਾ ਪਵੇਗਾ ਕਿ ਆਪ ਨੂੰ ਕਦੇ ਵੀ ਕਿਸੇ ਫੌਜਦਾਰੀ ਕੇਸ ਵਿੱਚ ਸਜਾ ਨਹੀਂ ਹੋਈ ਅਤੇ ਨਾ ਹੀ ਕਦੇ ਕਿਸੇ ਰਾਜ ਸਰਕਾਰ, ਭਾਰਤ ਸਰਕਾਰ ਜਾਂ ਕਿਸੇ ਪਬਲਿਕ ਸੈਕਟਰ ਅੰਤਰਟੇਕਿੰਗ ਵੱਲੋਂ ਆਪ ਦੀਆਂ ਸੇਵਾਵਾਂ ਡਿਸਮਿਸ ਜਾਂ ਬਰਖਾਸਤ ਕੀਤੀਆਂ ਗਈਆਂ ਹਨ।

2. ਇਹ ਨਿਯੁਕਤੀ ਇਸਤਿਹਾਰ ਨੰ. 12 ਆਫ 2021 ਸਬੰਧੀ ਮਾਨਯੋਗ ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ ਵਿਖੇ ਪੈਡਿੰਗ ਕੋਰਟ ਕੇਸਾਂ ਵਿੱਚ ਕੀਤੇ ਜਾਣ ਵਾਲੇ ਟੈਸਲੇ ਦੇ ਪ੍ਰਭਾਵ ਅਧੀਨ ਹੋਵੇਗੀ।

3. ਜੇਕਰ ਉਕਤ ਸ਼ਰਤਾਂ ਅਧੀਨ ਪੇਸ਼ਕਸ਼ ਪ੍ਰਵਾਨ ਹੋਵੇ ਤਾਂ ਆਪਣੀ ਹਾਜ਼ਰੀ ਰਿਪੋਰਟ ਨਿਯੁਕਤੀ ਪੱਤਰ ਜਾਰੀ ਹੋਣ ਦੀ ਮਿਤੀ ਤੋਂ 30 ਦਿਨਾਂ ਦੇ ਅੰਦਰ-ਅੰਦਰ ਆਪਣੇ ਨਾਮ ਸਾਹਮਣੇ ਦਰਸਾਏ ਤਾਇਨਾਤੀ ਦੇ ਦਫਤਰ ਵਿਖੇ ਪੇਸ਼ ਕੀਤੀ ਜਾਵੇ।

4. ਜੇਕਰ ਆਪ ਨਿਰਧਾਰਿਤ ਸਮੇਂ ਦੇ ਅੰਦਰ-ਅੰਦਰ ਆਪਣੀ ਹਾਜ਼ਰੀ ਰਿਪੋਰਟ ਪੇਸ਼ ਨਹੀਂ ਕਰਦੇ, ਤਾਂ ਇਹ ਸਮਝ ਲਿਆ ਜਾਵੇਗਾ ਕਿ ਆਪ ਜੂਨੀਅਰ ਡਰਾਫਟਮੈਨ ਦੀ ਅਸਾਮੀ ਤੇ ਨਿਯੁਕਤੀ ਦੇ ਚਾਰਵਾਨ ਨਹੀਂ ਹੋ ਅਤੇ ਇਹ ਪੇਸ਼ਕਸ਼ ਰੱਦ ਮੰਨੀ ਜਾਵੇਗੀ। ਜਿਸ ਕਰਕੇ ਬਾਅਦ ਵਿੱਚ ਇਸ ਅਸਾਮੀ ਤੇ ਆਪ ਦਾ ਕੋਈ ਦਾਅਵਾ ਮੰਨਣਯੋਗ ਨਹੀਂ ਹੋਵੇਗਾ।

ਮਿਤੀ: 17.10.2022

  
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