

**Mr. Amit Shankar Mane**

Address-Chakan

Date: 12.09.2020

Sub: OFFER LETTER

Dear Amit

This has reference to our mutual discussion in respect of your interest in our company, we are pleased to offer you the position of **"DESKTOP SUPPORT ENGINEER"** on the following terms & conditions:-

Your monthly compensation on total Cost to Company (CTC), as mutually agreed will be Rs.15572/-per month which comprises of basic pay, HRA, Conveyance, Medical allowance, PF and/or any other allowance/s as applicable).

Your employment with us shall be purely on contract basis, notwithstanding this, in the event of project/work assignment with our client company, for which you are being employed, terminates before the specified period; this contract shall be co-terminus with the said project/work assignment unless extended. This offer is a provisional offer subject to your joining at the site and will be confirmed after the creation of your synergy ID. The salary is paid on the basis of approved Attendance received from Wipro's Synergy portal therefore you need to get the attendance approved from your reporting manager latest by 03rd of every month. Your salary cycle will be from 01<sup>st</sup> day of every month to 31<sup>st</sup> day of next month.

**Place of Posting:** Your initial posting will be at customer site **M&M, Chakan** and your date of joining is **12<sup>th</sup> SEPTEMBER 2020**. However during your employment, you may be transferred to any location of our said client or our other affiliates / groups / subsidiary and/or client companies in any part of India as may be desired by us.

By way of resignation: In case you decide to resign from the services of the Company, you shall be required to give two month prior notice to the Company or two month's Gross salary in lieu thereof. However, in the event of your resignation, the company in its sole discretion will have an option to accept the same and relieve you prior to completion of the stipulated notice period of one month or any part thereof, without any pay in lieu thereof or part thereof. Similarly the company would have right not to relieve you prior to the stipulated notice period of one month until the job assigned to you need your requirement to be satisfactorily completed or handing over the same to the authorized person of the company. Further no earned leave, even due will be sanctioned during two month notice period. During your probation period including the extended period of probation, your services are liable to be terminated from either side without assigning any reason and without giving any notice or notice pay in lieu thereof.

Please submit the following documents at the time of joining:

1. Proof of age (copy of class 10<sup>th</sup> certificate/certificate issued by competent authority).
2. Certificates pertaining to your professional/educational qualifications.
3. Copies of previous appointment letters and relieving letters/experience certificates and last payslip.
4. 6 Number passport size photographs...
5. Residence Proof/ ID Proof.
6. Copy of PAN Card

All other terms and conditions of your employment shall be governed by company rules and policies which shall be handed over to you along with your appointment letter on the date of joining.

This offer of employment is subject to satisfactory verification of antecedents. Kindly sign and return the duplicate copy of this offer letter in token of your acceptance of the above.

Wish you all the best.

For Progressive Infovision Pvt. Ltd.



Authorized Signatory





## REGULAR OFFER LETTER

30 Sep, 2020

**Omkar Sanjay Patil**

Cozy home C building Plat no.1002  
Cozy home C building Plat nob 1002 Avalwadi rod wagholi  
MAHARASHTRA  
412207

Dear Omkar Sanjay Patil

We are pleased to offer you the position of Trainee under the Apprentices Act, 1961. This offer sets out the terms and conditions that apply to this position and is made with the approval of Board of Apprentice Training.

This apprenticeship is full time for a fixed term of one year commencing on 01-10-2020 00:00:00. The training position will be evaluated by the Training Manager and quarterly reports will be sent to the Board of Apprentice Training for their review.

You will be ultimately responsible to **RAVINDRA B CHAVAN** through his appointed mentor for the day to day performance of the duties associated with this position. However in relation to all administrative matters you will be responsible to **RAVINDRA B CHAVAN**. The position is otherwise subject to all the applicable rules and regulations in force from time to time in the organization.

This position is an apprenticeship position, with the majority of training conducted via "hands on" actual industry experience. The employer undertakes to provide supervised training with an experienced trainer and a mentor.

### Professional Standards

It is expected you will conduct yourself in accordance with the highest personal standards at all times in a way which is consistent with the principles and values of the Organization and the Board of Apprentice Training

You acknowledge and agree that allegations of misconduct will be subject to disciplinary proceedings in accordance with the Organization's rules and the Board of Apprentice Training's guidelines. The organization also reserves the right to terminate your contract in case of violation for reasons stated below:

You shall be formally attired on all business days and adhere office timing strictly and ensure proper grooming to uphold the brand image of the organization

It is your prime responsibility to ensure that the company's and where assigned to a site, the customer's assets, are safeguarded at all times

Movement of all assets at your place of work shall be governed by the policy guidelines and upon the express approval of the Authorized personnel.

Usage of telephone, mobile, data card, email, internet etc., should be strictly restricted for official communication purposes only. Misuse of the above will be dealt with very seriously.

You are required to deal with the company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or dishonesty in dealing with the Company's money or material or documents or of theft or of misappropriation regardless of the value involved, your services would be terminated with immediate effect notwithstanding any other terms and conditions mentioned in the appointment letter

You shall not represent or create propaganda for or against political, religious or such other outfits

You shall not harass your colleagues sexually or otherwise

You are not authorized to represent the Company at any public forums, press meetings / conferences or publish articles in magazines/newspapers unless otherwise authorized by the person as the Management may authorize from time to time. Any views expressed in your personal capacity will be treated as your own and not that of the Company. The Company will not be responsible or liable for any claims that may arise out of such views

You will be bound by the rules and regulations as declared by the Management from time to time, in relation to conduct, discipline, medical fitness, leave, holidays and all matters relating to terms and conditions of service, network security and usage

Precision Techserve Pvt. Ltd.

22, 1st Floor, Habibullah Road, T.Nagar, Chennai 600 017, India  
T : +91 44 4501 5000 | F : +91 44 4501 5267 | Service Desk : +91 44 4377 5200  
E : corporatecomm@techserve.co.in | www.precisionit.co.in  
CIN : U51909TN1999PTC041955 | GST : 33AABCP8005C2ZZ



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Mr. Sagar Sarjerao Patil  
Chakan, Pune

Date: 01.10.2020

Sub: OFFER LETTER

Dear Sagar,

This has reference to our mutual discussion in respect of your interest in our company, we are pleased to offer you the position of "Desktop Engineer" on the following terms & conditions:-

Your monthly compensation on total Cost to Company (CTC), as mutually agreed will be Rs.14000/-per month which comprises of basic pay, HRA, Conveyance, Medical allowance, PF and/or any other allowance/s as applicable). Your employment with us shall be purely on contract basis, notwithstanding this, in the event of project/work assignment with our client company, for which you are being employed, terminates before the specified period; this contract shall be co-terminus with the said project/work assignment unless extended. This offer is a provisional offer subject to your joining at the site and will be confirmed after the creation of your employee ID. The salary is paid on the basis of approved Attendance received from your respective reporting manager therefore you need to get the attendance approved from your reporting manager latest by 03rd of every month. Your salary cycle will be from 01<sup>st</sup> to 31<sup>st</sup> of every month.

Place of Posting: Your initial posting will be at customer site **Varroc, Chakan** and your date of joining is **01<sup>st</sup> OCTOBER 2020**. However during your employment, you may be transferred to any location of our said client or our other affiliates / groups / subsidiary and/or client companies in any part of India as may be desired by us.

By way of resignation: In case you decide to resign from the services of the Company, you shall be required to give two month prior notice to the Company or two month's Gross salary in lieu thereof. However, in the event of your resignation, the company in its sole discretion will have an option to accept the same and relieve you prior to completion of the stipulated notice period of one month or any part thereof, without any pay in lieu thereof or part thereof. Similarly the company would have right not to relieve you prior to the stipulated notice period of one month until the job assigned to you need your requirement to be satisfactorily completed or handing over the same to the authorized person of the company. Further no earned leave, even due will be sanctioned during two month notice period. During your probation period including the extended period of probation, your services are liable to be terminated from either side without assigning any reason and without giving any notice or notice pay in lieu thereof.

Please submit the following documents at the time of joining:

1. Proof of age (copy of class 10<sup>th</sup> certificate/certificate issued by competent authority).
2. Certificates pertaining to your professional/educational qualifications.
3. Copies of previous appointment letters and relieving letters/experience certificates and last payslip.
4. 6 Number passport size photographs...
5. Residence Proof/IDProof.
6. Copy of PAN Card

All other terms and conditions of your employment shall be governed by company rules and policies which shall be handed over to you along with your appointment letter on the date of joining.

This offer of employment is subject to satisfactory verification of antecedents. Kindly sign and return the duplicate copy of this offer letter in token of your acceptance of the above.

Wish you all the best.

For Progressive Infovision Pvt. Ltd.



Authorized Signatory



(011) 47404740

info@piplindia.com



Mr. Sagar Sarjerao Patil  
Chakan, Pune

Date: 01.10.2020

Sub: OFFER LETTER

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This offer of employment is subject to satisfactory verification of antecedents. Kindly sign and return the duplicate copy of this offer letter in token of your acceptance of the above.

Wish you all the best.

For Progressive Infovision Pvt. Ltd.







Address: 503,Dangat Patil Empire, Near Nawale Bridge ,Old Pune Bangalore Highway Pune Maharashtra  
Phone: +91.9822637370 [www.Nstechmart.in](http://www.Nstechmart.in)

Hi Prachiti Sarjerao Chavan

Congratulations to you on behalf of **NSTECH Mart (Channel Partner of Clover Infotech )** for your Selection as Desktop Support Engineer.  
Kindly consider this mail as your LOI (Letter of Intent) and your date of joining will be 16 Oct 2020

Your Salary will be 14000 CTC

Kindly share below documents before joining the company:

1. Copy of passport
2. Voter ID Card / Driving License / Any Other Government authorized ID and residential proof.
3. Copies of certificate & mark-sheets starting from 10th to Final Degree.
4. Relieving/Experience letter of all the companies worked till date.
5. Last drawn salary slip.
6. Copy of PAN card
7. Passport size photograph
8. Latest resume
9. Copy of Bank Passbook

The offer letter will be sent to you subject to the confirmation on this LOI.

Looking forward to have you on-board!

For

**NS Tech Mart**  
*N.J. Mayane*  
**Proprietor**



IDC Technologies Solutions (I) Pvt. Ltd.  
C-18, Sector- 67, Noida, U.P, 201301  
Tel : +91-120-6350000

Dated: 22-Dec-20  
Ref. No IDC/OBHR/2020/W01158

Mr./Ms. Anis Barkatali Mulla,  
Kokrale  
Chaitanya Road , At Post Kokrale  
Tal Khatav Dist Satara  
Maharashtra - 415527

**Letter of Intent**

Dear Anis Barkatali Mulla,

We are pleased to offer you a position with IDC Technologies Sol (I) Pvt. Ltd. as a **Desktop Support L-1**. You may be deputed to **Client Site** as a representative of the company in order to fulfill the Company's contractual obligations, as a part of your official duties and responsibilities.

You are advised to join our organization on or before **23-Dec-20** at **Mumbai**. Your gross annual compensation, inclusive of all applicable taxes shall be **INR 196152/- (Details Attached in Annexure –"A")**. In case you fail to join your duties by the date mentioned, the Management reserves the right to cancel this letter of Intent.

Please submit following documents (**self-attested**) well before the time of joining:

- Complete Application form (copy enclosed).
- Form-11 (for Provident Fund), Form-2 (nomination & declaration), Form-1 (ESIC) and Form-F (for Gratuity) (all forms attached with e-mail).
- Copy of PAN card.)
- Copy of Passport.
- Copy of Aadhar Card.
- Address Proof (DL/Electricity Bill/Telephone Bill/Election Card etc.)
- Copy of the signed Non-discloser-agreement.
- Copy of relieving/Experience letters/Resignation Acceptance from HR of the Present (original) & all previous employers.
- Copy of the appointment letter from the current & previous employers.
- Last 3 months salary slips in (original).
- Tax Certificate/Form 16 of previous employers for the current financial year.
- Six passport size photographs (Color).

On receiving the above- mentioned documents, the Appointment Letter and terms & conditions of employment would be issued to you. We assume that all the information furnished by you during the recruitment process is correct. IDC Technologies would initiate any background and employment check directly or through third party against validation the information.

This letter of intent is not an official appointment letter. All the terms and conditions of the proposed employment would be stated in the appointment letter.

If you wish to leave the services of the Company, a clear written notice of (**Sixty 60**) days has to be given to the Company/client. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company/Client incurs consequent to the failure to give required written notice

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

Thanking you,

Your Sincerely

For IDC Technologies Solutions (I) Pvt. Ltd.



Signature of Employee  
Anis Barkatali Mulla



Ref: Karvy IT / HRD/ Offer-OJT/2020

Dated: 5<sup>th</sup> Jan 2021

Provisional Offer Letter

Name: Sneha Narendra Chavan

Designation (Grade): Delivery Support (S5)

Place of work / Location: Pune

Name of Reporting Manager: Benson Sebastian Kuruthukulangara

Date of Joining: 6<sup>th</sup> Jan 2021

Annexure

Description	Monthly (Rs)	Annual (Rs)
Gross Salary	16038	192460
Basic	13197	158364
HRA	620	7440
Special Allowance	1122	13464
Bonus	1099	13192
Total Benefits*		26874
Employer's Contribution to PF		20619
Employer's Contribution to ESI		6255
Final CTC		219334

**Karvy Innotech Limited**

Corporate Office: "Karvy Gateway", Plot No.38 & 39, Financial District, Gachibowli, Hyderabad, Telangana - 500032.  
T: +91-40-67162222/33211000 | [www.karvyinnotech.com](http://www.karvyinnotech.com)

Registered Office: Flat No. 502 & 503, 5<sup>th</sup> Floor, Arunachal Building, 19 Barakhamba Road, New Delhi- 110001. CIN: U93000DL2012PLC242938  
Tel: 011-49382500, Fax: 011-49382500, Email ID: KITL@karvy.com

Ref: Karvy IT / HRD/ Offer-OJT/2020

Dated: 15<sup>th</sup> Jan 2021

Provisional Offer Letter

Name: Neha Sanjay Dubal

Designation (Grade): Delivery Support (S5)

Place of work / Location: Mumbai

Name of Reporting Manager: Sheetal Rajesh Kadam

Date of Joining: 18<sup>th</sup> Jan'21

Annexure

Description	Monthly	Annual (Rs)
Gross Salary	14916	178996
Basic	13197	158364
HRA	620	7440
Bonus	1099	13192
Total Benefits*		24821
Employer's Contribution to PF		19004
Employer's Contribution to ESI		5817
Final CTC		203817

**Karvy Innotech Limited**

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Tel: 011-49382500, Fax: 011-49382500, Email ID: KITL@karvy.com



KIT/HRD/LOE/1234  
15-01-2021  
Neha Sanjay Dubal  
Masur Satara ,Maharashtra - 415106

## **LETTER OF SERVICE AGREEMENT**

Dear Neha,

Further to our discussions with you, we are pleased to offer you a job opportunity with us. The terms and conditions of your job offer have been detailed below:

<b>Position Offered:</b>	Delivery Support
<b>Gross Remuneration:</b>	14916
<b>Date of Joining:</b>	18-01-2021
<b>Reporting Time for joining:</b>	10:00 AM
<b>Regional Location:</b>	Mumbai, Maharashtra, India
<b>Place of Work:</b>	Mumbai,Maharashtra
<b>Reporting Manager:</b>	Sheetal Rajesh Kadam

This Letter of Service Engagement letter is extended based on your technical proficiency, qualification, skills, work related experience that you have declared to possess as per the information or documents furnished by you.

By accepting this Letter of Service Engagement, you hereby authorize **Karvy Innotech Limited** (hereinafter referred to as the 'Company') or any external agency instructed by the Company to verify your educational, employment antecedents, conduct or other particulars and make any other background checks prior to your date of joining the Company and/or signing of 'Letter of Service Engagement' or thereafter and waive your confidentiality, data protection or privacy rights, if any, to the extent mentioned in this Letter of Service

### **Karvy Innotech Limited**

Corporate Office: "Karvy Gateway", Plot No.38 & 39, Financial District, Gachibowli, Hyderabad, Telangana - 500032.

T: +91-40-67162222/33211000 | [www.karvyinnotech.com](http://www.karvyinnotech.com)

Registered Office: Flat No. 502 & 503, 5<sup>th</sup> Floor, Arunachal Building, 19 Barakhamba Road, New Delhi- 110001, CIN:

U93000DL2012PLC242938

Tel: 011-49382500, Fax: 011-49382500, Email ID: KITL@karvy.com

**Ms. Prachiti Sarjerao Chavan**

D/O Sarjerao Anandrao Chavan,  
Koparde Haveli, Koprde Hawali,  
Satara, Maharashtra, 415115

**Date: 19<sup>th</sup> January 2021**

**Dear Prachiti,**

**Subject: Offer Letter**

This has reference to your application and subsequent interview with us. We are pleased to offer you an opportunity of **Desktop Support Engineer – Band L1** with the initial posting at **Mumbai**.

The terms and conditions have already been discussed with you during the interview.

You are requested to report at 8.30 AM on or **before 21<sup>st</sup> January 2021** at our **Mumbai** office. The Formal Appointment Letter shall be given to you on your joining date.

The address of the same is as under:

**Team Computers Private Limited, Radha Rani Silk Mill Compound, 30 Parsi Panchayat Road, Andheri (East) Mumbai - 400069**

Reporting Time: 09:30 AM

Contact Person: Ms. Ushma Vala

At the time of joining, please bring the below mentioned documents along with you.

- Five copies of your latest passport size photograph.
- Residence & Identity proof required in Bank account opening process as per RBI guidelines (Aadhaar card/ Driver's License/ Electricity bill/ Voter Card).
- PAN Card.
- Offer letter, Appraisal letter, relieving & experience letter and last three month's salary slips from last two organizations.
- Last 6 month's bank account statements supporting your last drawn salary.
- Original & Photocopies of documents supporting your highest qualification.

**This is computer generated offer letter and does not require signature.**



Date: 30 January 21

To,  
Mr. Suraj Tushhram Patil



Dear Mr. Suraj,

We refer to your application for employment & the subsequent interviews you had with us, we are pleased to inform you that, you have been offered an employment in **VDA Infosolutions Pvt. Ltd.** as **FMS Engineer** for our Pune Location on the following terms & conditions:

**REMUNERATION:**

1	a)	BASIC	9504
	b)	HRA	475
	c)	Other Allowance	12
		<b>Monthly Gross</b>	<b>9991</b>
2		<b>Employer Contributions</b>	
	a)	Provident Fund Employer Contribution	1142
	b)	ESIC Employer Contribution	325
		<b>Total Employer Deductions</b>	<b>1467</b>
3		<b>Employee Deductions</b>	
	a)	Provident Fund Employee Contribution	1142
	b)	ESIC Employee Contribution	75
	c)	Professional Tax	175
		<b>Total Employee Deduction</b>	<b>1392</b>
4		<b>Other annual Perquisites.</b>	
		As per Company policy	
	a)	Medical Insurance. PM	292
	b)	Bonus PM	792
	c)	Gratuity PM	458
		<b>TOTAL</b>	<b>1542</b>
*****		<b>Monthly CTC</b>	<b>13000</b>
		<b>Monthly Gross</b>	<b>9991</b>
		<b>Net Pay</b>	<b>8599</b>
		<b>Take Home ( Bonus + Net Pay)</b>	<b>9391</b>
		<b>Total ANNUAL CTC (FIX + Variable)</b>	<b>156000</b>

Please sign and return the duplicate copy of this letter as a token of your acceptance of the above offer and report for duty at **Pune** on or before **03-January-2021**. You will get the appointment letter once you complete the joining formalities.

We welcome you to the VDA family & wish you a rewarding career over the years to come.

Yours Faithfully,  
For VDA Infosolutions Pvt. Ltd,

Sugandha Shah  
HR Executive



Accepted / Date

**VDA INFOSOLUTIONS PVT. LTD.**

Head Office : 76, Shakuntala , 5th Road, Khar West Mumbai - 400052.  
Pune Office : A - 201, 2nd Floor, Teerth Technospace, Baner, Pune - 411045.



IM/WIP/OLT00137/2021

10 February 2021

Ms. Tejaswi Balaso Mohite  
Belavade BK, Satara, Maharashtra- 415539.

Dear Ms. Tejaswi Balaso Mohite

**CONGRATULATIONS!**

We thank you for your keen interest in our Organisation.

Consequent to the interactions you had with us for suitable career opportunities at INFINIMINDS PRIVATE LIMITED (hereinafter known as INFINIMINDS), we have assessed your candidature and we find it meeting requirements. Accordingly, we are pleased to offer you a **Career role with INFINIMINDS as under & according to terms and conditions in brief herein**. The detailed Terms and conditions and other information shall be a part of the letter of appointment which will be issued to you on the date of your reporting for duty.

1. If you accept our offer and join us, you will be designated as Desktop Support Engineer L1. Your employment will be on a **FIXED TERM BASIS** and subject to the standard terms and conditions of employment of INFINIMINDS and will be governed by the Core Values, policies, guidelines and rules of INFINIMINDS.
2. This offer of employment with INFINIMINDS is subject to successful completion of background verification checks, employment reference checks and confirmation of your medical and physical fitness for employment by a qualified registered medical practitioner, appointed by the Company.
3. Your Annual Cost to Company (CTC) for the position will be: **Rs 1,96,152.00/-**. Please refer details of Cost to Company including break up of components in Annexure 1.
4. Your date of appointment is effective from the date of your reporting for duty which shall not be later than **10 February 2021** until which date this offer shall stand valid and thereafter ceases.
5. This term of engagement on **FIXED TERM BASIS** is valid for **Twelve months** from the date of appointment. This term may be renewed solely at the discretion of the Client / INFINIMINDS. However in the absence of any renewals, this engagement will automatically cease to exist beyond the last date of the fixed term engagement as outlined above.
6. The aforesaid position is a client-facing role and your services shall bear engagement with our **Client WIPRO LIMITED**, at their Mumbai **work location**.
7. Please note that you will be required to agree upon and sign and be duty bound by the Employee Non-disclosure, Non-solicitation and Non-compete Agreements, should you decide to join the employment of the Company.

For INFINIMINDS PRIVATE LIMITED

  
AUTHORISED SIGNATORY

(Accepted the Offer & Terms)  
CANDIDATE



**Ms. Prachiti Sarjerao Chavan**  
D/O Sarjerao Anandrao Chavan,  
Koparde Haveli, Koprde Hawali,  
Satara, Maharashtra, 415115

**Date: 19<sup>th</sup> January 2021**

**Dear Prachiti,**

**Subject: Offer Letter**

This has reference to your application and subsequent interview with us. We are pleased to offer you an opportunity of **Desktop Support Engineer – Band L1** with the initial posting at **Mumbai**.

The terms and conditions have already been discussed with you during the interview.

You are requested to report at 8.30 AM on or **before 21<sup>st</sup> January 2021** at our **Mumbai** office. The Formal Appointment Letter shall be given to you on your joining date.

The address of the same is as under:

**Team Computers Private Limited, Radha Rani Silk Mill Compound, 30 Parsi Panchayat Road, Andheri (East) Mumbai - 400069**

Reporting Time: 09:30 AM  
Contact Person: Ms. Ushma Vala

At the time of joining, please bring the below mentioned documents along with you.

- Five copies of your latest passport size photograph.
- Residence & Identity proof required in Bank account opening process as per RBI guidelines (Aadhaar card/ Driver's License/ Electricity bill/ Voter Card).
- PAN Card.
- Offer letter, Appraisal letter, relieving & experience letter and last three month's salary slips from last two organizations.
- Last 6 month's bank account statements supporting your last drawn salary.
- Original & Photocopies of documents supporting your highest qualification.

**This is computer generated offer letter and does not require signature.**

KIT/HRD/LOE/1234

15-01-2021

Neha Sanjay Dubal

Masur Satara ,Maharashtra - 415106

**LETTER OF SERVICE AGREEMENT**

Dear Neha,

Further to our discussions with you, we are pleased to offer you a job opportunity with us. The terms and conditions of your job offer have been detailed below:

<b>Position Offered:</b>	Delivery Support
<b>Gross Remuneration:</b>	14916
<b>Date of Joining:</b>	18-01-2021
<b>Reporting Time for joining:</b>	10:00 AM
<b>Regional Location:</b>	Mumbai, Maharashtra, India
<b>Place of Work:</b>	Mumbai, Maharashtra
<b>Reporting Manager:</b>	Sheetal Rajesh Kadam

This Letter of Service Engagement letter is extended based on your technical proficiency, qualification, skills, work related experience that you have declared to possess as per the information or documents furnished by you.

By accepting this Letter of Service Engagement, you hereby authorize **Karvy Innotech Limited** (hereinafter referred to as the 'Company') or any external agency instructed by the Company to verify your educational, employment antecedents, conduct or other particulars and make any other background checks prior to your date of joining the Company and/or signing of 'Letter of Service Engagement' or thereafter and waive your confidentiality, data protection or privacy rights, if any, to the extent mentioned in this Letter of Service

**Karvy Innotech Limited**

Corporate Office: "Karvy Gateway", Plot No.38 &amp; 39, Financial District, Gachibowli, Hyderabad, Telangana - 500032.

T: +91-40-67162222/33211000 | [www.karvyinnotech.com](http://www.karvyinnotech.com)Registered Office: Flat No. 502 & 503, 5<sup>th</sup> Floor, Arumachal Building, 19 Barakhamba Road, New Delhi- 110001. CIN:

U93000DL2012PLC242938

Tel: 011-49382500, Fax: 011-49382500, Email ID: KITL@karvy.com



Date: 30 January 21

To,  
Mr. Suraj Tushiram Patil



Dear Mr. Suraj,

We refer to your application for employment & the subsequent interviews you had with us, we are pleased to inform you that, you have been offered an employment in **VDA Infosolutions Pvt. Ltd.** as **FMS Engineer** for our **Pune** Location on the following terms & conditions:

**REMUNERATION:**

1	a)	BASIC	9504
	b)	HRA	475
	c)	Other Allowance	12
		<b>Monthly Gross</b>	<b>9991</b>
2		<b>Employer Contributions</b>	
	a)	Provident Fund Employer Contribution	1142
	b)	ESIC Employer Contribution	325
		<b>Total Employer Deductions</b>	<b>1467</b>
3		<b>Employee Deductions</b>	
	a)	Provident Fund Employee Contribution	1142
	b)	ESIC Employee Contribution	75
	c)	Professional Tax	175
		<b>Total Employee Deduction</b>	<b>1392</b>
4		<b>Other annual Perquisites.</b>	
		As per Company policy	
	a)	Medical Insurance. PM	292
	b)	Bonus PM	792
	c)	Gratuity PM	458
		<b>TOTAL</b>	<b>1542</b>
*****		<b>Monthly CTC</b>	<b>13000</b>
		<b>Monthly Gross</b>	<b>9991</b>
		<b>Net Pay</b>	<b>8599</b>
		<b>Take Home ( Bonus + Net Pay)</b>	<b>9391</b>
		<b>Total ANNUAL CTC (FIX + Variable)</b>	<b>156000</b>

Please sign and return the duplicate copy of this letter as a token of your acceptance of the above offer and report for duty at **Pune** on or before **03-January-2021**. You will get the appointment letter once you complete the joining formalities.

We welcome you to the VDA family & wish you a rewarding career over the years to come.

Yours Faithfully,  
For VDA Infosolutions Pvt. Ltd,

Sugandha Shah  
HR Executive



Accepted / Date

**VDA INFOSOLUTIONS PVT. LTD.**

Head Office : 76, Shakuntala , 5th Road, Khar West Mumbai - 400052.  
Pune Office : A - 201, 2nd Floor, Teerth Technospace, Baner, Pune - 411045.





10  
IDC Technologies Solutions (I) Pvt. Ltd.  
C-18, Sector- 67, Noida, U.P, 201301  
Tel.: +91-120-6350000

Dated: 26-Feb-21  
Ref. No IDC/OBHR/2021/W0327

Mr./Ms. Sana Ramjan Shaikh,  
Beghar Vasti  
Koparde Haveli  
Satara  
Maharashtra - 415115

Letter of Intent

Dear Sana Ramjan Shaikh,

We are pleased to offer you a position with IDC Technologies Sol (I) Pvt. Ltd. as a **Desktop Support Level 1**. You may be deputed to Client Site as a representative of the company in order to fulfill the Company's contractual obligations, as a part of your official duties and responsibilities.

You are advised to join our organization on or before **26-Feb-21** at **Mumbai**. Your gross annual compensation, inclusive of all applicable taxes shall be **INR 196152/- (Details Attached in Annexure –"A")**. In case you fail to join your duties by the date mentioned, the Management reserves the right to cancel this letter of Intent.

Please submit following documents (**self-attested**) well before the time of joining:

- Complete Application form (copy enclosed).
- Form-11 (for Provident Fund), Form-2 (nomination & declaration), Form-1 (ESIC) and Form-F (for Gratuity) (all forms attached with e-mail).
- Copy of PAN card.)
- Copy of Passport.
- Copy of Aadhar Card.
- Address Proof (DL/Electricity Bill/Telephone Bill/Election Card etc.)
- Copy of the signed Non-disclosure-agreement.
- Copy of relieving/Experience letters/Resignation Acceptance from HR of the Present (original) & all previous employers.
- Copy of the appointment letter from the current & previous employers.
- Last 3 months salary slips in (original).
- Tax Certificate/Form 16 of previous employers for the current financial year.
- Six passport size photographs (Color).

On receiving the above- mentioned documents, the Appointment Letter and terms & conditions of employment would be issued to you. We assume that all the information furnished by you during the recruitment process is correct. IDC Technologies would initiate any background and employment check directly or through third party against validation the information.

This letter of intent is not an official appointment letter. All the terms and conditions of the proposed employment would be stated in the appointment letter.

If you wish to leave the services of the Company, a clear written notice of (**Sixty 60**) days has to be given to the Company/client. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company/Client incurs consequent to the failure to give required written notice

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

Thanking you,

Your Sincerely

For IDC Technologies Solutions (I) Pvt. Ltd.



Signature of Employee  
Sana Ramjan Shaikh





IDC Technologies Solutions (I) Pvt. Ltd.  
C-18, Sector- 67, Noida, U.P. 201301  
Tel.: +91-120-6350000

Dated: 26-Feb-21  
Ref. No IDC/OBHR/2021/W0328

Mr./Ms. Dipali Madan Jadhav,  
Gavthan Masur  
Police Station Kade  
Masur Satara  
Maharashtra - 415106

Letter of Intent

Dear Dipali Madan Jadhav,

We are pleased to offer you a position with IDC Technologies Sol (I) Pvt. Ltd. as a Desktop support Level 1. You may be deputed to Client Site as a representative of the company in order to fulfill the Company's contractual obligations, as a part of your official duties and responsibilities.

You are advised to join our organization on or before 26-Feb-21 at Mumbai. Your gross annual compensation, inclusive of all applicable taxes shall be INR 196152/- (Details Attached in Annexure -"A"). In case you fail to join your duties by the date mentioned, the Management reserves the right to cancel this letter of Intent.

Please submit following documents (self-attested) well before the time of joining:

- Complete Application form (copy enclosed).
- Form-11 (for Provident Fund), Form-2 (nomination & declaration), Form-1 (ESIC) and Form-F (for Gratuity) (all forms attached with e-mail).
- Copy of PAN card.)
- Copy of Passport.
- Copy of Aadhar Card.
- Address Proof (DL/Electricity Bill/Telephone Bill/Election Card etc.)
- Copy of the signed Non-disclosure-agreement.
- Copy of relieving/Experience letters/Resignation Acceptance from HR of the Present (original) & all previous employers.
- Copy of the appointment letter from the current & previous employers.
- Last 3 months salary slips in (original).
- Tax Certificate/Form 16 of previous employers for the current financial year.
- Six passport size photographs (Color).

On receiving the above- mentioned documents, the Appointment Letter and terms & conditions of employment would be issued to you. We assume that all the information furnished by you during the recruitment process is correct. IDC Technologies would initiate any background and employment check directly or through third party against validation the information.

This letter of intent is not an official appointment letter. All the terms and conditions of the proposed employment would be stated in the appointment letter.

If you wish to leave the services of the Company, a clear written notice of (Sixty 60) days has to be given to the Company/client. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company/Client incurs consequent to the failure to give required written notice

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

Thanking you,

Your Sincerely

For IDC Technologies Solutions (I) Pvt. Ltd.



Signature of Employee  
Dipali Madan Jadhav

IM/WIP/OLT00210/2021

08 March 2021

Ms. Dhanshri Balaso Jagdale

Po- Ambak, Taluka- Kadegaon, Sangli, Maharashtra- 415303.

Dear Ms. Dhanshri Balaso Jagdale

**CONGRATULATIONS!**

We thank you for your keen interest in our Organisation.

Consequent to the interactions you had with us for suitable career opportunities at INFINIMINDS PRIVATE LIMITED (hereinafter known as INFINIMINDS), we have assessed your candidature and we find it meeting requirements. Accordingly, we are pleased to offer you a **Career role with INFINIMINDS as under & according to terms and conditions in brief herein**. The detailed Terms and conditions and other information shall be a part of the letter of appointment which will be issued to you on the date of your reporting for duty.

1. If you accept our offer and join us, you will be designated as Service Desk Executive. Your employment will be on a **FIXED TERM BASIS** and subject to the standard terms and conditions of employment of INFINIMINDS and will be governed by the Core Values, policies, guidelines and rules of INFINIMINDS.
2. This offer of employment with INFINIMINDS is subject to successful completion of background verification checks, employment reference checks and confirmation of your medical and physical fitness for employment by a qualified registered medical practitioner, appointed by the Company.
3. Your Annual Cost to Company (CTC) for the position will be: **Rs 2,00,616.00/-**. Please refer details of Cost to Company including break up of components in Annexure 1.
4. Your date of appointment is effective from the date of your reporting for duty which shall not be later than **08 March 2021** until which date this offer shall stand valid and thereafter ceases.
5. This term of engagement on **FIXED TERM BASIS** is valid for **Twelve months** from the date of appointment. This term may be renewed solely at the discretion of the Client / INFINIMINDS. However in the absence of any renewals, this engagement will automatically cease to exist beyond the last date of the fixed term engagement as outlined above.
6. The aforesaid position is a client-facing role and your services shall bear engagement with our **Client WIPRO LIMITED**, at their Mumbai work location.
7. Please note that you will be required to agree upon and sign and be duty bound by the Employee Non-disclosure, Non-solicitation and Non-compete Agreements, should you decide to join the employment of the Company.

For INFINIMINDS PRIVATE LIMITED

*V. M. Raj*  
AUTHORISED SIGNATORY

(Accepted the Offer & Terms)  
CANDIDATE



INSPIRISYS/HRD/01/2021/AD1579

27-Mar-21

Mr. Sagar Sarjerao Patil  
Madhali Lane, Panumbre tarf warun,  
Shirala, Sangli, Shirala  
Maharashtra - 415405

OFFER LETTER

Dear Sagar,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment in **Inspirisys Solutions Limited** as per the terms and conditions given in the subsequent paragraphs. Your initial place of posting will be at **Pune**.

1. SALARY & BENEFITS

Your salary and other emoluments are given in the **Annexure**.

2. DESIGNATION & GRADE

Your designation will be **ASSOCIATE ENGINEER - TECHNICAL SUPPORT** and the equivalent grade in accordance with our policies will be **EL 110**.

3. SERVICE RULES

- a) Your employment with Inspirisys Solutions Limited is full time and you shall not engage in any commercial business or pursuit on your own account or as an agent for others during the course of employment.
- b) You are required to seek permission from the management before you undertake any course of study.
- c) You are required to treat all information and official correspondence as confidential. You shall not at any time or times, without the consent of the company disclose, divulge or make public except under legal obligation, by word of mouth or otherwise, details of manufacturing processes, software development, technical know-how, security arrangements, administration, accounts or any other dealings of the company known to you in the course of your service or otherwise.
- d) As per company Policy, you shall be required to give necessary undertakings to the company.
- e) You shall work under the supervision of such officer/s as may be decided by the company from time to time. You shall diligently and faithfully carry out instructions given to you to the best of your power, skill and ability in the best interests of the company.
- f) You shall keep the company informed of any change in your residential address or civil status.
- f) You shall be responsible for the safekeeping and return in good condition and order of all the company's property which may be in your use, custody or charge.
- g) The retirement age as per the company's policy is **55 years**. The date of birth given by you and taken on record is **02-Jul-1999**
- i) You shall abide by the rules and regulations of the company which are in force and/ or which may be framed from time to time.
- j) You shall regularly check the internal policies of the company and abide by such policies.

EXPERIENCE  
POSSIBILITIES



IDC Technologies Solutions (I) Pvt. Ltd.  
C-18, Sector- 67, Noida, U.P. 201301  
Tel.: +91-120-6350000

Dated: 11-May-21  
Ref. No IDC/OBHR/2021/W1040

Mr./Ms. Apeksha Ganpat Mane,  
Pusesawali  
Khatav  
Satara  
Maharashtra - 415512

Letter of Intent

Dear Apeksha Ganpat Mane,

We are pleased to offer you a position with IDC Technologies Sol (I) Pvt. Ltd. as a Service Desk. You may be deputed to Client Site as a representative of the company in order to fulfill the Company's contractual obligations, as a part of your official duties and responsibilities.

You are advised to join our organization on or before 11-May-21 at Mumbai. Your gross annual compensation, inclusive of all applicable taxes shall be INR 200604/- (Details Attached in Annexure --"A"). In case you fail to join your duties by the date mentioned, the Management reserves the right to cancel this letter of Intent.

Please submit following documents (self-attested) well before the time of joining:

- Complete Application form (copy enclosed).
- Form-11 (for Provident Fund), Form-2 (nomination & declaration), Form-1 (ESIC) and Form-F (for Gratuity) (all forms attached with e-mail).
- Copy of PAN card.)
- Copy of Passport.
- Copy of Aadhar Card.
- Address Proof (DL/Electricity Bill/Telephone Bill/Election Card etc.)
- Copy of the signed Non-disclosure-agreement.
- Copy of relieving/Experience letters/Resignation Acceptance from HR of the Present (original) & all previous employers.
- Copy of the appointment letter from the current & previous employers.
- Last 3 months salary slips in (original).
- Tax Certificate/Form 16 of previous employers for the current financial year.
- Six passport size photographs (Color).

On receiving the above- mentioned documents, the Appointment Letter and terms & conditions of employment would be issued to you. We assume that all the information furnished by you during the recruitment process is correct. IDC Technologies would initiate any background and employment check directly or through third party against validation the information.

This letter of intent is not an official appointment letter. All the terms and conditions of the proposed employment would be stated in the appointment letter.

If you wish to leave the services of the Company, a clear written notice of (Sixty 60) days has to be given to the Company/client. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company/Client incurs consequent to the failure to give required written notice

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

Thanking you,

Your Sincerely

For IDC Technologies Solutions (I) Pvt. Ltd.



Signature of Employee  
Apeksha Ganpat Mane



IM/WIP/OLT00399/2021

19 May 2021

Ms. Muskan Firoz Mulla

Sumangal Nagar Karve Naka Inam Masjid Javal, Karad, Satara MH- 415110.

Dear Ms. Muskan Firoz Mulla

**CONGRATULATIONS!**

We thank you for your keen interest in our Organisation.

Consequent to the interactions you had with us for suitable career opportunities at INFINIMINDS PRIVATE LIMITED (hereinafter known as INFINIMINDS), we have assessed your candidature and we find it meeting requirements. Accordingly, we are pleased to offer you a **Career role with INFINIMINDS as under & according to terms and conditions in brief herein**. The detailed Terms and conditions and other information shall be a part of the letter of appointment which will be issued to you on the date of your reporting for duty.

1. If you accept our offer and join us, you will be designated as Desktop Support Engineer L1. Your employment will be on a **FIXED TERM BASIS** and subject to the standard terms and conditions of employment of INFINIMINDS and will be governed by the Core Values, policies, guidelines and rules of INFINIMINDS.
2. This offer of employment with INFINIMINDS is subject to successful completion of background verification checks, employment reference checks and confirmation of your medical and physical fitness for employment by a qualified registered medical practitioner, appointed by the Company.
3. Your Annual Cost to Company (CTC) for the position will be: **Rs 2,00,616.00/-**. Please refer details of Cost to Company including break up of components in Annexure 1.
4. Your date of appointment is effective from the date of your reporting for duty which shall not be later than **20 May 2021** until which date this offer shall stand valid and thereafter ceases.
5. This term of engagement on **FIXED TERM BASIS** is valid for **Twelve months** from the date of appointment. This term may be renewed solely at the discretion of the Client / INFINIMINDS. However in the absence of any renewals, this engagement will automatically cease to exist beyond the last date of the fixed term engagement as outlined above.
6. The aforesaid position is a client-facing role and your services shall bear engagement with our **Client WIPRO LIMITED**, at their Mumbai work location.
7. Please note that you will be required to agree upon and sign and be duty bound by the Employee Non-disclosure, Non-solicitation and Non-compete Agreements, should you decide to join the employment of the Company.

For INFINIMINDS PRIVATE LIMITED

*V. M. R.*  
AUTHORISED SIGNATORY

(Accepted the Offer & Terms)  
CANDIDATE

## ANNEXURE

### Salary details of AKASH JAYAVANT KUMBHAR

COMPONENTS	AMOUNT PER MONTH	AMOUNT PER ANNUM
<b>MONTHLY</b>		
BASIC SALARY	14,003	1,68,036
HRA	7,002	84,024
MONTHLY BONUS	1,166	13,992
SPECIAL ALLOWANCE	5,834	70,008
<b>MONTHLY GROSS SALARY (A)</b>	<b>28,005</b>	<b>3,36,060</b>
<b>BENEFIT</b>		
MEDICAL INSURANCE	992	11,904
MOBILE CUG	350	4,200
<b>TOTAL BENEFIT (B)</b>	<b>1,342</b>	<b>16,104</b>
<b>REIMBURSEMENTS</b>		
TELEPHONE EXPENSES (AGAINST BILLS)	2,000	24,000
<b>TOTAL REIMBURSEMENTS (C)</b>	<b>2,000</b>	<b>24,000</b>
<b>STATUTORY</b>		
GRATUITY - 4.81% on (Basic)	674	8,088
PROVIDENT FUND	1,800	21,600
<b>TOTAL STATUTORY</b>	<b>2,474</b>	<b>29,688</b>
<b>COST TO COMPANY (CTC)</b>	<b>33,821</b>	<b>4,05,852</b>
<b>DEDUCTION</b>		
PROVIDENT FUND	1,800	21,600
PROFESSIONAL TAX	200	2,400
<b>TOTAL DEDUCTION</b>	<b>2,000</b>	<b>24,000</b>
<b>NET PAY</b>	<b>28,005</b>	<b>3,36,060</b>

Confidential