

Sample Appointment Letters



WELCOME TO WIPRO

18 Jul, 2018

Dear **Mahammad Hachan**,

Welcome to Wipro Limited! Congratulations on joining us as **Administrator**

For us at Wipro, success is the outcome of choice and expectations, more than a matter of circumstances, and we are delighted that you have chosen us.

We are enclosing herewith your letter of appointment which shall be, submitted to us with your signature on the date of your joining.

Notwithstanding anything to the contrary contained herein, this offer of employment is subject to and effective only for the duration of the contract with NIC (including renewals by the client) and the contract of employment would automatically lapse in the event of non-renewal of the said contract by the client.

In the next few weeks, you will meet your colleagues and managers. Feel free to let them know what you need to accomplish your new responsibilities.

We are confident that you will add value through your role and strengthen Wipro's values by living the Wipro way of life every day. Looking forward to a long term relationship and wishing you all the success at Wipro.

Best regards,
For Wipro Limited,

A handwritten signature in black ink, appearing to read "Gautam Kar", with a horizontal line underneath.

Gautam Kar
Head-Talent Acquisition

(We would like to emphasize that the offer of appointment is subject to completion of your reference check and NSR.)

In case you need any clarifications regarding your job, salary, or any policy, please contact **Nikhil Sharma** At **Nikhil.sharma8@wipro.com**

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
Doddakannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1945PLC020800





APPOINTMENT LETTER

18 Jul, 2018

Mr. Mahammad Hachan

G-Floor, H No-51,
Kailash Nagar, Hatigaon
Guwahati
781038

Dear **Mahammad Hachan**,

It is our pleasure to appoint you as **Administrator** in Wipro Limited at **Guwahati** in any such capacity as the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to the Company policy.

1.APPOINTMENT

- a. Your date of appointment is effective from the date of joining which is **18 Jul, 2018** unless otherwise communicated in writing by the company.
- b. You understand and agree that your appointment is subject to and for the duration of the contract with including renewals and shall lapse upon expiry of the said contract with the client.
- c. You will be on probation for a period of six (6) months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed and communicated to you in writing if the Company finds you to be suitable for the appointed post. Unless confirmation is communicated in writing, your probation period is deemed extended.
- d. You will be liable to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or its subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.
- e. We provide support to our global customers from various locations in India to suit customers' needs on a 24x7 basis. You may be required to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in view 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 Wipro for your role.
- g. Kindly ensure you submit the second copy of the appointment letter signed by you on the day of reporting for work.

2.COMPENSATION

You will be eligible to receive the following:

- a. Basic salary of Rs. **8,800** per **Month**.
- b. Variable pay of Rs. **1,100** the details of the current program are attached in the Annexure-II.

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- c. Additional Allowance of Rs. **0** per **Month**.
- d. You will be entitled to other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
- e. Your salary will be reviewed periodically as per Wipro policy.
- f. Changes in your compensation are subject to the discretion of Wipro and will be based on your effective performance and results during your employment and other relevant criteria.

3. OTHER BENEFITS

You will be entitled to the following:

- a. Leave, holidays and working hours as applicable to your category of employees and location of posting.
- b. Perquisites, if any, as applicable to your category of employees and/or based on functional requirements as determined by Wipro.
- c. Participation in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.
- d. Leave Travel Assistance as per the policy of Wipro.
- e. You will be eligible to participate in Wipro's Medical Assistance program and Contributory Mediclaim Insurance for your category of employees.
- f. Employee Benefits Program sponsored and administered by Wipro for management employees, comprising pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

4. RESPONSIBILITIES

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities 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. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation and business of Wipro, whether directly or indirectly.
- b. You may be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct as they form an integral part of the terms of 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 whereupon 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.

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5. CONFLICT OF INTEREST

- a. You are required to engage yourself exclusively in the work assigned by Wipro and 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 Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
 - 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 BusinessUnit Head, to understand Wipro'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 are required to comply with the Confidentiality Policy of Wipro. Therefore, please ensure that you 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 may be required under obligation of law or as may be required by Wipro in the course of your employment. This covenant shall endure during your employment and also after cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality, and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

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7. ASSIGNMENT OF INTELLECTUAL PROPERTY

In connection with your employment and during the term of your employment upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours) that are related to the company's business or that results from work that you perform for the company or using the company's equipment, supplies and facilities, and shall comply with the policies of Wipro in relation to Intellectual Property.

8. NON-COMPETE

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation.

9. GENERAL

- a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.
- b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- e. During the period of employment you are required to comply with all Wipro policies. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time.

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10. NOTICE PERIOD

This contract of employment is terminable, without reasons, by either party giving one month's prior written notice during probationary period and two month's prior written notice on confirmation of employment. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the management desires the employee to continue the employment during the notice period, the employee shall do so.

11. ON SEPARATION

On acceptance of separation notice, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.

Please confirm that the above mentioned terms and conditions are acceptable to you and that you accept the appointment by submitting the signed copy of this letter of appointment with your original signature on the date of joining.

Best regards,
For Wipro Limited,

A handwritten signature in black ink, appearing to read "Gautam Kar", is written over a horizontal line.

Gautam Kar
Head-Talent Acquisition

I have read, understood and agree to accept the employment on the terms and conditions herein. I shall be reporting for duty on ___/___/_____

Name:

Signature:

Date: ___/___/_____

Place:

Registered Office:

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SALARY OFFER.

Name **Mahammad Hachan**
Position **Administrator**
Location **Guwahati**
Career Group **GROUP A3**

Components	Figures(in INR per Month)
BASIC	8,800
HOUSE RENT ALLOWANCE	4,400
BONUS	1,760
WIPRO BENEFITS PLAN	3,538
ADDITIONAL ALLOWANCE	0
PROVIDENT FUND (EMPLOYER CONTRIBUTION)	1,056
GRATUITY	467
ESI (EMPLOYER CONTRIBUTION)	879
VARIABLE PAY	1,100
TARGET COST TO COMPANY (TCTC)	22,000
TCTC (PER ANNUM)	264,000

*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.

*Please note that your compensation is personal to you and you are requested not to share details of the same with others.

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March 7, 2018

Ref:HDBFS/17-18/HRIC20039/App/A37736

Mr. Ajoy Kumar Chaturvedi,
Rly Qtr No-Ds-159 B,
Adarsha Colony,
Maligaon,
Near Hanuman Mandir,
Guwahati-781011

Dear Mr. Ajoy Kumar Chaturvedi,

LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as SALES EXECUTIVE on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

Terms and Conditions:

- a) Your duties and responsibilities will be explained to you on your joining the Company.
- b) Your initial place of posting will be at GUWAHATI. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.
- c) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- d) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.

Registered Office : Radhika, 2nd Floor, Law Garden Road, Navrangpura, Ahmedabad-380 009.

- m) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.
- n) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- o) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- p) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- q) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights" (as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- r) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- s) Your appointment will be subject to the organization receiving satisfactory references and Contact Point verification report.
- t) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.
- u) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.

As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

You are requested to join no later than March 22, 2018.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining:

- a) Copy of Educational Certificates and Marksheets (Xth, XIIth, Graduation, Post Graduation)
- b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
- c) Duly signed duplicate copy of Appointment Letter
- d) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Human Resources Department for necessary processing of your Salary.

Yours Sincerely,

For HDB Financial Services Ltd.



Smily Mehra


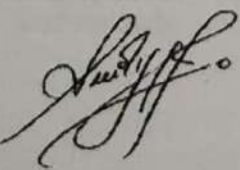
HBL Global - a division of HDB Financial Services Limited.

AGREED AND ACCEPTED

Ajoy K Chaturvedi

Mr. Ajoy Kumar Chaturvedi

Annexure A

 HDB FINANCIAL SERVICES		Compensation Breakup	
Name	MR.AJOY KUMAR CHATURVEDI		
Role	Sales Executive		
Grade	G7		
Location	Guwahati		
Annual Compensation Break up			HDBFS Monthly
Basic	79,500		6,625
HRA	31,800		2,650
Conveyance Allowance	15,900		1,325
Provident Fund (Employer's contribution)	9,540		795
Gross Salary (A)	1,36,740		11,395
ESIC (Employer's contribution)-----(B)	6,042		504
Gratuity----- (C)	3,824		319
Total Fixed Compensation (D=A+B+C)	1,46,606		12,217
Note:			
This Offer is subject to positive reference checks & CIBIL report check. Your acceptance of the offer will be considered as consent for accessing your CIBIL report.			
Employee and Employer's contribution towards ESI will be 1.75% & 4.75% respectively			
You will be entitled to Performance Incentive Plan as per Company Policy			
Gratuity is as per "The Payment of Gratuity Act".			
You will be covered under Group Personal Accident Insurance as per policy of the Organization			
SPECIAL NOTE			
PAN & AADHAAR are mandatory and have to be provided at the time of joining the Organization for payment of salary. Please apply IMMEDIATELY for PAN/AADHAAR number if you do not have the same.			
I accept the terms and conditions as mentioned in the Appointment letter.			
My tentative date of Joining will be _____			
Mr.Ajoy Kumar Chaturvedi			Date
		Ref:HDBFS/17-18/HRIC20039/Appt/A37736	

- e) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.
- f) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.
- g) Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.
- h) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.
- i) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regard shall be final.
- j) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.
- k) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.
- l) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.

ASSAM PROFESSIONAL ACADEMY (APA) (VOCATIONAL TRAINING PROVIDER)

H.O. Ulubari, Bora Service, Guwahati – 781007

PH: 0361 – 2452822 / 2452622

E-mail: professional2825@gmail.com

Website: www.assamprofessionalacademy.org



AN ISO 9001:2015 CERTIFIED INSTITUTION

Ref : APA/01/03/2019

Date: 26.03.2019.....

Saiful Haque

Contact No - 8638001576

Email - Saifl6941@gmail.com

Dear Saiful,

Congratulations!

Subsequent to the interview you had with us, we are pleased to make you an offer as per the details given below.

Designation: MIS Head- Meghalaya
Place of Joining: APA – DDUGKY Meghalaya Centre
Joining Date: 27th March 2019.

Your emoluments have been fixed at a CTC of **Rs. 3,28,000.00 (Rupees Two Lakh Twenty Eight Thousand Only)** per annum, This will be subject to tax deduction at source and shall include all expenses towards conveyance to and fro office & telephone expenses for official & personal use. You will be initially under three months' (3) probation period.

During your appointment with the company, you would be governed by the policies and rules of the company, as detailed in the company Human Resource Manual (a copy of the manual would be given to you on joining). The HR Manual would detail on the service policy, travel policy, reimbursements and allowances policy, leave policy, termination / exit policy and on the general behavioral guidelines during your employment with the company.

Though you have been engaged for a specific position, the company reserves the right to send you on training / deputation / secondment / transfer / assignments to any other projects or units of the company or its associate companies, subsidiaries, group companies or customer locations, in India.

A formal letter of appointment will be issued to you upon joining.

Confirm the acceptance of the offer by today.

Wishing you all the best and looking forward to a long and rewarding career with **Assam Professional Academy Society**.

For Assam Professional Academy Society

Senior Coordinator

Assam Professional Academy Society



Accepted.

OFFICE
OF MAWTHOHBEH UPPER PRIMARY SCHOOL
(SSA) MAWTHOHBEH
WEST KHASI HILLS DISTRICT - 793120

Dated: Mawthohbeh
The: 5th June, 2019


To,
Smt. Laweiphrnai Nongphud

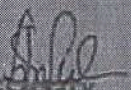
ORDER

On recommendation of the Managing Committee of Mawthohbeh Upper Primary School dated Mawthohbeh the 5th June, 2019, you are here appointed as the Assistant 4th Teacher of Mawthohbeh Upper Primary School (SSA) at the pay as per the sanction by the SSA and it is admissible under the rule being made by the school concerned with effect from 1st July. 2019 during the school hour, and you have to submit along with your joining report to the Secretary Managing Committee Mawthohbeh Upper Primary School.

This is purely contract basis post.

Thank you

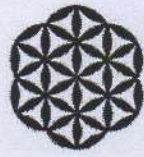

Chairman
M/C Mawthohbeh
Upper Primary School
Mr. B. Nongbri
Chairman
Managing Committee
Mawthohbeh U.P. School


Secretary
M/C Mawthohbeh
Upper Primary School
Mr. H.S. Nongphud
Secretary
Managing Committee
Mawthohbeh U.P. School

Copy forward for favour of kind information:

1. The Deputy Inspector of School, Mairang Civil Sub-Division.





SANSKRITI THE GURUKUL

To,

Pallabi Rabha

C/o - Brajendra Kumar Rabha,

Vill- Bakrapur, Damra,

Goalpara-783122

Phone No- 9612082507

Dated : 29th October, 2019

Letter of Intent

Dear Ms. Rabha,

With reference to the interview that you have participated in, we congratulate you and welcome you to Sanskriti – The Gurukul team of Educators, as an Intern Librarian who we believe would be adding their valued contribution towards facilitating the vision of Sanskriti – The Gurukul:

You will be on a probation period from 05.11.19 to 31.03.20, post which based on your performance, adaptability, ability you will be confirmed.

All service rules relating to your job will be applicable after your confirmation.

Date of Joining: 5th November, 2019

Remuneration: Will be applicable from the DATE OF JOINING.

CTC: Rs 12000/- (Rupees Twelve Thousand only per month)

Parting Clause:

- 1) On finding any flaws in the Resume and personal information the Institution shall have the right to terminate the services with immediate effect.
- 2) Any gross misbehavior with the students or the guardians shall invite immediate termination of services of the Trainee Educator.



An ISO 9001:2008 Certified School
Affiliated to CISCE for ICSE & ISC Examinations



Vill. Gugh, Ahomgaon, P.O. Garchuk,
Guwahati - 781035, Assam, India
Phone : +917399044071, 72, 73
Email : info@sanskritithegurukul.in
Website : www.sanskritithegurukul.in

- 3) Other than the above the Trainee educator have right to discontinue services by giving written notice of 30 days or salary in lieu of to either side.
- 4) If the management finds that the trainee educator is unable to perform within the probation period then the management has the right to discontinue the service of the trainee educator with immediate effect.

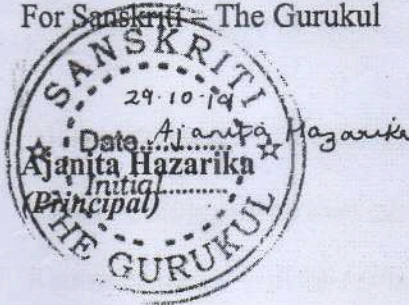
All legal matters are under the Jurisdiction of Guwahati High Court only.

Benefits:

1. Free Transportation by school bus.
2. Free meals as per menu.

With best wishes,

For Sanskriti The Gurukul





UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

(Established under Act 6 of 2008 enacted by the state Legislative Assembly
of Meghalaya & incorporated under section 22 & 2(f) of the UGC Act 1956)

Ref No : USTM/REG/ADM-29/2018/ 288

Date : 30.08.2018

To
Zayed Choudhury
Mobile no : 9706996236 / 9957291156
Email : zayedchoudhury06@gmail.com

Sub: Offer of Appointment

Dear Zayed Choudhury,

We are pleased to appoint you as **Project Officer** in the Administrative Department of University of Science and Technology, Meghalaya (USTM).

You will be offered a consolidated salary of Rs 15000.00 (Rupees Fifteen Thousand) only per month which may be increased from time to time based on performance.

The appointment will take effect from the date of your joining.

The terms and conditions of your appointment are shown overleaf.

You are requested to submit your joining report in the format enclosed along with your personal profile in duplicate in the format at Annexure-I.

Yours sincerely,

Sd/-
Registrar

Copy to:

- 1) The Vice Chancellor, USTM
- 2) The Director (HR), ERD Foundation
- 3) The Accounts officer, ERD Foundation
- 4) Personal File
- 5) Office File (ADM-29)

Registrar



PRIVATE AND CONFIDENTIAL

Reference No. - 1383811647

Applicant ID - 3694653

04-Feb-2019

Manali Sharma

Dear Manali,

We are pleased to make you an offer of appointment as S1 grade in ICICI Bank. You will be placed in PHONE BANKING-SERVICE at PBG_GUWAHATI.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- 27
- You shall be required to join the Bank on or before 06-Feb-2019.
 - You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
 - On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

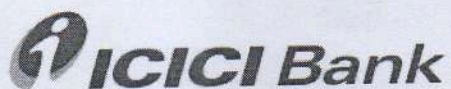
- Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

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

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

Regd. Office : "Landmark",
Race Course Circle,
Vadodara 390007, India.





Remuneration Details

Name : Manali Sharma

Position: S1

Group: RETAIL BANKING GROUP

	S1	
	Monthly	Annual
Basic	6000	72,000
Supplementary Allowance *	4600.00	55,200
Superannuation Allowance **	900	10,800
Total	11,500	1,38,000
Retirals		
Retirals (PF, Gratuity) ***	1,220	14,640
Total CTC	12,720	1,52,640
Performance Linked Retention Pay #	1500.00	18,000
Total (incl PLRP)	14,220	1,70,640
* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance		
*** Company contribution towards PF is 12% and Gratuity is 8.33%.		
# Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.		

Date: 04-Feb-2019

Digitally signed by NANDITA SHARMA
Date: 2019.02.04 15:59:16 +05:30
Reason: Offer Letter
Location: Mumbai

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

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

Regd. Office : "Landmark",
Race Course Circle,
Vadodara 390007, India.

March 4, 2019

Mr Kaushik Das
H No -21, Chandangiri, Barbari,
P.O- Hengrabari, Pin-781036, Dist.-Kamrup (M), Guwahati, Assam

Dear Mr. Kaushik,

Sub: Offer & Appointment Letter

28
Congratulations! Further to the recent discussions that we have had with you, we are pleased to invite you to join HCL Foundation for our Corporate Social Responsibility, Development & Sustainability initiative named Project Samuday, in the capacity of **Project Associate**.

In this assignment, as a part of the Project Office, you shall be based out of Tehsil Kachauna, District Hardoi, Uttar Pradesh with frequent travel. However, you may be required to join at a different location from your posting location for the purposes of initial on-boarding, induction & training activities, details of which will be shared with you subsequently.

We take this opportunity to thank and appreciate your decision to join HCL Foundation. You are requested to join us on or before **Monday, 3rd June 2019**.

The details of your compensation and benefits package along with the terms and conditions of employment applicable from the date of your joining are attached herewith in Annexure I & II. On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Organization.

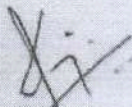
As confirmation of your acceptance, please sign the duplicate copy of this Offer and Appointment Letter and the Annexure documents, and submit the same to the undersigned at our office address given below:

Corporate Towers, III Floor
HCL Technology Hub (SEZ)
Plot NO. 3 A, Sector 126, Noida - 201301

Please note that this Offer & Appointment Letter is subject to successful completion of your coursework in the first attempt and fulfilling all the criteria for employment as prescribed by the Company to you on or before your date of joining. Also, please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Foundation will stand withdrawn without any liability.

Welcome to HCL! We look forward to a mutually fruitful association.

For HCL Foundation


Authorized Signatory



I accept the offer and related terms and conditions. I will join by 3rd June, 2019

Name: Kaushik Das Signature: Kaushik Das Date: 25/05/19



Dispur
Guwahati - 781 006

GNRC LTD

Quality • Value • Trust
(An ISO 14001 : 2015 Organization)

Regd Office : GNRC Complex, Dispur, Guwahati - 781006

GIR : UASV1DAS1305PLC000447



Sixmile, Guwahati - 781 022

GNRC Medical
North Guwahati - 781031

Ref. No: GNRC/ HR/PER/111

Date: 01/01/2019

Md. Shajahan Kamal Badsha
House/Flat no:-103, Vill/Town:-Borbori
P.O.-:Borbori, P.S.-:Laharighat
Dist:-Morigaon, Assam-782127

Sub: Appointment Letter

39

Dear Mr. Badsha,

We are pleased to appoint you as Junior Executive in the Department of Affordable Health Mission at GNRC Ltd. on the following terms & conditions:

1. POSITION / DESIGNATION / REPORTING:

You are appointed as Junior Executive in Non Executive Grade V in our organization and would functionally and administratively report to Incharge/HOD of your assignment.

2. EFFECTIVE DATE OF JOINING:

Your appointment would be effective from your date of joining the organization i.e. January 01, 2019.

3. COMPENSATION & BENEFITS:

Your monthly Cost to Company (CTC) would be Rs. 20000 (Rupees Twenty Thousand Only). A detailed break-up of your compensation is attached in (Annexure A).Your individual remuneration is purely a matter between you and the organization and has been arrived at on the basis of your specific background and professional merit. We expect you to maintain this information and any future changes in it, as strictly personal and confidential.



Page 1 of 8

Ref. No: GNRC/HR/PER/110

Date: 01/01/2019

Jaffina Mamta
Vill/Town:-Mangaldai
P.O.-Mangaldai, P.S.-Mangaldai
Dist:-Darrang, Assam-784125

Sub: Appointment Letter

Dear Ms. Mamta,

We are pleased to appoint you as Junior Executive in the Department of Affordable Health Mission at GNRC Ltd. on the following terms & conditions:

1. POSITION / DESIGNATION / REPORTING:

You are appointed as Junior Executive in Non Executive Grade V in our organization and would functionally and administratively report to Incharge/HOD of your assignment.

2. EFFECTIVE DATE OF JOINING:

Your appointment would be effective from your date of joining the organization i.e. January 01, 2019.

3. COMPENSATION & BENEFITS:

Your monthly Cost to Company (CTC) would be Rs. 20000 (Rupees Twenty Thousand Only). A detailed break-up of your compensation is attached in (Annexure A). Your individual remuneration is purely a matter between you and the organization and has been arrived at on the basis of your specific background and professional merit. We expect you to maintain this information and any future changes in it, as strictly personal and confidential.



Page 1 of 5



GNRC LTD

Quality • Value • Trust
(An ISO 14001 : 2004 Organization)

Sixmile, Guwahati - 781 022

Dispur
Guwahati - 781 006

Regd Office : GNRC Complex, Dispur, Guwahati- 781006

GNRC Medical
North Guwahati - 781031

November 1, 2017

GNRC/GNRC Guwahati/HR/1786

Ms. Jafrina Mamta
Guwahati - 784145, Assam

Dear Ms. Mamta,

Training Agreement

We are pleased to appoint you as **Trainee Executive – Affordable Health Mission** in our organization on the following terms and conditions with effect from **November 1, 2017**.

1. Your appointment in the organization would be for a period of six months i.e. from **November 1, 2017 to April 30, 2018**.
2. During this training period, your performance would be reviewed/evaluated quarterly, i.e. after every 3 (three) months.
3. You may be considered for confirmation in the regular services of the organization on completion of the above mentioned training period (six months) subject to your satisfactory performance.
4. You would functionally report to **Zonal Manager – Affordable Health Mission & administratively to Sr. Manager – Marketing & Brand Promotion of GNRC Ltd.**
5. During this period, you would be paid a stipend of **Rs. 20,000/- (Rupees Twenty Thousand only)** per month subject to deductions as per government rules.
6. You are required to pay a **security deposit of Rs. 10,000/- (Rupees Ten Thousand only)** which would be deducted in 4 (four) equal monthly installments from your stipend. The deposit would be refunded without any interest on your separation/resignation on receipt of **"CLEARANCE CERTIFICATE"** from concerned departments. The security deposit would be adjusted for any loss and/or defalcation attributed to you if any.
7. During your training period, you would be entitled for 6 days leave which would be calculated on a prorated basis.

Signature

केन्द्रीय विद्यालय संगठन

(मं. नं. वि. संश्लेष, स्कूल शिक्षा सचकाय विभाग भारत सरकार)

क्षेत्रीय कार्यालय, तिनसुकिया (असम)

प्रांगण: केन्द्रीय विद्यालय ओ. आर्. एल, दुल्लिजाज

डाक: दुल्लिजाज, जिला: डिब्रुगढ़ - 786 602

टेल: 0374-2800031 / 2800056, फ्याक्स: 0374-2800091
वेबसाइट: www.kvstinsukia.org; ई-मेल: newkvstinsukia@gmail.com



KENDRIYA VIDYALAYA SANGATHAN

(Ministry of HRD, Dept. of School Education & Literacy, Govt. of India)

REGIONAL OFFICE; TINSUKIA (ASSAM)

Campus: Kendriya Vidyalaya OIL Dullajan

Post Dullajan; District Dibrugarh - 786 602

Tel: 0374-2800031/ 2800056; Fax: 0374 - 2800091

website: www.kvstinsukia.org; E-mail: newkvstinsukia@gmail.com

F.No.42042/2018-19/KVS-RO/TSK/DR/ 2906 - 07

Date: 05.03.2019

SPEED POST

MEMORANDUM

Sub: -Offer of appointment to the post of PGT - English

With reference to his/her application, Mr/Mrs/Ms. Mitali Das is hereby informed that he/she has been selected for appointment against a temporary post of PGT - English in the Kendriya Vidyalaya Sangathan in the Pay Matrix/Level- 8 (Rs. 47600-151100) of 7th CPC and posted at the Kendriya Vidyalaya Lekhapani in Tinsukia Region under North Eastern Zone. He/she will draw allowances and other benefits as admissible to the employees of Kendriya Vidyalaya Sangathan. This offer of appointment is subject to the candidate producing Medical certificate of fitness issued by a District Medical Officer or a medical officer of equivalent status.

2. If the candidate is a woman, she should certify that she is not in the family way at the time of acceptance of the appointment. If, however, she is pregnant of twelve weeks standing or more as a result of medical test at the time of acceptance of appointment, it will be opened to candidate herself to seek exemption from joining the appointed post for the duration till her confinement is over, if she desires so. Furthermore, the affected woman candidate, in such a situation, who expresses her willingness to join, may be asked to produce a certificate of fitness from Chief Medical Officer (CMO) of Govt. Hospital that she is fit to carry out the assigned work in her present state.

3. No TA/DA will be admissible for first joining the Sangathan as PGT - English.

4. He/she will be on probation for a period of 02 years which may be extended. Upon successful completion of probation, he/she will be confirmed as per the rules of Kendriya Vidyalaya Sangathan.

5. During the probation and thereafter, until he/she is confirmed, the services of appointee are terminable. The appointing authority reserves the right to terminate the services of the appointee at any point of time during the probation period without assigning any reason thereof.

6. Other terms and conditions of service governing the appointment are as laid down in the Education Code for Kendriya Vidyalayas amended from time to time. A Welfare Scheme namely Kendriya Vidyalaya Sangathan Employees Welfare Scheme has been introduced from 01.4.2002. Joining the above scheme is compulsory.

7. He/she will be eligible for the new Restructured Defined Contribution Pension Scheme only as circulated by KVS (HQ) vide circular No.2-17/2003-04/KVS(Budget) dated 08/12.03.2004 and F. 2-17/2003-04/KVS(Budget) dated 24.12.2004.

Cont. 2/-



July 8, 2019

Ref:HDBFS/19-20/HRIC101362/App/C06044

Mr.Chinmoy Barman,
H No-131,
Sarthebari,Barpeta Road,
Amrikhowa,
Near Amrikhowa Mini Phc,
Barpeta-781307

Dear Mr.Chinmoy Barman,

LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as SALES EXECUTIVE on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

Terms and Conditions:

- a) Your duties and responsibilities will be explained to you on your joining the Company.
- b) Your initial place of posting will be at GUWAHATI. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.
- c) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- d) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.

EDUCATION COMMITTEE

MAWPREM PRESBYTERIAN CHURCH

Edu/MPC/AO/2019/2

Dated, Shillong The 19th August 2019

APPOINTMENT ORDER

Mt. Jyndawansuk Khatjoh B.A (Khasi Honours) B.Ed is hereby appointed as the Assistant Teacher for the subject of the Khasi etc, in Mawprem Presbyterian Secondary School Shillong in the fixed pay of Rs 15,000/- P.m against the newly created post in the school with effect from the date of joining the post.

(Mr. E.E. Kurbah)
Secretary
Education Committee
Mawprem Presbyterian Church

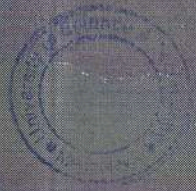
Dated, Shillong The 19th August 2019


Edu/MPC/AO/2019/2(A)

Copy to :-

1. The Secretary Managing committee Mawprem Presbyterian Secondary School for information and necessary action.
2. The Headmistress, Mawprem Presbyterian Secondary School for information and necessary action.

3. Smt. Jyndawansuk Khatjoh. She is advised to join the post and submit his joining report with immediate effect.
4. Office order file.




Secretary
Education Committee
Mawprem Presbyterian Church

19/08/2019

इंडियन ऑयल कॉर्पोरेशन लिमिटेड

इंडियन ऑयल भवन, २, गरियाहाट रोड (दक्षिण)
कोलकाता - ७०० ०३८

Indian Oil Corporation Limited

Indianoil Bhavan, 2, Gariahat Road, (South)
Kolkata - 700 068
Phone : Office : EPABX : 2414-5555
2414-5888 / 5889 / 5003



IndianOil

http : www.iocl.com

न प्रभाग, पूर्वी क्षेत्र
eting Division, Eastern Region

Ref. No. : P&A/1121/ER

Date : 18 NOV 2019

Ms. DIPTY RAY
D/o Late Dinesh Ch. Ray,
Vill- Dolaigaon, Majpara,
PO+Dist. Bongaigaon,
Assam-783380

Sub : Appointment

With reference to your interview on **12.07.2019**, we are pleased to offer you the position of **Jr. Business Assistant - Grade III** at **Odisha State Office** with the designation- **Jr. Business Assistant** on the following terms and conditions :

- 1) You will be on probation for period of one year from the date you join the post, which may be extended depending upon your performance, application, attendance, verification of character and antecedents, caste and bearing at the sole discretion of the Management. If your work is found to be satisfactory during the probation period and verification of your caste (applicable for SC/ST/OBC), character and antecedents are also found satisfactory, you may be confirmed in service. Your services will not be regarded as confirmed until a letter of confirmation is issued by the Management. Your services can, however, be terminated at any time during the probation period without notice or assigning any reason whatsoever.
- 2) Your appointment and continuance in service shall be subject to your being found medically fit by the Corporation's Medical Officer or by a government Medical Officer of the status of a Civil Surgeon (As per Forms in Part-I, II, III & IV enclosed) and also subject to verification of your caste (applicable for SC/ST/OBC), character and antecedents being found satisfactory. In the event of your being declared medically unfit before you join duty, this appointment letter will be deemed to have been cancelled automatically.
- 3) Your basic salary will be ₹ 11900/- per month in the scale of ₹ 11900-32000/-. In addition, you will receive Dearness Allowance and other allowances, if any according to the rules of the Corporation in force as amended from time to time.
- 4) Your annual increment will be released in the above grade as per the rules of the Corporation.
- 5) The Management reserves the right to redesignate you in an identical scale of pay as felt necessary at its sole discretion.

Contd. p/2.



केन्द्रीय विद्यालय संघटन

केन्द्रीय विद्यालय, किमिन

KENDRIYA VIDYALAYA, KIMIN

१०वीं वाहिनी भा.ति.सी.पु.बल, किमिन, जिला पापुमपारे (अ.प्र.)

10th BN. I.T.B.P. FORCE, KIMIN, DIST. PAPUMPARE (A.P.)

केविसं तिनसुकिया संभाग / (KVS-TINSUKIA REGION)

(KVS-An autonomous body under the Ministry of HRD-Govt. of India)



एक कदम स्वच्छता की ओर

CBSE School No. 05870
Affiliation No. 2200008

दिनांक: 26.07.2019

फा. 1478/23/केविके/2019-20/174

श्री/श्रीमती/सुश्री..... *Krishna Doley*
PR1 - Contractual

महोदय/महोदया,

विद्यालय में शिक्षण कार्य को परिपूर्ण करने के उद्देश्य से आपकी सेवा का उपयोग सुनिश्चित कलाशों एवं कक्षाओं में संविदा/ अंशकालिक आधार पर लेने का निर्णय लिया गया है। इस संदर्भ में निम्नलिखित नियम व सेवा शर्तों के अनुरूप आपको प्रस्ताव दिया जाता है कि यदि आप अपनी सेवा देने के इच्छुक हैं तो आप शिक्षण कार्य कक्षा/विषय _____ (कक्षा एवं विषय का नाम) आरंभ करने हेतु अधोहस्ताक्षरी को दिनांक

पूर्वाह्न/ अपराह्न तक सूचित करें।

In order to supplement the teaching in this vidyalaya, it has been decided to utilize your services for taking a few periods in certain classes on day-to-day basis. In case you are willing to offer your services on the terms and conditions mentioned below you are requested to start teaching 1-V class (name of the class and subject to be taught) and report to the undersigned on 29.07.2019 (date).

नियम व सेवा शर्तों सहित प्रस्ताव

Terms and conditions attached to the offer

1. You will be paid consolidated payment of Rs 26250.00 / Rs ~~31250.00~~ / Rs 32500.00 per month. However for a period of less than a month will be paid on pro rata basis only. You will not be entitled for vacation pay and during Autumn/Winter Break payment would be made on pro rata basis.
2. Apart from teaching, you will also be responsible for home assignment, evaluation of answer scripts and conduct of examination in the said subject as also such other duties as may be assigned by the principal. The payment/ remuneration indicated above will be inclusive of all the services mentioned hereinbefore.
3. It is abundantly made clear the assignment is purely of day-to-day nature and confers no right of appointment or your placement in the cadre of teachers. Your services will be utilized on the day-to-day basis depending upon the need and payment therefore will be made accordingly.
4. It is further abundantly made clear that the offer made in this letter shall automatically come to an end after the purpose for which the present offer is made is achieved.
5. Your services can be terminated at any time without assigning any prior notice or reason.

(Signature)

(फिरोज खान)

प्राचार्य / Principal

केन्द्रीय विद्यालय किमिन (अ.प्र.)
Kendriya Vidyalaya Kimin (A.P.)

MAWKHAR PRESBYTERIAN CHURCH, SHILLONG
MISSION & EVANGELISM COMMITTEE

APPOINTMENT ORDER

Office Order No 15.....

Dated Shillong, the 31st Oct/2019.....

Shri/Smt Iaenboklin Lyngdoh Mawnai Son/daughter of Shri Gallanda Syiem
of Mairang.....(Town/Village) under East/West/Khasi Hills..... District, Meghalaya is
hereby appointed as Asstt. Teacher of Mawkhar Presbyterian Secondary School, Sohmylleng
Under Mawkhar Presbyterian Church, Shillong in the Scale of Pay of Rs. 5800-145-6380-EB-180-692
210-7550 /-.....pm plus other allowances as admissible under the rules with effect from the date
of joining.

The incumbent should join immediately within 10 days from the date of issuance of this order,
failing which this order will be treated as cancelled.

By order, etc.

Secretary

Mission & Evangelism Committee
Mawkhar Presbyterian Church
Shillong, Meghalaya

Memo No. MPC/MEC/1/2018-2020/126-129 Date 31st October, 2019

Copy to :-

1. The Treasurer, Mawkhar Presbyterian Church, Shilong for favour of information & necessary action.
2. The Headmaster, Mawkhar Presbyterian Secondary School, Sohmylleng, for favour of information with a request to forward the Joining Report etc., of the incumbent to the under-
signed at the earliest.
3. Shri/Smt. Iaenboklin L. Mawnai for information and necessary action. He/She is hereby
directed to sign and submit the Undertaking and the Joining Report to the Headmaster
immediately.
4. Concerned File.



Secretary

Mission & Evangelism Committee
Mawkhar Presbyterian Church

ALCOTT TOWN PLANNERS PRIVATE LIMITED

Reg.Office: Ground Floor-001, Mauryansh Elanza, Shyamal Cross Road, Near Parekh Hospital,
Satelite, Ahmedabad- 380015, India.

Email: legal@alcotthospitality.com, Contact No.: +91 9654247699

CIN: U74900GJ2015PTC107035

OFFER LETTER

Date: 15/07/2019

PERSONAL & CONFIDENTIAL

Dear **Madhurjya Kalita**

Congratulations! We are pleased to extend you an offer to join Alcott Town Planners Pvt. Ltd. as a **GRE** and band **G1**. Your location will be **Guwahati**.

This letter sets out the terms of your employment by Alcott Town Planners Pvt. Ltd. Your employment is contingent on your ability to furnish employment eligibility documents as mandated by our company's policies. However if considered expedient and necessary, we may conduct background checks on our own or through third party service providers. Your acceptance of this Employment Offer Letter amounts to your consent to undertake any such background checks and your consent to co-operate in the process of conducting the background checks, if requested by us. We look forward to having you aboard and helping us grow our Company's business. If conducted, your Employment with the Company shall be subject to successful pre and/or post-employment background checks.

The terms of your employment are defined as per following clauses:

1. **Joining Date 16/07/2019**
2. **Leave and Working Hours:** You will be entitled to leaves as per company policy and will observe the working hours as may be applicable to your category of employees and location of posting.
3. **Fulfillment Obligation:** Any cash bonuses or other expenses paid prior to normal salary periods are recoverable by the Company for the first 90 days of employment should you terminate your employment without cause.
4. **Confidentiality and Invention Assignment:** Your employment is contingent upon your execution of Confidentiality and Invention Assignment Agreements. Failure to abide by the terms of the Confidentiality and Invention Assignment Agreements may result in your dismissal, and you are subject to its terms even after the termination of your employment.
5. **Transfer & Relocation:** You may be transferred in your capacity as the company may from time to time determine to any other location, department, establishment, factory or branch of the company or its affiliate, associate or subsidiary companies. In such case, your employment will be governed by the terms and conditions of service applicable to the new assignment.
6. **Non-Compete:** By accepting this Letter of Offer you agree that during the term of your employment and for further period of 6 calendar months after separation from the Company, for whatever reasons, you shall not carry on or engage in directly or indirectly in any business which competes directly or indirectly with any or all the business pursued by the Company in any territory, whether in India or overseas, at the relevant point of time or proposed to be pursued by the Company in the immediate future, in respect of which proposal you were aware of or likely to be aware of considering the nature of your duties ("**Restricted Business**"), other than through the Company.
7. **Non-Solicitation of Customers:** You agree that during the term of your employment and for a further period of 24 (twenty four) calendar months after separation from the Company, for whatever reasons, you shall not directly or indirectly, irrespective of whether the relationship between the Company and a customer was originally established in whole or in part through your efforts; (i) solicit any Restricted Business from any customer; (ii) persuade any existing or

ALCOTT TOWN PLANNERS PRIVATE LIMITED

Reg. Office: Ground Floor-001, Mauryansh Elanza, Shyamal Cross Road, Near Parekh Hospital,
Satelite, Ahmedabad- 380015, India.

Email: legal@alcothospitality.com, Contact No.: +91 9654247699

CIN: U74900GJ2015PTC107035

prospective customer to cease doing Restricted Business with the Company; (iii) reduce the amount of Restricted Business which any customer has customarily done or might propose doing with the Company.

8. **Non-Solicitation and Non Hire of Company Employees:** You agree that during the term of your employment and a further period of 24 (twenty four) calendar months after separation from the Company, for whatever reasons, you shall not either directly or indirectly solicit or entice away or endeavor to solicit or to entice away or assist any other Person to solicit or hire or entice away from his/her employment at the Company.

9. **Background Verification:** Your employment is contingent on your ability to furnish employment eligibility documentation as required by law. However, if considered expedient and necessary, we may conduct background checks on you on our own or through third party. You hereby consent to any such background checks and undertake to co-operate if so requested by us. Your employment with the Company may be subject to successful pre and/or post-employment background check.

10. **Probation, Confirmation & Termination:**

a) You will be on probation for three months from your date of joining. During this period, 15 days' notice is required from either side to terminate/conclude employment. Please note that on expiry of the original period of probation or the extended period of probation, your employment shall be automatically be deemed permanent unless otherwise informed by the Company. This decision will be subject to your performance on the job and attaining certifications as applicable in the role. Your employment will not be treated confirmed unless it is communicated to you in writing at the end of the probationary period or at the end of the extended probationary period

b) During the notice period you shall not be entitled to any paid or unpaid leave and the notice period cannot be adjusted by any accrued leave. The decision of waiving the notice period lies at the sole discretion of the Company.

c) Post probation confirmation, company shall be entitled to terminate your employment, without cause, at any time by giving you 30 calendar days' notice or salary in lieu thereof. You are also bound to provide the company with 30 calendar days' notice period from the day next to resignation or salary in lieu thereof.

d) After Joining you shall be attending Training which includes assessments and evaluations. In case of failure in assessment or evaluation, company shall be entitled to terminate your employment

11. **Term:** The Company may terminate your employment for cause after providing 1(One) months' notice.

12. **"Employee Agreement":** To protect the interests of the Company, you will need to sign the Company's standard Terms & Conditions of Employment (attached as Exhibit A), invention assignment agreement, Alcott Town Planners Pvt. Ltd. Confidentiality Agreement and conflict of interest agreement (collectively, the "Employee Agreements") as a condition of your employment. You represent that you're signing of this offer letter and the Employee Agreements and your commencement of employment with the Company will not breach any agreement currently in place between yourself and current or past employers.

Please confirm that this letter sets forth the terms of your employment with the Company by countersigning a copy of this letter below. Your signature below indicates that you fully understand the terms of your employment with the Company and that you enter this Agreement knowingly and of your own accord.

Please send us a scan copy by email duly signed and accepted by you as a token of acceptance and agreement on Terms of Employment within 24 hours of receipt of this offer.

Sincerely,



Sr. HR Business Partner

Madhurjya Kalita

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EXHIBIT A

Terms & Conditions of Employment

1. During the term of your employment with Alcott Town Planners Pvt. Ltd., you shall not engage in any employment or act in any way, which either conflicts with your duties and obligations to Alcott Town Planners Pvt. Ltd., or is contrary to the policies or the interests of Alcott Town Planners Pvt. Ltd.
2. During the term of your employment with Alcott Town Planners Pvt. Ltd., you are required to disclose all material and relevant information, which may either affect your employment with Alcott Town Planners Pvt. Ltd. currently or in the future or may be in conflict with the terms of your employment with Alcott Town Planners Pvt. Ltd., either directly or indirectly. If at any time during your employment, Alcott Town Planners Pvt. Ltd. becomes aware that you have suppressed any material or relevant information required to be disclosed by you, Alcott Town Planners Pvt. Ltd. reserves the right to forthwith terminate your employment without any notice and without any obligation or liability to pay any remuneration or other dues to you irrespective of the period that you may have been employed by Alcott Town Planners Pvt. Ltd..
3. You agree to conform to and comply with Alcott Town Planners Pvt. Ltd.'s current Policies and any new terms and policies that Alcott Town Planners Pvt. Ltd. may from time to time give directions and orders on.
4. Notwithstanding anything mentioned in this Agreement, Alcott Town Planners Pvt. Ltd. may terminate your employment after providing notice of 1 (One) month in the event of your misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct of, or breach of integrity, or embezzlement, or misappropriation or misuse by you of Alcott Town Planners Pvt. Ltd.'s property, or insubordination or failure to comply with the directions given to you by persons so authorized, or your insolvency or conviction for any offence involving moral turpitude, or breach by you of any terms of this Agreement or Alcott Town Planners Pvt. Ltd. Policy or other documents or directions of Alcott Town Planners Pvt. Ltd., or irregularity in attendance, or your unauthorized absence of from the place of work for more than three (3) working days, or closure of the business of Alcott Town Planners Pvt. Ltd., or redundancy of your post in Alcott Town Planners Pvt. Ltd., or upon you conducting yourself in a manner which is regarded by Alcott Town Planners Pvt. Ltd. as prejudicial to its own interests or to the interests of its clients .
5. Notwithstanding anything aforesaid, termination by you shall be subject to the satisfactory completion of all your existing duties, obligations and projects.
6. At the time of termination of your employment, if there are any dues from you, the same may be adjusted against any money due to you from Alcott Town Planners Pvt. Ltd. on account of salary, bonus or any other such payments.
7. You agree that the laws of India shall govern the interpretation and enforcement of this Agreement and the provisions of the Indian Arbitration and Conciliation Act, 1996, shall govern all disputes under this Agreement and all disputes shall be referred to a sole arbitrator appointed with the mutual consent of the employee and the Company. The award issued by the arbitrator shall be final and binding. The venue for arbitration will be **New Delhi**.

This is to certify that I have read this Agreement and understood all the terms and conditions mentioned therein and I hereby accept and agree to abide by them:

Madhurjya Kalita

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Salary Structure

CTC	156000	
COMPONENTS	ANNUAL	MONTHLY
FIXED		
BASIC	46800	3900
HRA	23400	1950
STATUTORY BONUS	3900	325
SPECIAL ALLOWANCE	48964	4080
GROSS SALARY	123064	10255
PERFORMANCE LINKED INCENTIVE	15600	1300
PF (ER Contribution 12%)	11492	958
ESIC (ER Contribution 4.75%)	5846	487
TOTAL CTC	156002	13000

* Employee Contribution to PF and ESIC will be deducted from Gross Salary as per statutory deduction norms.

* Take home salary is subject to TDS deduction.

* Rs 500 will be deducted from the salary for initial 4 months for Uniform.

* Performance Linked incentive is subject to your overall performance of individual and organization.

Sincerely,



Saugata Sarkar
Sr. HR Business Partner

This is to certify that I have read understood all the terms and conditions mentioned above and I hereby accept them.

Madhurjya Kalita



FAIRYLAND HIGH SCHOOL
UNDER APR EDUCATIONAL AND CHARITABLE TRUST
KHANAPARA, GUWAHATI - 781 022

01.08.2019

To
Md. Rafique Hussain

Dear Mr.Hussain

With reference to your application and interview for the post of Assistant Teacher of English, we are happy in appointing you for the same with effect from 1st of August,2019 under the following terms and conditions.

1. You will receive a consolidated amount of Rs.9000/- (Rupees Nine Thousand only) per month.
2. You will be entitled to leave and holidays as per rules.
3. You will be on probation for a period of one year and will be confirmed on satisfactory completion of probation and inculcated into the regular pay roll of the school with benefits of ESIC and Provident Fund.
4. You will comply with the rules and regulations of the school in force from time to time.
5. You will be governed generally by the Service Rules applicable to employees of your rank from time to time.
6. Your duties will be assigned by the Head of the institution.

We are enclosing a copy of the Service Rules and Code of Conduct of the School. Kindly sign it and return the same as acceptance of the terms and conditions.

We hope that your period of service with us will be both pleasant and productive.

Yours Sincerely

Principal
Fairyland High School
Khanapara, Guwahati 781022



HOLY MARY INTERNATIONAL SCHOOL

Bahadurpur, Chintamanpur, Pandasara, Thalwara Road, Laheriasara, Darbhanga - 846001

Affiliated to CBSE up to Senior Secondary Level

Affiliation No. 330604

Ref. No.

1017/19

Date: 25-02-19

Joining Letter

Dear Sir

Mr / Ms RASHMI KUMARI THAKUR

This is to inform you that as per the interview held on 17-02-2019 in Holy Mary International School, Darbhanga; you have been selected as an Asst. Teacher by the School Managing Committee. You are expected to join on or before **01-04-2019**.

You will be receiving the gross salary **17000/- (Seventeen Thousand Only)**

Note :- you will receive the appointment letter after the completion of one year.

The attached rules should be followed.

Chaitanya
25/02/2019

Holy Mary International School
Bahadurpur, Chintamanpur
Pandasara, Thalwara Road
Laheriasara, Darbhanga - 846001

Cell : 7544001228, 7544001203, 04

Email : contactholymary@gmail.com / principalhmischool@gmail.com

Web : www.hmis.co

9th April, 2019

Ms. Kabita Gogoi
Janakpur Kahilipara
Guwahati Assam
India

Contact : 7005808183
Email ID : kabi.gogoi@gmail.com

Contract Letter

Dear Ms. Gogoi,

We are pleased to inform you that we are hereby offer you to join as **Consultant** based at Assam, w.e.f. 15th-April-2019, initially for a period of **6 Months**. Your contract period may be extended if the Management finds your performance satisfactory. The contract is terminable by the Company or by you by giving one month notice in writing or one month fees in lieu of notice on either side.

1. You will be paid a **consolidated fees of Rs.13,500/- per month** (Rupees Thirteen Thousand Five Hundred only per month) inclusive of all the Taxes, as applicable.
 - I. Your Consultancy Fee is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
 - II. You will submit the invoices to CSC on monthly basis by the 25th of every month. (In case, Service Tax is applicable, a valid service tax number along with registration document should be submitted to CSC along with Invoice). The Consultancy fee is paid through bank transfer on the last day of the month.
 - III. You will be required to submit the service tax deposit challan if applicable.
2. This contractual service shall not amount to any employment obligation on regular basis in future.
 - I. You shall neither divulge in any business secrets nor disclose any confidential information to outsiders and others.
 - II. You will hand over the charge of letter of Authority or Power of attorney issued to you or any property/material of the company in your possession at the time of cessation of your contractual service with the Company.


The Management reserves the right to modify this letter in the mutual interest and in such a case you will be informed in writing of the same.

Please sign and return the duplicate copy of this letter to us as token of your acceptance retaining the original for yourself.

Thanking you,

Yours faithfully,

For CSC e-GOVERNANCE SERVICES INDIA LIMITED.


PRIYANKA
HR, CSC-SPV