

**Moradabad Institute of Technology**  
**Training, Placement & Corporate Affairs**  
**Placement Record**

**Batch - 2015**

S. No.	Name of The Student	Branch	Company	Stipend (L.P.A.)	Position
1.	Apoorv Arya	Civil	Navigant Technologies Pvt. Ltd.	1.2	Customer care executive
2.	Ashish Kumar Saxena	Civil	Colnovation Technologies /Vaibhav Group	1.8	Graduate Engg. Trainee
3.	Chandrika	Civil	Navigant Technologies Pvt. Ltd.	1.2	Customer care executive
4.	Deepak Verma	Civil	Colnovation Technologies /Vaibhav Group	1.8	Graduate Engg. Trainee
5.	Priyanka Singh	Civil	Teleperformance Pvt. Ltd. (Symantech)	2.04	Graduate Engg. Trainee

**Batch -2016**

S. No.	Name of The Student	Branch	Univ. Roll No.	Company	Stipend (L.P.A.)	Position
1	Prachi Agarwal	B. Pharma		Genpact	2.4	Process Associate
2	Ghina Zaidi	B. Pharma		Genpact	2.4	Process Associate
3	Monmohan Saini	B. Pharma		Genpact	2.4	Process Associate
4	Vipul Kumar	B. Pharma		Genpact	2.4	Process Associate
5	Surbhi Srivastava	B. Pharma		Genpact	2.4	Process Associate

**Batch -2017**

S. No.	Name	Branch	Roll No.	Company Name	Pay Package
1	Shazeb	ME	1308240151	Acadecraft Pvt. Ltd.	2.4
2	Vipin Poswal	ME	1308240181	Acadecraft Pvt. Ltd.	2.4
3	Amit Kumar Tiwari	ME	1308240023	Acadecraft Pvt. Ltd.	2.4
4	Mohd Shadan	ME	1308240088	Acadecraft Pvt. Ltd.	2.4



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**Batch-2018**

S. No.	Name	Branch	Roll No.	Company Name	Pay Package (LPA)	In-corporation
1.	Aakash Tripathi	CSE	1408210001	Bhilwara Infotechnology Pvt. Ltd.	2.2	Pvt. Sector
2.	Akshit Rustagi	EC	1408231010	Bhilwara Infotechnology Pvt. Ltd.	2.2	Pvt. Sector
3.	Anant Kumar	EE	1408220008	Bhilwara Infotechnology Pvt. Ltd.	2.2	Pvt. Sector
4.	Arpita Arora	CSE	1408210035	Bhilwara Infotechnology Pvt. Ltd.	2.2	Pvt. Sector

**Batch -2019**

S. No.	Name	Branch	Roll No.	Company Name	Pay Package (LPA)	In-corporation
1.	Akarsh Saxena	CS	1508210013	Tata Consultancy Services	3.36	Pvt.
2.	Muskan Johri	CSE	1508210086	Tata Consultancy Services	3.36	Pvt.
3.	Vidhi Agarwal	EC	1508231082	Tata Consultancy Services	3.36	Pvt.
4.	Aishwarya Gupta	CSE	1508210011	Tata Consultancy Services	3.36	Pvt.

  
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**Offer: Computer Consultancy**  
**Ref: TCSL/CT20172209514/Delhi**  
**Date: 09/10/2018**

Ms. Aishwarya Gupta  
15-16 Sagar Sarai Mittal Rolling Mill Compound,  
G.M.D Road,  
Moradabad-244001,  
Uttar Pradesh.  
Tel# 91-9837071963

Dear Aishwarya Gupta,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be ₹3,36,875/- per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

  
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## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,



You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

### 1. **Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### 2. **Disclaimer**

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

### 3. **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found

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Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

#### 12. Terms and Conditions

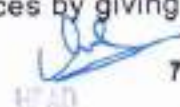
The above terms and conditions are specific to India and there can be changes to the said terms, and conditions in case of deputation on International assignments.

#### 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

#### 14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving

  
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- Postgraduate)
- Birth Certificate / Proof of Age
  - Work permit and/or any other documentation as prescribed by Government of India
  - Passport
  - 6 photographs
  - Medical Certificate
  - An affidavit/notarised undertaking stating:
    - \*There is no criminal offence registered/pending against you
    - \*There is no disciplinary case pending against you in the university
    - \*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

## 20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

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**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCSL Centres  
Annexure 3: Confidentiality and IP Terms

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Annexure 2

Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore - 560 066  Tel: 080 - 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  Tata Consultancy Services  415/21-24, Kumaran Nagar,  Sholinganallur, Old Mahabalipuram,  Chennai - 600 119, Tamil Nadu, India  Tel: 044 - 66162222/62194/62195  Fax: 044 - 66162555</p>	<p><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  TATA Consultancy Services  ODC 1-K-1, Gitanjali Park,  IT/ITES SEZ, Plot- IIF / 3, Action Area - II, New Town,  Kolkata - 700 156, West Bengal.  Tel: 033 - 6653 0000  Fax : 033 - 6653 0003</p>
<p><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Yantra Park, Opp. Voltas HRD Trg. Center,  Subhash Nagar, Pokhran Road No. 2,  Thane( West), 400601  Tel: 022 - 67782000/2222  Fax: 022 - 67782190</p>
<p><b>Pune</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Niyati Tiara, Ground Floor,  S.No 103/A/1/129, CTS 1995, Nagar Road,  Yerwada, Pune - 411 006  Tel: 020 - 66087777  Fax: 020 - 66087107</p>	<p><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  Tata Consultancy Services  Peepul Park, Technopark Campus  Karyavattom p.o.  Thiruvananthapuram - 695 581.  Tel - 0471- 2519400  Fax - 0471- 2519499</p>

  
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## 2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of Retainer/Consultant-ship, the Retainer/Consultant agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

The Retainer/Consultant agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and the Retainer/Consultant hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests the Retainer/Consultant may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.

  
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## 9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

  
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**Offer: Computer Consultancy**  
**Ref: TCSL/CT20172195364/Delhi**  
**Date: 30/08/2018**

Mr. Akarsh Saxena  
Tb-01, Teacher'S Colony, Ashiyana-1,  
Opposite Sadbhavana Nursing Home,  
Moradabad-244001,  
Uttar Pradesh.  
Tel# 91-9837148861

Dear Akarsh Saxena,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be ₹3,36,875/- per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.



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



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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184226645/Delhi**  
**Date: 09/10/2018**

Ms. Muskan Johri  
H 49, Upadhya Building, Court Road,,  
Moh. Daang,  
Moradabad-244001,  
Uttar Pradesh.  
Tel# 91-7500770322

Dear Muskan Johri,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be ₹3,36,875/- per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

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**Offer: Computer Consultancy**  
**Ref: TCSL/CT20182361065/Delhi**  
**Date: 09/10/2018**

Ms. Vidhi Agarwal  
H No-138 Mohalla Ther,  
Near Bankhandan Mandir,  
Sambhal-244302,  
Uttar Pradesh.  
Tel# -

Dear Vidhi Agarwal,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be ₹3,36,875/- per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

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



14<sup>th</sup> Dec 2017

BIL-NOI/HR/COL/2117

Arpita Arora  
Bartan Bazar, Attaro Street,  
Moradabad, U.P

Sub: Conditional Offer Letter for participating in a training program with Bhilwara Infotechnology Ltd

Dear Arpita,

Please refer to your application and the subsequent discussion with us, we are pleased to inform you that you have been selected to undergo a training program with Bhilwara Infotechnology Ltd in short (BIL).

This technical & communication batch wise training will be provided by BIL for duration of 45 to 60 working days, "free of charge" and similarly BIL shall not be paying any "stipend" during the training period.

On successful completion of the training program, BIL and its end customer would conduct tests and interviews based on certain parameters approved by our client. Candidates who clear the tests and interviews conducted by BIL and its clients will be considered for an employment with BIL at its client's location.

The successful Candidates will be offered permanent on-roll job with all benefits as per the policies of BIL. In such case an Appointment letter will be issued and the terms of the appointment letter will be applicable during employment period.

The Selected candidates will be given an opportunity to work on the rolls of BIL at our client location and will be paid a **Gross salary of Rs.180,000/-Per Annum (One Lakh Eighty Thousand Only) on a cost to the company basis** and your initial posting can be at our customer locations in any major cities across India. The above mentioned annual salary includes all perks and allowances.

This Conditional offer for participating in the training program will be specifically on the following terms and conditions.

1. You acknowledge that you are a Graduate from a recognized institute & all the details as per your Resume/CV and application for employment are true to the best of your knowledge. You understand & acknowledge attending the **FREE Training Scheme (Hire-Train-Deploy)** as prescribed by the company starting from post completion of your BTECH 8th SEM /Graduation Final year exams. Your final joining

  
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shall however depend on your passing BTECH/graduation with desired percentage of marks, as applicable as per BIL policy. You acknowledge that the training period is for a period of 45 to 60 working days at the Company's premises located at Noida.

2. You acknowledge that there shall not be any payment of stipend, salary, remuneration or any reimbursements of expenses during the training period. The training will be Free of Cost and shall be conducted at BIL Noida office and would commence from 01-07-2018.
3. You acknowledge the purpose of the training scheme is to impart skills and information to enable you to specialize in the relevant field of Training and to equip you to be sufficiently competent to participate in the evaluation test to be conducted by BIL or its clients after the completion of the training course.
4. You acknowledge that at the end of your Training period, the Company shall assess your suitability for appointment with the Company by way of Evaluation Tests as schedule & required for the fitment of the offered position, which will be in the form of a verbal/written/online test. Such Evaluation Test shall be conducted by the Company & its clients to assess knowledge and skill acquired by you during the Training/Course. Upon final selection for projects, your posting/work location can be anywhere in India.
5. You acknowledge that in the event of your acceptance of Company's offer of appointment, you will work with BIL for a minimum period of 2 years.
6. You acknowledge that upon successful completion of your training period, you shall not apply for any posting/interviews other than Bhilwara or its client's interview till the completion of Evaluation Tests.
7. You acknowledge that your initial posting will be on a project at our customer location. During the employment with the company you will be liable to be transferred or deputed to any of the offices/departments of the Company/ Associate/Group Companies whether anywhere in India or abroad.
8. You acknowledge that in the event the Company finds that you have failed to meet the standards/norms fixed by the company in the Evaluation Test/failed to complete the Test/Interview, the Conditional Offer Letter will remain cancelled automatically and no placement/any other request will be entertained.
9. You acknowledge that in case you drop out of the training session or have been found to behave in a manner inconsistent with the terms and policies or if the management comes to the conclusion that you have committed any misconduct /unacceptable behavior/unsatisfactory performance/misbehave with colleagues/ under influence of drugs or alcohol during the training session or in possession of inappropriate materials, The management may dismiss you from the Training/Company with immediate effect not withstanding other terms and conditions mentioned.
10. You acknowledge that during the training period you shall devote your whole time for the effective utilization of the training being imparted and you shall not be

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Training Placement & Corporate Affairs





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employed or engaged in any business activity or profession either as proprietor or partner or as a director or as an employee of any concern, firm or Company as the case may be without the written consent of the Company.

11. You acknowledge that all documents, plans, drawing, photo prints, reports, statements, correspondence, etc. and also information and instructions that pass through you or come to your knowledge during your training shall be treated as absolutely confidential. You would also be required to sign a NON Disclosure Agreement as per annexure attached.
12. You acknowledge that you will ensure to keep secret all such confidential matters including papers, plans, documents, etc. and shall not divulge or pass over the same to anyone.
13. You acknowledge that any inventions worthy or unworthy of being protected as patents that are made by you during your training period with the Company will be entirely at the disposal of the Company which will have the absolute rights over the same.
14. You acknowledge that the Company shall not be responsible for any interruption in the training due to causes beyond the control of the Company. In case of your failure / neglect to complete the training or failure in the Evaluation Test for employment conducted by the Company and its client, the Company shall neither be responsible nor will provide assurance of employment on BIL rolls.
15. You acknowledge that you shall not at any time after the termination of your employment, represent yourself as being in any way connected with or interested in the business of the Company.
16. You acknowledge that the below stated is your name and signature and you will abide by the terms and conditions set down in this Conditional Offer.

Please sign the duplicate copy of this letter and the Confidentiality Agreement and return the same to us in token of your acceptance of the terms and conditions stipulated therein.

We welcome you to LNJ Bhilwara Group and wish you all the best in your career with us.

For Bhilwara Infotechnology Ltd

Accepted By

Indramohan Nair  
Chief Executive

(Name of the Employee)  
Aadhar No:

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Training Placement & Corporate Affairs  
MIT Group of Institutions  
Mumbai



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14<sup>th</sup> Dec 2017

**BIL-NOI/HR/COL/2116**

**Anant Kumar  
H.No. C-1/242,  
Aashiyana Phase 2,  
Moradabad**

**Sub: Conditional Offer Letter for participating in a training program with Bhilwara Infotechnology Ltd**

**Dear Anant,**

Please refer to your application and the subsequent discussion with us, we are pleased to inform you that you have been selected to undergo a training program with Bhilwara Infotechnology Ltd in short (BIL).

This technical & communication batch wise training will be provided by BIL for duration of 45 to 60 working days, "free of charge" and similarly BIL shall not be paying any "stipend" during the training period.

On successful completion of the training program, BIL and its end customer would conduct tests and interviews based on certain parameters approved by our client. Candidates who clear the tests and interviews conducted by BIL and its clients will be considered for an employment with BIL at its client's location.

The successful Candidates will be offered permanent on-roll job with all benefits as per the policies of BIL. In such case an Appointment letter will be issued and the terms of the appointment letter will be applicable during employment period.

The Selected candidates will be given an opportunity to work on the rolls of BIL at our client location and will be paid a Gross salary of Rs.180,000/-Per Annum (One Lakh Eighty Thousand Only) on a cost to the company basis and your initial posting can be at our customer locations in any major cities across India. The above mentioned annual salary includes all perks and allowances.

This Conditional offer for participating in the training program will be specifically on the following terms and conditions.

1. You acknowledge that you are a Graduate from a recognized institute & all the details as per your Resume/CV and application for employment are true to the best of your knowledge. You understand & acknowledge attending the FREE Training

  
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Scheme (Hire-Train-Deploy) as prescribed by the company starting from post completion of your BTECH 8th SEM / Graduation Final year exams. Your final joining shall however depend on your passing BTECH/graduation with desired percentage of marks, as applicable as per BIL policy. You acknowledge that the training period is for a period of 45 to 60 working days at the Company's premises located at Noida.

2. You acknowledge that there shall not be any payment of stipend, salary, remuneration or any reimbursements of expenses during the training period. The training will be Free of Cost and shall be conducted at BIL Noida office and would commence from 01-07-2018.
3. You acknowledge the purpose of the training scheme is to impart skills and information to enable you to specialize in the relevant field of Training and to equip you to be sufficiently competent to participate in the evaluation test to be conducted by BIL or its clients after the completion of the training course.
4. You acknowledge that at the end of your Training period, the Company shall assess your suitability for appointment with the Company by way of Evaluation Tests as schedule & required for the fitment of the offered position, which will be in the form of a verbal/written/online test. Such Evaluation Test shall be conducted by the Company & Its clients to assess knowledge and skill acquired by you during the Training/Course. Upon final selection for projects, your posting/work location can be anywhere in India.
5. You acknowledge that in the event of your acceptance of Company's offer of appointment, you will work with BIL for a minimum period of 2 years.
6. You acknowledge that upon successful completion of your training period, you shall not apply for any posting/interviews other than Bhilwara or its client's interview till the completion of Evaluation Tests.
7. You acknowledge that your initial posting will be on a project at our customer location. During the employment with the company you will be liable to be transferred or deputed to any of the offices/departments of the Company/ Associate/Group Companies whether anywhere in India or abroad.
8. You acknowledge that in the event the Company finds that you have failed to meet the standards/norms fixed by the company in the Evaluation Test/failed to complete the Test/Interview, the Conditional Offer Letter will remain cancelled automatically and no placement/any other request will be entertained.
9. You acknowledge that in case you drop out of the training session or have been found to behave in a manner inconsistent with the terms and policies or if the management comes to the conclusion that you have committed any misconduct /unacceptable behavior/unsatisfactory performance/misbehave with colleagues/ under influence of drugs or alcohol during the training session or in possession of inappropriate materials, The management may dismiss you from the Training/Company with immediate effect not withstanding other terms and conditions mentioned.

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10. You acknowledge that during the training period you shall devote your whole time for the effective utilization of the training being imparted and you shall not be employed or engaged in any business activity or profession either as proprietor or partner or as a director or as an employee of any concern, firm or Company as the case may be without the written consent of the Company.
11. You acknowledge that all documents, plans, drawing, photo prints, reports, statements, correspondence, etc. and also information and instructions that pass through you or come to your knowledge during your training shall be treated as absolutely confidential. You would also be required to sign a NON Disclosure Agreement as per annexure attached.
12. You acknowledge that you will ensure to keep secret all such confidential matters including papers, plans, documents, etc. and shall not divulge or pass over the same to anyone.
13. You acknowledge that any inventions worthy or unworthy of being protected as patents that are made by you during your training period with the Company will be entirely at the disposal of the Company which will have the absolute rights over the same.
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15. You acknowledge that you shall not at any time after the termination of your employment, represent yourself as being in any way connected with or interested in the business of the Company.
16. You acknowledge that the below stated is your name and signature and you will abide by the terms and conditions set down in this Conditional Offer.

Please sign the duplicate copy of this letter and the Confidentiality Agreement and return the same to us in token of your acceptance of the terms and conditions stipulated therein.

We welcome you to LNJ Bhilwara Group and wish you all the best in your career with us.

For Bhilwara Infotechnology Ltd

Accepted By

Indramohan Nair  
Chief Executive

(Name of the Employee)  
Aadhar No:



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14<sup>th</sup> Dec 2017

BIL-NOI/HR/COL/2114

Aakash Tripathi  
H.No. 243, Shiv Vihar Colony,  
Linepar, Moradabad, U.P

Sub: Conditional Offer Letter for participating in a training program with Bhilwara Infotechnology Ltd

Dear Aakash,

Please refer to your application and the subsequent discussion with us, we are pleased to inform you that you have been selected to undergo a training program with Bhilwara Infotechnology Ltd in short (BIL).

This technical & communication batch wise training will be provided by BIL for duration of 45 to 60 working days, "free of charge" and similarly BIL shall not be paying any "stipend" during the training period.

On successful completion of the training program, BIL and its end customer would conduct tests and interviews based on certain parameters approved by our client. Candidates who clear the tests and interviews conducted by BIL and its clients will be considered for an employment with BIL at its client's location.

The successful Candidates will be offered permanent on-roll job with all benefits as per the policies of BIL. In such case an Appointment letter will be issued and the terms of the appointment letter will be applicable during employment period.

The Selected candidates will be given an opportunity to work on the rolls of BIL at our client location and will be paid a Gross salary of Rs.180,000/-Per Annum (One Lakh Eighty Thousand Only) on a cost to the company basis and your initial posting can be at our customer locations in any major cities across India. The above mentioned annual salary includes all perks and allowances.

This Conditional offer for participating in the training program will be specifically on the following terms and conditions.

1. You acknowledge that you are a Graduate from a recognized institute & all the details as per your Resume/CV and application for employment are true to the best of your knowledge. You understand & acknowledge attending the FREE Training Scheme (Hire-Train-Deploy) as prescribed by the company starting from post completion of your BTECH 8th SEM /Graduation Final year exams. Your final joining

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- shall however depend on your passing BTECH/graduation with desired percentage of marks, as applicable as per BIL policy. You acknowledge that the training period is for a period of 45 to 60 working days at the Company's premises located at Noida.
2. You acknowledge that there shall not be any payment of stipend, salary, remuneration or any reimbursements of expenses during the training period. The training will be Free of Cost and shall be conducted at BIL Noida office and would commence from 01-07-2018.
  3. You acknowledge the purpose of the training scheme is to impart skills and information to enable you to specialize in the relevant field of Training and to equip you to be sufficiently competent to participate in the evaluation test to be conducted by BIL or its clients after the completion of the training course.
  4. You acknowledge that at the end of your Training period, the Company shall assess your suitability for appointment with the Company by way of Evaluation Tests as schedule & required for the fitment of the offered position, which, will be in the form of a verbal/written/online test. Such Evaluation Test shall be conducted by the Company & its clients to assess knowledge and skill acquired by you during the Training/Course. Upon final selection for projects, your posting/work location can be anywhere in India.
  5. You acknowledge that in the event of your acceptance of Company's offer of appointment, you will work with BIL for a minimum period of 2 years.
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  7. You acknowledge that your initial posting will be on a project at our customer location. During the employment with the company you will be liable to be transferred or deputed to any of the offices/departments of the Company/ Associate/Group Companies whether anywhere in India or abroad.
  8. You acknowledge that in the event the Company finds that you have failed to meet the standards/norms fixed by the company in the Evaluation Test/failed to complete the Test/Interview, the Conditional Offer Letter will remain cancelled automatically and no placement/any other request will be entertained.
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  10. You acknowledge that during the training period you shall devote your whole time for the effective utilization of the training being imparted and you shall not be

  
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employed or engaged in any business activity or profession either as proprietor or partner or as a director or as an employee of any concern, firm or Company as the case may be without the written consent of the Company.

11. You acknowledge that all documents, plans, drawing, photo prints, reports, statements, correspondence, etc. and also information and instructions that pass through you or come to your knowledge during your training shall be treated as absolutely confidential. You would also be required to sign a NON Disclosure Agreement as per annexure attached.
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16. You acknowledge that the below stated is your name and signature and you will abide by the terms and conditions set down in this Conditional Offer.

Please sign the duplicate copy of this letter and the Confidentiality Agreement and return the same to us in token of your acceptance of the terms and conditions stipulated therein.

We welcome you to LNJ Bhilwara Group and wish you all the best in your career with us.

For Bhilwara Infotechnology Ltd

Accepted By

**Indramohan Nair**  
Chief Executive

(Name of the Employee)  
Aadhar NO:

HEAD  
Training Placement & Corporate Affairs  
MIT Group of institutions  
Moradabad



14<sup>th</sup> Dec 2017

BIL-NOI/HR/COL/2115

**Akshit Rustagi**  
A - 26, Shakti Nagar,  
Line Par, Moradabad

Sub: Conditional Offer Letter for participating in a training program with Bhilwara Infotechnology Ltd

Dear Akshit,

Please refer to your application and the subsequent discussion with us, we are pleased to inform you that you have been selected to undergo a training program with Bhilwara Infotechnology Ltd in short (BIL).

This technical & communication batch wise training will be provided by BIL for duration of 45 to 60 working days, "free of charge" and similarly BIL shall not be paying any "stipend" during the training period.

On successful completion of the training program, BIL and its end customer would conduct tests and interviews based on certain parameters approved by our client. Candidates who clear the tests and interviews conducted by BIL and its clients will be considered for an employment with BIL at its client's location.

The successful Candidates will be offered permanent on-roll job with all benefits as per the policies of BIL. In such case an Appointment letter will be issued and the terms of the appointment letter will be applicable during employment period.

The Selected candidates will be given an opportunity to work on the rolls of BIL at our client location and will be paid a Gross salary of Rs. 1,80,000/-Per Annum (One Lakh Eighty Thousand Only) on a cost to the company basis and your initial posting can be at our customer locations in any major cities across India. The above mentioned annual salary includes all perks and allowances.

This Conditional offer for participating in the training program will be specifically on the following terms and conditions.

1. You acknowledge that you are a Graduate from a recognized institute & all the details as per your Resume/CV and application for employment are true to the best of your knowledge. You understand & acknowledge attending the FREE Training Scheme (Hire-Train-Deploy) as prescribed by the company starting from post completion of your BTECH 8th SEM /Graduation Final year exams. Your final joining

  
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shall however depend on your passing BTECH/graduation with desired percentage of marks, as applicable as per BIL policy. You acknowledge that the training period is for a period of 45 to 60 working days at the Company's premises located at Noida.

2. You acknowledge that there shall not be any payment of stipend, salary, remuneration or any reimbursements of expenses during the training period. The training will be Free of Cost and shall be conducted at BIL Noida office and would commence from 01-07-2018.
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8. You acknowledge that in the event the Company finds that you have failed to meet the standards/norms fixed by the company in the Evaluation Test/failed to complete the Test/Interview, the Conditional Offer Letter will remain cancelled automatically and no placement/any other request will be entertained.
9. You acknowledge that in case you drop out of the training session or have been found to behave in a manner inconsistent with the terms and policies or if the management comes to the conclusion that you have committed any misconduct /unacceptable behavior/unsatisfactory performance/misbehave with colleagues/ under influence of drugs or alcohol during the training session or in possession of inappropriate materials, The management may dismiss you from the Training/Company with immediate effect notwithstanding other terms and conditions mentioned.
10. You acknowledge that during the training period you shall devote your whole time for the effective utilization of the training being imparted and you shall not be

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employed or engaged in any business activity or profession either as proprietor or partner or as a director or as an employee of any concern, firm or Company as the case may be without the written consent of the Company.

11. You acknowledge that all documents, plans, drawing, photo prints, reports, statements, correspondence, etc. and also information and instructions that pass through you or come to your knowledge during your training shall be treated as absolutely confidential. You would also be required to sign a NON Disclosure Agreement as per annexure attached.
12. You acknowledge that you will ensure to keep secret all such confidential matters including papers, plans, documents, etc. and shall not divulge or pass over the same to anyone.
13. You acknowledge that any inventions worthy or unworthy of being protected as patents that are made by you during your training period with the Company will be entirely at the disposal of the Company which will have the absolute rights over the same.
14. You acknowledge that the Company shall not be responsible for any interruption in the training due to causes beyond the control of the Company. In case of your failure / neglect to complete the training or failure in the Evaluation Test for employment conducted by the Company and its client, the Company shall neither be responsible nor will provide assurance of employment on BIL rolls.
15. You acknowledge that you shall not at any time after the termination of your employment, represent yourself as being in any way connected with or interested in the business of the Company.
16. You acknowledge that the below stated is your name and signature and you will abide by the terms and conditions set down in this Conditional Offer.

Please sign the duplicate copy of this letter and the Confidentiality Agreement and return the same to us in token of your acceptance of the terms and conditions stipulated therein.

We welcome you to LNJ Bhilwara Group and wish you all the best in your career with us.

For Bhilwara Infotechnology Ltd

Accepted By

Indramohan Nair  
Chief Executive

(Name of the Employee)  
Aadhar No:

HEAD

Training Placement & Corporate Affairs  
MIT Group of Institutions  
Muzaffarnagar

OL/APL/16-17/001

24<sup>th</sup> November 2016  
Sazeb Khan  
MIT, Moradabad (U.P.)  
Dear Shazeb,

**Offer of Employment – Subject Matter Expert – Mechanical Engineering (Full Time)**

This is further to your application exploring a suitable opportunity in our organization, followed by your interview with our recruitment and selection team. In this connection, we are pleased to inform you that you have been selected and offered a position of 'Subject Matter Expert' (Full Time) in our organization on mutually agreed terms and conditions.

I propose that the terms of employment will be those in the attached draft individual employment agreement.

If you are happy with the proposed terms and wish to accept the offer of employment, please send the duplicate copy of this letter and return it to me by 24<sup>th</sup> January 2017. In the event I have not heard from you by that date, this offer will be automatically withdrawn on that date. I look forward to working with you.

B - 37, Sector - 2, Noida 201301

Also please bring the following documents on the day of joining:

- Photocopies of all the certificates in support of your educational qualifications (Self attested).
- 2 passport size color photograph.
- Copy of PAN card.
- Photocopy of ration card/ Voter ID/ Driving License.

This offer of intent is made on the presumption that the particulars furnished by you in your application are true and correct.

Acadecraft Pvt. Ltd. recruitment and selection team congratulate you on your selection.

Thanking you  
For, Acadecraft Pvt. Ltd.

Vidyotma Tiwari  
HR- (Manager)

I, Shazeb Khan, confirm that I have read the terms of employment set out in this letter and in the attached individual employment agreement, that I fully understand them and their implications and that I now accept the offer of employment.

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

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

**Salary Detail:**

**Monthly Salary:** 20,000 without any deduction.

**Increment procedure:** After each 6 month, based on the performance.

**Office timing:** Monday to Saturday, 10:00 A.M. to 07:00 P.M.

**Probation Period:** 6 months

**General terms and conditions**

Unless agreed otherwise, the applicable prices are those stated in our price lists on the day of the order. All prices are in Indian rupees (INR)

1. Freelancers/Full time employees have no right to resell to any of the content which belongs to us.
2. Acadecraft Pvt.Ltd. has right to the all content delivered to us through different channel of freelancers/full time employee.
3. Acadecraft Pvt.Ltd. can terminate full time employee access at any time in following conditions such as
  - a. Sharing of Acadecraft Pvt.Ltd. with other companies.
  - b. Regular fail in the deadline meet.
  - c. Quality of work is low.
4. Acadecraft Pvt.Ltd. shall have no responsibility for any damage to User's computer system or loss of data that results from the download of any content, materials, information from our e mails and any other source provided by us
5. If freelancer is using any third party software then you itself responsible for the all the rules and regulation of that company, Acadecraft Pvt.Ltd. India is not responsible in such situation.
6. In case of any breach of the policy, the laws of India shall be applicable and New Delhi, India shall be the jurisdiction.
7. Candidate should serve 1month notice period before leave the job otherwise Salary will be deducted according to Company policy.
8. Every candidate join the company is under the minimum business guarantee program. He/ She have to assure the target per month. Otherwise Company will terminate him/her without any prior information.

Office: (USA): 16192 Coastal Highway Lewes, Delaware 19958 USA

Phone: 0120-4274713, 4204294, 4371745

Email: [Info@acadecraft.com](mailto:Info@acadecraft.com)

Website: [www.acadecraft.com](http://www.acadecraft.com)

Head

Training Placement & Corporate Affairs  
MIT Group of Institutions

OL/APL/16-17/002

24<sup>th</sup> November 2016  
Vipin Poswal  
MIT, Moradabad (U.P.)  
Dear Vipin,

**Offer of Employment – Subject Matter Expert – Mechanical Engineering (Full Time)**

This is further to your application exploring a suitable opportunity in our organization, followed by your interview with our recruitment and selection team. In this connection, we are pleased to inform you that you have been selected and offered a position of 'Subject Matter Expert' (Full Time) in our organization on mutually agreed terms and conditions.

I propose that the terms of employment will be those in the attached draft individual employment agreement.

If you are happy with the proposed terms and wish to accept this offer of employment, please sign the duplicate copy of this letter and return it to me before 15<sup>th</sup> January 2017. In the event I have not heard from you by that date, this offer will be automatically withdrawn on that date. I look forward to working with you.

Acadecraft Pvt. Ltd.  
B - 37, Sector - 2, Noida 201301

Also please bring the following document at the time of joining.

- Photocopies of all the certificates in support of your educational qualification (Self attested).
- 2 passport size color photograph.
- Copy of PAN card.
- Photocopy of ration card/ Voter ID/Driving license.

This letter of intent is issued to you on the presumption that the particulars furnished by you in your application are correct.

**Acadecraft Pvt. Ltd. recruitment and selection team congratulate you on your selection.**

Thanking you  
For, Acadecraft Pvt. Ltd.

Vidyotma Tiwari  
HR- (Manager)

I, Vipin Poswal, confirm that I have read the terms of employment set out in this letter and in the attached individual employment agreement, that I fully understand them and their implications and that I now accept the offer of employment.

Signature: Vipin

Date: 3/1/2017

**Salary Detail:**

**Monthly Salary:** 20,000 without any deduction.

**Increment procedure:** After each 6 month, based on the performance.

**Office timing:** Monday to Saturday, 10:00 A.M. to 07:00 P.M.

**Probation Period:** 6 months

**General terms and conditions**

Unless agreed otherwise, the applicable prices are those stated in our price lists on the day of the order  
All prices are in Indian rupees (INR)

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2. Acadecraft Pvt.Ltd. has right to the all content delivered to us through different channel of freelancers/full time employee.
3. Acadecraft Pvt.Ltd. can terminate full time employee access at any time in following conditions such as
  - a. Sharing of Acadecraft Pvt.Ltd. with other companies.
  - b. Regular fail in the deadline meet.
  - c. Quality of work is low.
4. Acadecraft Pvt.Ltd. shall have no responsibility for any damage to User's computer system or loss of data that results from the download of any content, materials, information from our e mails and any other source provided by us
5. If freelancer is using any third party software then you itself responsible for the all the rules and regulation of that company, Acadecraft Pvt.Ltd. India is not responsible in such situation.
6. In case of any breach of the policy, the laws of India shall be applicable and New Delhi, India shall be the jurisdiction.
7. Candidate should serve 1month notice period before leave the job otherwise Salary will be deducted according to Company policy.
8. Every candidate join the company is under the minimum business guarantee program. He/ She have to assure the target per month. Otherwise Company will terminate him/her without any prior information.

Office: (USA): 16192 Coastal Highway Lewes, Delaware 19958 USA

Phone: 0120-4274713, 4204294, 4371745

Email: [Info@acadecraft.com](mailto:Info@acadecraft.com)

Website: [www.acadecraft.com](http://www.acadecraft.com)

  
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Training Placement & Corporate Affairs  
MIT Group of Institutions

OL/APL/16-17/004

24<sup>th</sup> November 2016  
Mohd. Shadan  
MIT, Moradabad (U.P.)  
Dear Shadan,

**Offer of Employment – Subject Matter Expert – Mechanical Engineering (Full Time)**

This is further to your application exploring a suitable opportunity in our organization, followed by your interview with our recruitment and selection team. In this connection, we are pleased to inform you that you have been selected and offered a position of 'Subject Matter Expert' (Full Time) in our organization on mutually agreed terms and conditions.

I propose that the terms of employment will be those in the attached draft individual employment agreement.

If you are happy with the proposed terms and wish to accept the offer of employment, please send the duplicate copy of this letter and return it to me before 15<sup>th</sup> January 2017. In the event I have not heard from you by that date, this offer will be automatically withdrawn on that date. I look forward to working with you.

Acadecraft Pvt. Ltd.  
B - 37, Sector - 2, Noida 201301

Also please bring the following documents when joining:

- Photocopies of all the certificates in support of your educational qualifications (Self attested).
- 2 passport size color photograph.
- Copy of PAN card.
- Photocopy of ration card/ Voter ID/ Driving License/ Aadhar Card.

This offer of intent is made on the presumption that the particulars furnished by you in your application are true and correct.

Acadecraft Pvt. Ltd. recruitment and selection team congratulate you on your selection.

Thanking you  
For, Acadecraft Pvt. Ltd.

Vidyotma Tiwari  
HR- (Manager)

  
HEAD

Training Placement & Corporate Aff-  
MIT Group of Institutions  
Moradabad

I, Mohd. Shadan, confirm that I have read the terms of employment set out in this letter and in the attached individual employment agreement, that I fully understand them and their implications and that I now accept the offer of employment.

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

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

**Salary Detail:**

**Monthly Salary:** 20,000 without any deduction.

**Increment procedure:** After each 6 month, based on the performance.

**Office timing:** Monday to Saturday, 10:00 A.M. to 07:00 P.M.

**Probation Period:** 6 months

**General terms and conditions**

Unless agreed otherwise, the applicable prices are those stated in our price lists on the day of the order. All prices are in Indian rupees (INR)

1. Freelancers/Full time employees have no right to resell to any of the content which belongs to us.
2. Acadecraft Pvt.Ltd. has right to the all content delivered to us through different channel of freelancers/full time employee.
3. Acadecraft Pvt.Ltd. can terminate full time employee access at any time in following conditions such as
  - a. Sharing of Acadecraft Pvt.Ltd. with other companies.
  - b. Regular fail in the deadline meet.
  - c. Quality of work is low.
4. Acadecraft Pvt.Ltd. shall have no responsibility for any damage to User's computer system or loss of data that results from the download of any content, materials, information from our e mails and any other source provided by us
5. If freelancer is using any third party software then you itself responsible for the all the rules and regulation of that company, Acadecraft Pvt.Ltd. India is not responsible in such situation.
6. In case of any breach of the policy, the laws of India shall be applicable and New Delhi, India shall be the jurisdiction.
7. Candidate should serve 1month notice period before leave the job otherwise Salary will be deducted according to Company policy.
8. Every candidate join the company is under the minimum business guarantee program. He/ She have to assure the target per month. Otherwise Company will terminate him/her without any prior information.

  
HEAD

Training Placement & Corporate Affairs  
MIT Group of Institutions  
Moradabad

Office: (USA): 16192 Coastal Highway Lewes, Delaware 19958 USA

Phone: 0120-4274713, 4204294, 4371745

Email: [Info@acadecraft.com](mailto:Info@acadecraft.com)

Website: [www.acadecraft.com](http://www.acadecraft.com)



OL/APL/16-17/003

24<sup>th</sup> November 2016  
Amit Kr. Tiwari  
MIT, Moradabad (U.P.)  
Dear Amit,

**Offer of Employment – Subject Matter Expert – Mechanical Engineering (Full Time)**

This is further to your application exploring a suitable opportunity in our organization, followed by your interview with our recruitment and selection team. In this connection, we are pleased to inform you that you have been selected and offered a position of 'Subject Matter Expert' (Full Time) in our organization on mutually agreed terms and conditions.

I propose that the terms of employment will be those in the attached draft employment agreement.

If you are happy with the proposed terms and wish to accept the offer of employment, please send the duplicate copy of this letter and return it to me before 15<sup>th</sup> December 2017. In the event I have not heard from you by that date, this offer will be automatically deemed to be accepted. I look forward to working with you.

B - 37, Sector - 2, Noida 201301

Also please bring the following documents when joining:

- Photocopies of all the certificates and proof of your educational qualification (Self attested).
- 2 passport size color photograph.
- Copy of PAN card.
- Photocopy of ration card/ Voter ID card.

This offer is subject to the presumption that the particulars furnished by you in your application are true and correct.

Acadecraft Pvt. Ltd. recruitment and selection team congratulate you on your selection.

Thanking you  
For, Acadecraft Pvt. Ltd.

Vidyotma Tiwari  
HR- (Manager)

I, Amit Kr. Tiwari, confirm that I have read the terms of employment set out in this letter and in the attached individual employment agreement, that I fully understand them and their implications and that I now accept the offer of employment.

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

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

**Salary Detail:**

**Monthly Salary:** 20,000 without any deduction.

**Increment procedure:** After each 6 month, based on the performance.

**Office timing:** Monday to Saturday, 10:00 A.M. to 07:00 P.M.

**Probation Period:** 6 months

**General terms and conditions**

Unless agreed otherwise, the applicable prices are those stated in our price lists on the day of the order. All prices are in Indian rupees (INR)

1. Freelancers/Full time employees have no right to resell to any of the content which belongs to us.
2. Acadecraft Pvt.Ltd. has right to the all content delivered to us through different channel of freelancers/full time employee.
3. Acadecraft Pvt.Ltd. can terminate full time employee access at any time in following conditions such as
  - a. Sharing of Acadecraft Pvt.Ltd. with other companies.
  - b. Regular fail in the deadline meet.
  - c. Quality of work is low.
4. Acadecraft Pvt.Ltd. shall have no responsibility for any damage to User's computer system or loss of data that results from the download of any content, materials, information from our e mails and any other source provided by us
5. If freelancer is using any third party software then you itself responsible for the all the rules and regulation of that company, Acadecraft Pvt.Ltd. India is not responsible in such situation.
6. In case of any breach of the policy, the laws of India shall be applicable and New Delhi, India shall be the jurisdiction.
7. Candidate should serve 1month notice period before leave the job otherwise Salary will be deducted according to Company policy.
8. Every candidate join the company is under the minimum business guarantee program. He/ She have to assure the target per month. Otherwise Company will terminate him/her without any prior information.

  
HEAD

Training Placement & Corporate Aff  
MIT Group of Institutions  
Moradabad

Office: (USA): 16192 Coastal Highway Lewes, Delaware 19958 USA  
Phone: 0120-4274713, 4204294, 4371745

Email: Info@acadecraft.com

Website: www.acadecraft.com

B Pharma

**GENPACT**

GENERATING IMPACT™

Date: 30 Nov 15

Dear: Prachi Aggarwal

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as Process Associate  
Subject to following terms and conditions:

1. Your annual fixed Cost to Company (CTC) will be 134400.
2. Applicability of Location specific allowances may vary according to location and/or company policy.
3. Your initial place of work will be Delhi/NCR. Your initial process/COE would be informed to you at the time of joining. However, the company may transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.

(i) Date of Joining : To be updated Post Pre-Hire Orientation session

(ii) Reporting Time : To be updated as per process requirements

(iii) Location :

4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."
5. As a precondition to employment with the Company, it is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnishes proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of personal, academic and career information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the Company.
6. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of intent.
7. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you by your supervisor in compliance with laws in force as a full time employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.
8. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.
9. This LOI shall be subject to:
  - (i) You're clearing the final year graduation exams without any papers pending at the time of joining.
  - (ii) Producing the original final year mark sheet.
  - (iii) You're clearing the Pre Hire Orientation session which will be conducted by the process manager before your on-boarding (either Telephonic or in person).
  - (iv) You're successfully completing the reference check.

This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

HEAD

Training Placement & Corporate Affairs

10. The appointment letter issued to you, will, inter alia, contain the following terms

- i. A six month probation period during which either party may terminate the Agreement by giving 30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.
  - ii. Recovery of training cost up to Rupees Seventy Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.
11. This Letter of intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this LOI any time at its sole discretion.
12. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.
13. You agree and understand that this LOI is provisional and conditional subject to
- (i) Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and
  - (ii) Genpact issues you a formal letter of appointment.
14. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & Initial each page of this letter and return a copy in acceptance

### Additional terms to Appointment Letter

You have assured the Company that you have given your final year graduation examinations in June - 2016 (Month and Year) from MIT / AKTU (University) and the results of the same are pending as on date. This offer is conditional upon your clearing the final year graduation examination without any papers pending and upon your producing the original final year mark sheet within 12 months (please mentions the months) from the date of this appointment letter. In the event of your failure to produce the same, the Company may, in its sole discretion, revoke this offer at any time without prior notice.



With Warm Regards,  
For Genpact India  
Human Resources



Accepted & Agreed  
Candidate

In case of any questions / clarifications regarding your appointment letter/joining/other queries,

Please contact us on 9971923452 / Vaan Krishna

Vaan. Krishna @ genpact.com.



HEAD  
Training Placement & Corporate Affairs  
MIT Group of Institutions  
Moradabad

Genpact India  
(Private Company with Unlimited Liability)

CIN: U74899DL1996ULT082960

Registered Office  
Delhi Information Technology Park  
Shastri Park, Delhi 110053

## Commitment Sheet

Date: 30.09.15 Name: Poochi Agarwal Mobile Number: 9265051606  
Parents → 9219505037

I hereby acknowledge that I have been informed about and understood the conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

A :- Working hours, shifts and leaves:	Response	Write word that is in BOLD & Underlined	Comments
It has been explained to me that I will work any 5 days in a week for <b>9 hours</b> in a day	No/Yes ✓	<u>9 hours</u>	
I agree I may spend up to 2 hours in <b>travel</b> (one way) depending on my place of residence	Disagree/Agree ✓	<u>travel</u>	
I don't have any <b>concern</b> traveling in non AC cabs or buses	Agree/Disagree ✓	<u>concern</u>	
In general Trainings, business updates are scheduled during business hours. But sometimes the training can happen after the shift is completed. As a result, I understand I may sometimes be required to work <b>beyond</b> 9 working hours.	Agree/Disagree ✓	<u>Beyond</u>	
I understand the final <b>decision</b> on which shift, process and location I will be assigned to is taken by the company	No/Yes ✓	<u>decision</u>	
The <b>shift</b> I have been told I will be working in is: (please write DAY or NIGHT based on what has been discussed with you).	<u>Day/Night</u>	<u>shift</u>	
I understand that <b>weekly</b> offs may not be on Saturday/Sunday.	Disagree/Agree ✓	<u>weekly</u>	
<b>B :- For Voice / Gateway candidates only:</b>			
I have been told I will work in a <b>Voice</b> process so my training will be for a Voice process and I will be in a Voice process post training.	Agree/Disagree ✓		
I may need to work on national holidays (like Independence Day, Republic Day and Gandhi Jayanti) /festivals offs (e.g. Diwali, Christmas, Eid). For this I will get a <b>compensatory</b> off as per policy.	Agree/Disagree ✓	<u>compensatory</u>	
I cannot take any <b>leaves</b> during the Class room and On job training period (till I complete 6 months). I understand that leaves are discouraged.	Agree/Disagree ✓	<u>leaves</u>	
<b>C :- Role change, Promotion:</b>			
I understand I need to be in a role for a <b>minimum</b> of 18 months. I cannot move out of the process or business unless the business requirements require an earlier change.	Disagree/Agree ✓	<u>minimum</u>	
My first <b>promotion</b> may take at least 18 months and will depend on how I perform.	Agree/Disagree ✓	<u>promotion</u>	
<b>D :- Variable Incentives &amp; Probation period:</b>			
I have understood that I will get a Variable incentive depending on how I perform every month. During my training period, I will not be <b>eligible</b> for the variable incentive.	No/Yes ✓	<u>eligible</u>	
I understand that my <b>performance</b> will be compared with other employees in the process.	Agree/Disagree ✓	<u>performance</u>	
I am aware that if my performance is below expectation, my probation period may be extended.	Yes/No ✓	<u>probation</u>	
<b>E :- Resignation and Notice period:</b>			
In case I chose to <b>resign</b> , I am aware I have to serve a full 30 day notice period.	Disagree/Agree ✓	<u>resign</u>	
<b>F :- For NCR Candidates only:</b>			
I am comfortable working in all <b>locations</b> in NCR in Gurgaon and Delhi.	Yes/No ✓		
<b>G :- For India to India candidates:</b>			
I understand I will be working 6 days a week and am comfortable with the same.	Agree/Disagree ✓		
It has been explained to me that there is no Meal Allowance as part of my salary.	No/Yes ✓		
<b>H: Passport Requirement</b>			
Valid Passport Available	<u>NO</u>		

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I am ready to face disciplinary action in the future.

Poochi Agarwal  
Candidate's Signature

HEAD

Interviewer's signature

After attending the Pre Hire Orientation session, please tick one: I have attended the Pre Hire Orientation session and I understand the expectations from me.

**Candidate Information Form**

Please provide complete and correct information. All Field are mandatory (Please fill in UPPER CASE)  
Your BGC form would not be accepted without all relevant supporting documents mentioned below.

**Personal Details**

	First Name	Middle Name	Last Name
Name			
Contact Number		Alternate Number	
Father/Spouse Name			
Date of Birth (DD/MM/YYYY)			
Gender (M/F)			
Marital Status (Single/Married)			
Nationality			

(Pls scan and attach one colour passport size photograph in this space)

**Contact Details (Details of address of longest stay in last 7 yrs)**

Attach scanned copy of Passport (or) Electricity Bill (or) Property Tax Bill

	Permanent Address	Current Address	Inter Mediate Address-1
House / Flat No.			
Building / Location			
Street No. / Lane			
Local Market			
City			
State			
Pincode			
Period of Stay (From)			
Period of Stay (To)			
Landlord Name (If Any)			
Nearest Police Station			
Candidate's Contact Details			
Mobile Number			
Landline Number			

**Education Qualifications (Pls furnish details of Highest Qualification only)**

(Attach scanned copy of Degree / Provisional degree certificate)	College Details	University Details	Registration No	Month & year of passing
College Address				
Contact numbers				

**Employment Verifications (Pls furnish employment details)**

(Attach scanned copies of relieving letters for all employments)	Employment 1	Employment 2
Company Name		
Address with Pin Code		
Designation		
Employee code		
Date of Joining		
Date of Leaving		
Remuneration		
Reasons for leaving		
H R details	Name	
	Contact	
	E-Mail	
Supervisor details - 1	Name	
	Contact	
	E-Mail	

**Identity verification details**

(Furnish details of either passport or Driving license & Attach scanned copy of the same)

Passport /Driving License No.	
Date of issue	
Date of Expiry	
Place of Issue	

**GAP Check**

**GAP DETAILS**


  
 HEAD  
 Training Placement & Corporate Affairs  
 MIT Group of Institutions  
 Moradabad

## Letter of Authorization

### To whom it may concern

I understand that GENPACT may use an outside agency to verify and validate the information I have provided including my employment, my personal background, professional standing, work history and qualifications.

I understand that an outside background agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, College records and professional and personal references.

I authorize, without reservation, any individual, corporation or other private or public entity to furnish GENPACT and the outside background agency all information about me.

I unconditionally release and hold harmless any individual, corporation, or private or public entity from any and all causes of action that might arise from furnishing to GENPACT and the outside agency information that they may request pursuant to this release.

This authorization and release, in original, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.

Signed: Prachi Agarwal

Name in Block Capitals: PRACHI AGARWAL

Date of Birth: 12 Sep 1993

Date: 30 Nov 15

## Commitment Sheet - Instructions

Dear Candidate,

Thank you for your interest in Genpact. As part of our assessment process, it is mandatory that you sign a "Commitment sheet".

This Commitment sheet captures the various aspects of a role and the related challenges/situations you may face with respect to doing the job if selected.

To ensure you have read the complete document, please ensure you:

1. Read the document carefully and respond to each statement
2. For each statement there are certain words that have been printed in **bold** and underlined. At the end of each statement, you need to write down the word/words on the side of the sheet.

Example:

Do I have any **concern** in travelling in non AC cabs or buses - the word **concern** needs to be written in the column with the heading **Write the word that is in bold & underlined.**

3. If you have any additional information that you want to provide related to each statement, please add it in the Comments column

You will need to take a copy of the completed Commitment sheet with you when you attend the "Pre Hire Orientation" (PHO) with the business.

**Post your Pre Hire Orientation session, please confirm if you want to join Genpact or not.** It is in the interest of the company and you to be completely honest and realistic in your decision to accept the offer.

If you have any questions related to any of the statements and what they mean, please do ensure you get your doubts cleared.

## ANNEXURE I

1. Listed below are the documents that you need to furnish (in Photocopy) at the time of joining. Joining will not happen without these documents.

- a. Letter of Intent (GENPACT offer letter)
- b. Category 1 (Photo ID Proof)  
Either of PAN Card, Passport, Voters ID, Driver's License, 10th Class Certificate (with photo on it), Affidavit (Original with Photo on it attested by the Gazetted Officer), Ration Card, Aadhar Card copy, Bank Passbook with Photo (It should be Photo ID Proof)
- c. Category 2 (DOB Proof)  
Either of 10th Class Certificate mentioning Date of Birth clearly, Passport, PAN Card, Driver's License Copy
- d. Category 3 (Address Proof)  
Either of Passport, Voters ID, Utility Bill (Electricity, Telephone or Water bill) under Self OR Parent's name OR In-laws' name for married female employees, Property Tax bill (Latest), Rental agreement (with Landlord's Proof of Ownership through latest Utility Bill), Bank Passbook - Self (Address Page & Last Entry Page), Affidavit (Original)
- e. Category 4 (Education Qualification)  
Highest Completed Education certificate (Final Year/All Semester/All Year Clear marks-sheet or Degree certificate clearly stating course completed by the Candidate) with Clear Roll No. OR Registration No. OR Enrollment No. OR any College/University ID. No
- f. Category 5 (Employment)  
At least one of the following Documents for each employment declared in Background check form – Relieving Letter OR Appointment Letter of Last Company + Last 3 months' Salary Slips OR Resignation Acceptance Letter OR F&F (Full & Final) Settlement Document

2. In addition to the documents mentioned above, you are requested to provide the following documents & information. Please ensure that these documents and information are available with you on your date of joining.

### Documents

- 1) Updated Resume
- 2) Academics: Most recent and Highest Qualification certificates
- 3) Professional Relieving Letter from previous employer (last employment)
- 4) Nationality Proof (Voters id, Passport, Driving license or any government approved proof indicating nationality)
- 5) 3 recent Passport size Photographs.
- 6) If your salary is less than or equal to 1,80,000/- p.a. (CTC minus Employer's PF Contribution) you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry:  
Your 3 Post card size (4X7) photographs (Copies of the same photograph) Or  
• If you would like your family covered – Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.
- 7) In reference to National Skills Registry clause please try and register yourself on [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com) and carry a printout of the registration form. Information

1. Names and Date of Birth of Family members you would want to mention as nominees for the provident Fund Scheme

2. If already a member of a provident fund (PF) scheme with previous employer, then;

- |                               |  |
|-------------------------------|--|
| (i) Employer's name           | (ii) Date of joining and leaving service with them |
| (iii) Previous PF account no. |  |

3. National Social Security no (NSEN) if allocated

Accepted and Agreed

With warm regards,

For Genpact Accepted and Agreed

Authorized Signatory Candidate

Training Placement & Corporate Affairs  
MIT Group of Institutions



Date: 30<sup>th</sup> Nov. 15

Dear: Ghina Zaidi

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as process associate  
Subject to following terms and conditions;

1. Your annual fixed Cost to Company (CTC) will be 1,34,400.
2. Applicability of Location specific allowances may vary according to location and/or company policy.
3. Your initial place of work will be Dahi/NCR. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.
  - (i) Date of Joining : To be updated Post Pre-Hire Orientation session
  - (ii) Reporting Time : To be updated as per process requirements
  - (iii) Location :
4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."
5. As a precondition to employment with the Company, it is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnishes proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of personal, academic and career information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the Company.
6. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of Intent.
7. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you by your supervisor in compliance with laws in force as a full time employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.
8. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.
9. This LOI shall be subject to;
  - (i) You're clearing the final year graduation exams without any papers pending at the time of joining.
  - (ii) Producing the original final year mark sheet.
  - (iii) You're clearing the Pre Hire Orientation session which will be conducted by the process manager before your on-boarding (either Telephonic or in person).
  - (iv) You're successfully completing the reference check.

This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

  
HEAD

B. Pharma

**GENPACT**

GENERATING IMPACT™

Date: 30 Nov 2015

Dear: MANMOHAN SAINI

Sub: Letter of Intent (hereinafter referred to as "LOI")

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as Process Associate  
Subject to following terms and conditions;

1. Your annual fixed Cost to Company (CTC) will be 134400
2. Applicability of Location specific allowances may vary according to location and/or company policy.
3. Your initial place of work will be Delhi/NCR. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.
  - (i) Date of Joining : To be updated Post Pre-Hire Orientation session
  - (ii) Reporting Time : To be updated as per process requirements
  - (iii) Location :
4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.\*
5. As a precondition to employment with the Company, it is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnishes proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of personal, academic and career information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the Company.
6. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of intent.
7. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you by your supervisor in compliance with laws in force as a full time employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.
8. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.
9. This LOI shall be subject to;
  - (i) You're clearing the final year graduation exams without any papers pending at the time of joining.
  - (ii) Producing the original final year mark sheet.
  - (iii) You're clearing the Pre Hire Orientation session which will be conducted by the process manager before your on-boarding (either Telephonic or in person).
  - (iv) You're successfully completing the reference check.

This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

HEAD

Training Placement & Corporate Affairs

B. Pharma

Date: 30-11-2015

Dear: Vipul Kumar

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as Process associate  
Subject to following terms and conditions:

1. Your annual fixed Cost to Company (CTC) will be 1,34,400/-
2. Applicability of Location specific allowances may vary according to location and/or company policy.
3. Your initial place of work will be Delhi/NCR. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.
  - (i) Date of Joining : To be updated Post Pre-Hire Orientation session
  - (ii) Reporting Time : To be updated as per process requirements
  - (iii) Location :
4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.\*
5. As a precondition to employment with the Company, it is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnishes proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of personal, academic and career information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the Company.
6. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of Intent.
7. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you by your supervisor in compliance with laws in force as a full time employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.
8. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.
9. This LOI shall be subject to:
  - (i) You're clearing the final year graduation exams without any papers pending at the time of joining
  - (ii) Producing the original final year mark sheet.
  - (iii) You're clearing the Pre Hire Orientation session which will be conducted by the process manager before your on-boarding (either Telephonic or in person).
  - (iv) You're successfully completing the reference check.

This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

  
HEAD

C. Sharma

Date: 30 November 2015

Dear: Sutabhi Srivastava

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as Process Associate  
Subject to following terms and conditions:

- 1. Your annual fixed Cost to Company (CTC) will be 134400
- 2. Applicability of Location specific allowances may vary according to location and/or company policy.
- 3. Your initial place of work will be Delhi/NCR. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon,

- (i) Date of Joining : To be updated Post Pre-Hire Orientation session
- (ii) Reporting Time : To be updated as per process requirements
- (iii) Location :

- 4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."
- 5. As a precondition to employment with the Company, it is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnishes proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of personal, academic and career information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the Company.
- 6. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of intent.
- 7. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you by your supervisor in compliance with laws in force as a full time employee, you will be eligible for 2 weekly offs (any 2 days of the week depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.
- 8. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.
- 9. This LOI shall be subject to;
  - (i) You're clearing the final year graduation exams without any papers pending at the time of joining.
  - (ii) Producing the original final year mark sheet.
  - (iii) You're clearing the Pre Hire Orientation session which will be conducted by the process manager before your on-boarding (either Telephonic or in person).
  - (iv) You're successfully completing the reference check.

This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

  
HEAD  
Trainee Dispersment & Corporate Affairs

Date: 20 March 2015

**LETTER OF INTENT**

Dear Apoorv Arora

Welcome to Navigant Technologies Pvt. Ltd.

Pursuant to our meeting, I am pleased to make you an offer as **Customer Care Executive** at our office in Gurgaon. You will be entitled to an annual compensation package mutually agreed upon.

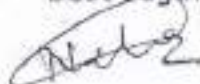
However, the complete details of your compensation package will be stated in the letter of appointment which will be served to you on your joining our organization.

Please report to the office on 1 June 2015 failing which the offer shall automatically stand withdrawn (if without information).

Kindly bring the following documents in original and also a copy of each document. The original documents will be returned to you after verification:

1. Relieving letter and Salary certificate from the previous employer.
2. Four passport size photographs.
3. Educational qualification certificates as mentioned on your CV.
4. Residence proof.
5. Photo I-D proof.

Best regards,



Manager HR

**ACCEPTANCE:**

This offer is intended to contain the significant terms of the position offered. To signify acceptance of this offer, please sign the statement of acceptance below

**I ACCEPT THIS POSITION AS DESCRIBED ABOVE.**

Date

: 20/March/2015

Signature of Candidate

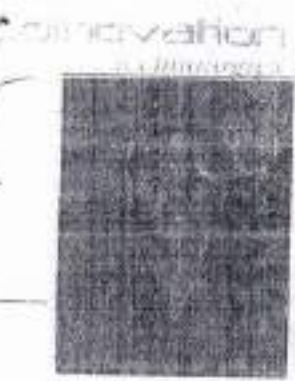
: Apoorv



HEAD  
Training Placement & Corporate Affairs  
MT Group of Institutions  
Moradabad



Bridgeway  
[Sk-1ok]  
Flexible



### Employment Application Form

Post Applied For \_\_\_\_\_

CTC Expectation \_\_\_\_\_

#### Personal Information:

First Name <b>ASHISH</b>		Middle name <b>KUMAR</b>		Last Name <b>SAXENA</b>	
Father's Name <b>RAJESH SAXENA</b>		Date of Birth <b>08/12/1993</b>	Place of Birth <b>RAMPUR</b>	Nationality <b>INDIAN</b>	
Blood group <b>A<sup>+</sup></b>	Gender <b>MALE</b>	Marital Status <b>SINGLE</b>	Religion <b>HINDU</b>	Passport no.	

#### Contact Information:

Present Address: **Bl-116 DEEN DIAL NAGAR RAM GANGA Vihar PHASE-1 MURADABAD**

Permanent Address: **H.No-30, Jwala NAGAR ARAHAR ROAD Rampur (UP)**

Mobile No: **9808484849** Landline no: \_\_\_\_\_ E. Mail ID: **ashish.saxenahere@gmail.com**

#### Education:

##### (A) Professional Qualification

Name of degree	Name of university / college	Year completed	% Marks	Courses of study
<b>B.TECH</b>	<b>UPTU</b>	<b>2015</b>	<b>70.8</b>	<b>CIVIL ENGINEERING</b>

##### (B) Academic Qualification

Name of degree	Name of university / college	Year completed	% Marks	Courses of study
<b>12th</b>	<b>CBSE</b>	<b>2011</b>	<b>63</b>	<b>PCM + PHYSICAL</b>
<b>10th</b>	<b>CBSE</b>	<b>2008</b>	<b>70</b>	

Ashish K. Saxena

#### Declaration

I hereby declare that the aforesaid information given is correct to the best of my belief. If any of the above information is found to be false or incorrect the management will be fully competent to dismiss my services.

Date: **12-01-2015**

Name: Ashish Saxena Signature: [Signature]

#### If Appointed

Date of joining \_\_\_\_\_ Designation \_\_\_\_\_ Department \_\_\_\_\_ Period \_\_\_\_\_

Salary offered \_\_\_\_\_ Breakup of salary \_\_\_\_\_ Allowances benefits if any \_\_\_\_\_

Bank Name \_\_\_\_\_ Account no. \_\_\_\_\_ PAN No. \_\_\_\_\_

Next address due date \_\_\_\_\_ Sign \_\_\_\_\_ Any other remarks \_\_\_\_\_

Appointment Approved by \_\_\_\_\_

[Signature]  
M/S



Date: 20 March 2015

**LETTER OF INTENT**

Dear Chandhika

Welcome to Navigant Technologies Pvt. Ltd.

Pursuant to our meeting, I am pleased to make you an offer as **Customer Care Executive** at our office in Gurgaon. You will be entitled to an all inclusive compensation package mutually agreed upon.

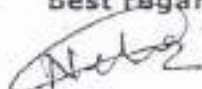
However, the complete details of your compensation package will be stated in the letter of appointment which will be served to you on your joining our organization.

Please report to the office on 1 June 2015 failing which the offer shall automatically stand withdrawn (if without information).

Kindly bring the following documents in original and also a copy of each document. The original documents will be returned to you after verification.

1. Relieving letter and Salary certificate from the previous employer.
2. Four passport size photographs.
3. Educational qualification certificates as mentioned on your CV.
4. Residence proof.
5. Photo I-D proof.

Best regards,



Manager HR

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**ACCEPTANCE:**

This offer is intended to contain the significant terms of the position offered. To signify acceptance of this offer, please sign the statement of acceptance below.

I ACCEPT THIS POSITION AS DESCRIBED ABOVE.

Date : 20/March/2015

Signature of Candidate : Chandhika



HEAD

Training Placement & Corporate Affairs  
MIT Group of Institutions  
Moradabad

*Belongs from*

*BK*

Employment Application Form

*Bhilwara*



Post Applied For \_\_\_\_\_

GTC Expectation \_\_\_\_\_

Personal Information:

First Name <b>DEEPAK</b>		Middle name	Last Name <b>VERMA</b>	
Father's Name <b>PAWAN KUMAR VERMA</b>		Date of Birth <b>08-03-1994</b>	Place of Birth <b>BIJNOR (U.P)</b>	Nationality <b>INDIAN</b>
Blood group <b>B<sup>+</sup></b>	Gender <b>MALE</b>	Marital Status <b>SINGLE</b>	Religion <b>HINDU</b>	Passport no.

Contact Information:

Present Address:  
**BEHIND JAIL CHATTEY WALI GALI MORADABAD 244001**

Permanent Address:  
**MOH KAVASTHAN NEHTAUR, BIJNOR 246733**

Mobile No: **8057311366**    Landline no: **01344260185**    E-Mail ID: **deepak.abhyanta@gmail.com**

Education:

(a) Professional Qualification

Name of degree	Name of university / college	Year completed	% Marks	Courses of study
<b>B.TECH</b>	<b>MIT MORADABAD</b>	<b>2015</b>	<b>77.2%</b>	<b>CIVIL ENGINEERING</b>

(b) Academic qualification

Name of degree	Name of university / college	Year completed	% Marks	Courses of study
Degree				
<b>12th</b>	<b>CBSE</b>	<b>2011</b>	<b>76.2%</b>	<b>PCM + COMPUTER</b>
<b>10th</b>	<b>CBSE</b>	<b>2009</b>	<b>84.6%</b>	

Declaration

**DEEPAK VERMA** certify that the aforesaid information given is correct to the best of my belief. If any of the above information is found to be false or incorrect the management will be fully competent to discontinue services.

Date 10-01-2015

Name **DEEPAK VERMA** Signature *Deepak*

If Appointed

Date of joining \_\_\_\_\_ Designation \_\_\_\_\_ Department \_\_\_\_\_ Probation Period \_\_\_\_\_

Salary offered \_\_\_\_\_ breakup of salary \_\_\_\_\_ Allowances/ benefits if any \_\_\_\_\_

Bank Name \_\_\_\_\_ Account no \_\_\_\_\_ PAN No \_\_\_\_\_

Next appraisal due after \_\_\_\_\_ Sign \_\_\_\_\_ Any special note \_\_\_\_\_

Appointment Approved by \_\_\_\_\_

*[Signature]*  
**HEAD**  
Personnel Affairs



Letter of Intent

Dear Poojanki Singh

02/TPM/16-17/01

Congratulations, on successfully clearing the Preliminary phase of interview with Teleperformance basis your interview with us on

You have been provisionally selected for our ITES/BPO division basis the below mentioned conditions:

- Completion of documentation formalities as explained in details
- Positive feedback on Reference check/Back Ground verification as per the business need
- Please note that you may be required to undergo further assessments prior to your joining subject to business recruitments.
- On successfully clearing those you will be subject to join us.
- Relocation/Travel Bonus will be subjected to specific campaigns you get aligned with.

Your Letter of Joining will be handed over to you (through email/hard copy) within 10(Ten) days prior to the date of joining allocated to you. You may refer to the same for details of Salary and other relevant information.

Kindly sign and return the duplicate copy of this letter as a token of acceptance of the above mentioned details.

Looking forward to a long and mutually beneficial association.

Yours Faithfully,

  
Talent Acquisition

  
HEAD  
Training Placement & Corporate Affairs  
MIT Group of Institutions  
Moradabad