



# T.B.KARNIK & CO

*Chartered Accountants*

July 01, 2022

Dear Aditya Kolhatkar

With reference to your interview dated 28 July 2022, we are pleased to offer you position of Assistant Accountant and Taxation in our Organization

Your joining date is confirmed at 01 July 2022 as per the following terms and conditions

- You are entitled to a CTC of 6,000 per month payable as per Annexure A
- You agree to comply with Terms and Conditions of Appointment
- You agree to submit with us a signed copy of mark sheet ,Pan Card, Aadhar Card as well as Passport Size Photograph and also bring the originals for verifications

Please send us an acknowledgement of this offer confirming your joining

We look forward to a mutually rewarding professional relationship with you

For T.B.KARNIK & CO.

CA T.B. KARNIK  
Proprietor

Date: 01 Oct 2019

Dear Afreen Shaikh

**Fixed Term Contract**

We are pleased to appoint you in our organization as subject to the following terms and conditions:

1. On joining, your Employee Code would be 678345
2. You are hereby appointed as Collection Officer for Two Year commencing from 17 Aug 2023 to 16 Aug 2025 or from the actual date of Joining whichever is later, during which you will render services to our Client at their premises subject to the terms and conditions of this engagement letter and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
3. You hereby agree to be liable for the following terms and conditions:
  - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
  - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
  - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
  - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
  - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
  - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
  - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
  - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
  - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
4. The nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period of Two Years. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
5. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 15 days notice in writing or payment thereof.
6. You will be entitled to Twenty One days General Leave in a financial year at a time to be determined by the Company.
7. If at any time, you are found overstaying sanctioned leave or absence from work without permission for a period exceeding five consecutive days or habitual absence or similar misconduct considered by TeamLease or its Client to be gross indiscipline, you will be considered to have abandoned your services with TeamLease. This will be treated as voluntary termination of services from your end and incentives withheld. TeamLease will not be liable to pay one month's salary in lieu of notice thereof in such cases.
8. This contract may be terminated by either party giving to the other not less than one month's prior written notice.

**TeamLease Services Limited., CIN No. L74140KA2000PLC118395**

Ascent Building , # 77,Koramangala Industrial Layout, Jyothi Nivas College Road, Koramangala , Bangalore-560095.  
Ph : (91-80) 33002345, Fax : (91-80) 33243001 [www.teamlease.com](http://www.teamlease.com)

TeamLease shall be entitled, whether such notice of termination is given by you or TeamLease, to require you to proceed on leave at the time of receiving or giving such notice of termination or at any time thereafter. TeamLease shall also be entitled to terminate your services forthwith by paying one month's salary in lieu of notice.

9. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
10. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
11. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.
12. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.
13. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and ESI contribution, if applicable. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit complete ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
14. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
15. The nature of your relationship with TeamLease will be that of contract of service from 17 Aug 2023 to 16 Aug 2025 . Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith.
16. Upon resignation or early termination of your fixed term contract, an amount of Rs. 500/- (Rupees Five Hundred Only) shall be deducted from your full and final settlement towards the Alumni & Learning Fee. This Fee is towards Lifetime Access to the TeamLease Alumni App, where you will continue to have access to the TeamLease Learning portal to be able to access free courses. You will also get various job recommendations from our TL Connect Job portal basis your career interests. Additionally on the TeamLease App, you will also be able to view & download your Payslips, Appointment letter, relieving letter, PF statement, Income Tax statement etc.
17. "You shall not, either during or after termination of your employment with client give out to any third part by word of mouth or otherwise, the Proprietary and/or Confidential Information of the Company, that shall include but not limited to all information, software (whether in object or source code), statistics, data, data base, knowledge, trade secrets, inventions, products detail, know-how, formula, processes, designs, drawings, charts, maps, concepts, ideas, systems, project plans, business plans, client details, security information, any other creations of whatsoever nature, kind or description, organizational matters pertaining to company or our client. Further, you shall not at any time, whether during or after the period of employment, use such Proprietary and Confidential Information or any part thereof, for your own benefit or for the benefit of any person, firm, company or other legal entity other than our client. This Non-Disclosure obligations enumerated above shall be binding on you at all times, irrespective of whether you continue to be employed by the company or not.
18. .This appointment letter shall be co-terminus with the agreement we have with our client.

We at TeamLease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the enclosed Letter duly signed in token of you having read , agreed , fully understood and accepted the terms and conditions of appointment. In case we do not receive your acknowledgement copy within a period of 15





Date : 1<sup>ST</sup> July,2022

Sub: Employment Letter

Dear Akshay Maharnavar,

With reference to your application and subsequent interactions we are pleased to offer you an Employment as Executive in the Operations with CONNEQT Business Solutions Limited (The Company) with effect from 1<sup>st</sup> July, 2022 on the following terms and conditions.

You will be paid an Annual Gross Salary of INR. 160795.00 In addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be Rs 13700.0 This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as annexure A

Please note that the information pertaining to remuneration and benefits payable to you is CONFIDENTIAL and should not be shared with anyone other than the authorized representative(s) of the Company.

The above mentioned offer shall be valid if you join us on 1<sup>st</sup> July,2022.Should you have any further queries, please feel free to contact our Recruitment Team.

You will initially be posted at our Thane-Lodha-B Office. The Company may transfer your services to any of the existing office(s)/ department(s) / division(s) / Section(s) / establishment(s) of the Company including any of its subsidiaries / holding / associate company or that may come into existence in the future in India or abroad. Your transfer shall be governed by the Company's Transfer Policy and Regulations, as may be in force from time to time.

You will be working on flexible timings as may be decided by the Company.

Your joining shall be subject to submission of copies of testimonials (originals to be presented):

1. Academic qualification certificates (Matriculation onwards) including proof of date of birth and professional proficiency certificates, where applicable
2. Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable. (Relieving letter is a must)
3. PAN Card and Aadhar Card
4. Cancelled Cheque



You will be on probation for a period of six months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing. During Probation period your notice period would be for 15 days prior notice by either side.

Upon completion of Probation period; your employment with the Company can be terminated upon 30 Days prior notice by either side. However, the Company reserves the right to, at its sole discretion; substitute the 30 days prior notice by paying you salary for 30 days in lieu thereof. Though if not certified during the training period the company has the complete rights to terminate the employment without any prior notice. Your termination/ resignation letter,(by whatever name called) will be accepted by the Company only on your satisfying the 30 days notice period as stated in this Clause. Further, till such time as the Company accepts your separation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.

In the event of separation, for any reason whatsoever, within a period of 12 months from your date of joining, all expenses incurred by company or reimbursed to you upon joining/ in connection with your joining shall be recovered from you. The company also reserves the right to recover the training expenses incurred.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For CONNEQT Business Solutions Limited.

A handwritten signature in black ink, appearing to read 'Tony Jacob Joseph'.

Tony Jacob Joseph

Associate Vice President - Human Resource

I accept the terms of this letter

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A handwritten signature in black ink, appearing to read 'Anirudh'.



Name Akshay Maharnavar  
Grade 1S  
Designation Executive

You will be entitled to the following remuneration effective your date of joining.

Component	Amount (Rs) Per Month	Amount (Rs) Per Year
A. Fixed Pay		
Basic Stipend	13700.00	164400.00
B. PERFORMANCE INCENTIVE: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.		
PERFORMANCE INCENTIVE @ Meeting Expectation( 100%)	0.00	0.00
C. MONTHLY GROSS (A+B)	13700.00	164400.00
D. BENEFITS		
E. TOTAL COST TO COMPANY (C + D)	1142.00	13700.00
F. Employee Contribution		
PROVIDENT FUND - Employee Contribution (As per the PF Act; 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident F und Contribution. As per the act, you will contribute the same amount as employee contribution)		
ESI -Employee Contribution (As per the ESI Act, employee shall contribute 0.75% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary . As per the act, 0.75% of your monthly gross will be recovered towards you.	103.00	1233.00

Provident Fund Contribution will be calculated on Basic+Conveyance+Other allowance+Food coupons+Education allowance + Special allowances if any. Contribution is limited to Rs. 15000/- wages as stipulated under Provident Fund Act.

I accept the terms of this letter



### Terms and Conditions of Employment

This appointment is subject to your not being a partner or relative of a Director of the Company within the meaning of Section 314 of the Indian Companies Act, 1956. Should any such relationship exist, you will bring forth the same to our notice immediately and we shall intimate to you the necessary approvals/ permissions required for your employment. In such an event you will be able to join the company only after all permissions/ approvals are obtained.

As an employee, you will be privy to sensitive and commercially valuable information concerning company and business. Such information is deemed to be the property of the company, and must not be disclosed during or after this employment to any third party without prior written consent of the company. Hereby, you undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.

You are forbidden to engage yourself in any other trade, or profession directly or indirectly and whether for gainful purpose or otherwise. Should you wish to pursue academic advancement, you will have to obtain a written permission for the same and ordinarily it shall be allowed provided it does not adversely affect your work-place responsibilities/ discharge of duties.

Please note that in the event of misconduct on your part, including but not limited to absentsing yourself without prior sanctioned leave or harassment (sexual or otherwise) meted out to any other employee, the company may terminate your employment. Please note that if the employment is terminated on account of disciplinary action against you, the clause relating to 30 Days' notice period is not applicable.

During the period of your employment inventions, creations, discoveries, patents, copyrights, shall become the property of the Company. You will not have any right to claim the ownership of it and assign the same to the Company.

Your appointment is contingent upon successful completion of Background verification. The background checks are not restricted to education and employment but to all aspects as per the appropriate selection procedure. Please note that furnishing of false information or suppressing any facts is a disqualification for employment in this Company. Should such an act come to our notice at any time during the period of your employment in the Company, your services will be liable to be terminated with immediate effect.

You will superannuate from the services of the company on attaining the age of 58 years without any notice whatsoever from the company in this behalf.

The above-mentioned does not purport to be exhaustive employment terms. You will be governed by the rules and regulations laid by the company from time to time. The afore mentioned terms and other rules & regulations shall remain current and binding until you are separated from the Company by way of a written agreement/ letter issued to you.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter. Should there be any dispute with regard to the terms stipulated herein, the same shall be resolved in accordance with the laws of India and any dispute/ reference to this shall be dealt at Hyderabad (Telangana) under the exclusive jurisdiction of the Courts of India.

I have read through the above terms and conditions of employment and hereby accept.

Name:

Signature:

Date:

A handwritten signature in black ink, appearing to be 'Raj', is written over a horizontal line.

A handwritten signature in black ink, appearing to be 'Anil', is written over a horizontal line.



Date: 1<sup>st</sup> June ,2022

**Dear Anam Ansari,**

PlatinumOne Business Services Limited is delighted to offer you the position of '**Customer Service Executive**' based at **Thane**. The joining date is **1<sup>st</sup> June 2022**.

The Gross CTC offered to you is **Rs. 2,38,480 /-** per annum as per the details in the Annexure.

The position requires you to work in a 9-hour shift, 6 days a week. The shift start time will be as per the client requirement.

You will be required to undergo training followed by certification by the client. Note that no salary will be payable for the days attended during the training period, if terminated for any indiscipline such as late coming, lack of attendance, integrity issues, casual behavior, etc.

You will be on a probation period of 3 months from the date of joining. Post probation, you will be confirmed basis your performance in the 3 months.

In case you decide to leave the organization, you will be required to give the company a notice of 7 Days during the probation period / 15 Days' notice upon confirmation or payment of an equivalent salary in lieu amount of the notice period. The company may also request to leave service under the same terms.

**Please submit the Photocopy of all the below documents at the time of your DOJ. The originals need to be furnished for verification at the time of joining:**

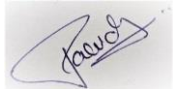
- 1) Highest Qualification Documents
- 2) Work Experience certificate from previous employers / Salary Slips.
- 3) Age proof documents (Pan Card copy / Driving License copy / Passport copy).
- 4) E-Aadhar Card (with enrollment details, also activated mobile number with full date of birth DDMMYY)
- 5) Address Proof.
- 6) Passport size photos – 2 Nos.
- 7) Bank Details (Passbook Copy/ Cancel Cheque/ Bank Statement)

The offer is subject to your joining on the above given date and your appointment will be confirmed basis the submission of the required documents within the stipulated time.

We look forward to a great association with you in making PlatinumOne the preferred Outsourcing Company in India, while providing you a high level of professional satisfaction.

Note that the above offer stands **null and void** if you are not able to furnish relevant documentation based of the discussions and details mentioned on your Resume.

Best wishes,



**Authorized Signatory**

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**PlatinumOne Business Services Limited**

Office Address: B-Wing, 1st Floor, Ashar IT Park, Road No. 16Z, Wagle Estate, Thane (W),  
Maharashtra – 400 604. CIN No. U67190MH2008PLC185240  
Landline No.: 7304586898, Website - [www.platinumone.in](http://www.platinumone.in)

**PlatinumOne Business Services Limited**

Office Address: B-Wing, 1st Floor, Ashar IT Park, Road No. 16Z, Wagle Estate, Thane (W),  
Maharashtra – 400 604. CIN No. U67190MH2008PLC185240  
Landline No.: 7304586898, Website - [www.platinumone.in](http://www.platinumone.in)



## RAJASTHAN CONSTRUCTION & CONTRACTOR

BUILDING STRUCTURAL AUDIT, ENGINEERS & CONTRACTORS

Mariyam Manzil, 1 Floor 110, Bombay Colony, Mumbra, Thane: 400612.

Mob. : 9221842227  
9821066103

### SPECIALIST IN

- |                     |                           |
|---------------------|---------------------------|
| ▶ Structural Repair | ▶ Surface Protection      |
| ▶ Polymer Treatment | ▶ Steel Fabrication       |
| ▶ Micro Concrete    | ▶ Plumbing                |
| ▶ Jacketing columns | ▶ Painting                |
| ▶ Fiber Reaping     | ▶ Interiors               |
| ▶ Water Proofing    | ▶ BUILDING REPAIRING WORK |

Email : rajasthanconstruction26@gmail.com

Date: 01/10/2023

Dear Sayyed Anas Rauf

Sub: Job offer letter for the position of Customer Service Representative.

We have written this letter to congratulate you on being selected and offered the job as a Customer Service Representative of our Rajasthan Constructions & Contractor.

As per your qualifications, we found you extremely suitable for this job and hope you continue with your hard-working skills and make the our company proud in the recent future.

We are very pleased to write this letter to offer Mr Sayyed Anas Rauf the CSR position in our company. We believe that you will be the perfect applicant for this position.

As per your resume, after having experience of so many years, we are sure about your talents in attracting clients and making a profit for the company.

After the final screening session, we are also pleased to see how passionate you are about your duties and dedication to the work assigned to you.

We noticed you are very eager to take over new assignments and responsibilities. On the demand of the company policies, we require an efficient employee to comprehend the work, and we are lucky to have you on our shortlisted column.

Your performance was quite remarkable and impressed all our officers, co-workers, other staff, and even the managerial officers of the company. We found you to be very well, and your optimistic behavior makes you an eminent person of a kind.

Thus, we would be looking forward to your reply, so that we can arrange a discussion day with you about the package and remuneration.

Yours sincerely,



## RAJASTHAN CONSTRUCTION & CONTRACTOR

BUILDING STRUCTURAL AUDIT, ENGINEERS & CONTRACTORS

Mariyam Manzil, 1 Floor 110, Bombay Colony, Mumbra, Thane: 400612.

Mob. : 9221842227  
9821066103

### SPECIALIST IN

- ▶ Structural Repair
- ▶ Polymer Treatment
- ▶ Micro Concrete
- ▶ Jacketing columns
- ▶ Fiber Reaping
- ▶ Water Proofing
- ▶ Surface Protection
- ▶ Steel Fabrication
- ▶ Plumbing
- ▶ Painting
- ▶ Interiors
- ▶ BUILDING REPAIRING WORK

Email : rajasthanconstruction26@gmail.com

Date : 01/09/2021

Dear Wayal Arun Gangaram

Sub: Job offer letter for the position of Customer Service Representative.

We have written this letter to congratulate you on being selected and offered the job as a Customer Service Representative of our Rajasthan Constructions & Contractor.

As per your qualifications, we found you extremely suitable for this job and hope you continue with your hard-working skills and make the our company proud in the recent future.

We are very pleased to write this letter to offer Mr Wayal Arun Gangaram the CSR position in our company. We believe that you will be the perfect applicant for this position.

As per your resume, after having experience of so many years, we are sure about your talents in attracting clients and making a profit for the company.

After the final screening session, we are also pleased to see how passionate you are about your duties and dedication to the work assigned to you.

We noticed you are very eager to take over new assignments and responsibilities. On the demand of the company policies, we require an efficient employee to comprehend the work, and we are lucky to have you on our shortlisted column.

Your performance was quite remarkable and impressed all our officers, co-workers, other staff, and even the managerial officers of the company. We found you to be very well, and your optimistic behavior makes you an eminent person of a kind.

Thus, we would be looking forward to your reply, so that we can arrange a discussion day with you about the package and remuneration.

Yours sincerely,

Date: 1<sup>st</sup> January ,2022

**Dear Asif Bute,**

PlatinumOne Business Services Limited is delighted to offer you the position of '**Customer Service Executive**' based at **Thane**. The joining date is **1<sup>st</sup> January 2022**.

The Gross CTC offered to you is **Rs. 2,54,308 /-** per annum as per the details in the Annexure.

The position requires you to work in a 9-hour shift, 6 days a week. The shift start time will be as per the client requirement.

You will be required to undergo training followed by certification by the client. Note that no salary will be payable for the days attended during the training period, if terminated for any indiscipline such as late coming, lack of attendance, integrity issues, casual behavior, etc.

You will be on a probation period of 3 months from the date of joining. Post probation, you will be confirmed basis your performance in the 3 months.

In case you decide to leave the organization, you will be required to give the company a notice of 7 Days during the probation period / 15 Days' notice upon confirmation or payment of an equivalent salary in lieu amount of the notice period. The company may also request to leave service under the same terms.

**Please submit the Photocopy of all the below documents at the time of your DOJ. The originals need to be furnished for verification at the time of joining:**


- 1) Highest Qualification Documents
- 2) Work Experience certificate from previous employers / Salary Slips.
- 3) Age proof documents (Pan Card copy / Driving License copy / Passport copy).
- 4) E-Aadhar Card (with enrollment details, also activated mobile number with full date of birth DDMMYY)
- 5) Address Proof.
- 6) Passport size photos – 2 Nos.
- 7) Bank Details (Passbook Copy/ Cancel Cheque/ Bank Statement)

The offer is subject to your joining on the above given date and your appointment will be confirmed basis the submission of the required documents within the stipulated time.

We look forward to a great association with you in making PlatinumOne the preferred Outsourcing Company in India, while providing you a high level of professional satisfaction.

Note that the above offer stands **null and void** if you are not able to furnish relevant documentation based of the discussions and details mentioned on your Resume.

Best wishes,



**Authorized Signatory**

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**PlatinumOne Business Services Limited**

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Maharashtra – 400 604. CIN No. U67190MH2008PLC185240  
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Maharashtra – 400 604. CIN No. U67190MH2008PLC185240  
Landline No.: 7304586898, Website - [www.platinumone.in](http://www.platinumone.in)

Date: 17 Aug 2019

Dear Sumit Suresh Bandarkar

**Fixed Term Contract**

We are pleased to appoint you in our organization as subject to the following terms and conditions:

1. On joining, your Employee Code would be 487648
2. You are hereby appointed as Collection Officer for Two Year commencing from 17 Aug 2023 to 16 Aug 2025 or from the actual date of Joining whichever is later, during which you will render services to our Client at their premises subject to the terms and conditions of this engagement letter and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
3. You hereby agree to be liable for the following terms and conditions:
  - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
  - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
  - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
  - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
  - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
  - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
  - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
  - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
  - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
4. The nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period of Two Years. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
5. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 15 days notice in writing or payment thereof.
6. You will be entitled to Twenty One days General Leave in a financial year at a time to be determined by the Company.
7. If at any time, you are found overstaying sanctioned leave or absence from work without permission for a period exceeding five consecutive days or habitual absence or similar misconduct considered by TeamLease or its Client to be gross indiscipline, you will be considered to have abandoned your services with TeamLease. This will be treated as voluntary termination of services from your end and incentives withheld. TeamLease will not be liable to pay one month's salary in lieu of notice thereof in such cases.
8. This contract may be terminated by either party giving to the other not less than one month's prior written notice.

**TeamLease Services Limited., CIN No. L74140KA2000PLC118395**

Ascent Building , # 77, Koramangala Industrial Layout, Jyothi Nivas College Road, Koramangala , Bangalore-560095.  
Ph : (91-80) 33002345, Fax : (91-80) 33243001 [www.teamlease.com](http://www.teamlease.com)

TeamLease shall be entitled, whether such notice of termination is given by you or TeamLease, to require you to proceed on leave at the time of receiving or giving such notice of termination or at any time thereafter. TeamLease shall also be entitled to terminate your services forthwith by paying one month's salary in lieu of notice.

9. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
10. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
11. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.
12. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.
13. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and ESI contribution, if applicable. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit complete ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
14. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
15. The nature of your relationship with TeamLease will be that of contract of service from 17 Aug 2023 to 16 Aug 2025 . Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith.
16. Upon resignation or early termination of your fixed term contract, an amount of Rs. 500/- (Rupees Five Hundred Only) shall be deducted from your full and final settlement towards the Alumni & Learning Fee. This Fee is towards Lifetime Access to the TeamLease Alumni App, where you will continue to have access to the TeamLease Learning portal to be able to access free courses. You will also get various job recommendations from our TL Connect Job portal basis your career interests. Additionally on the TeamLease App, you will also be able to view & download your Payslips, Appointment letter, relieving letter, PF statement, Income Tax statement etc.
17. "You shall not, either during or after termination of your employment with client give out to any third part by word of mouth or otherwise, the Proprietary and/or Confidential Information of the Company, that shall include but not limited to all information, software (whether in object or source code), statistics, data, data base, knowledge, trade secrets, inventions, products detail, know-how, formula, processes, designs, drawings, charts, maps, concepts, ideas, systems, project plans, business plans, client details, security information, any other creations of whatsoever nature, kind or description, organizational matters pertaining to company or our client. Further, you shall not at any time, whether during or after the period of employment, use such Proprietary and Confidential information or any part thereof, for your own benefit or for the benefit of any person, firm, company or other legal entity other than our client. This Non-Disclosure obligations enumerated above shall be binding on you at all times, irrespective of whether you continue to be employed by the company or not.
18. .This appointment letter shall be co-terminus with the agreement we have with our client.

We at TeamLease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the enclosed Letter duly signed in token of you having read , agreed , fully understood and accepted the terms and conditions of appointment. In case we do not receive your acknowledgement copy within a period of 15







Date : 1<sup>ST</sup> July,2019

Sub: Employment Letter

Dear Madina Bewank,

With reference to your application and subsequent interactions we are pleased to offer you an Employment as Executive in the Operations with CONNEQT Business Solutions Limited (The Company) with effect from 1<sup>st</sup> July, 2019 on the following terms and conditions.

You will be paid an Annual Gross Salary of INR. 160795.00 In addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be Rs 13700.0 This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as annexure A

Please note that the information pertaining to remuneration and benefits payable to you is CONFIDENTIAL and should not be shared with anyone other than the authorized representative(s) of the Company.

The above mentioned offer shall be valid if you join us on 1<sup>st</sup> July,2019.Should you have any further queries, please feel free to contact our Recruitment Team.

You will initially be posted at our Thane-Lodha-B Office. The Company may transfer your services to any of the existing office(s)/ department(s) / division(s) / Section(s) / establishment(s) of the Company including any of its subsidiaries / holding / associate company or that may come into existence in the future in India or abroad. Your transfer shall be governed by the Company's Transfer Policy and Regulations, as may be in force from time to time.

You will be working on flexible timings as may be decided by the Company.

Your joining shall be subject to submission of copies of testimonials (originals to be presented):

1. Academic qualification certificates (Matriculation onwards) including proof of date of birth and professional proficiency certificates, where applicable
2. Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable. (Relieving letter is a must)
3. PAN Card and Aadhar Card
4. Cancelled Cheque

A handwritten signature in black ink, appearing to read 'Raj'.

A handwritten signature in black ink, appearing to read 'Madina Bewank'.



You will be on probation for a period of six months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing. During Probation period your notice period would be for 15 days prior notice by either side.

Upon completion of Probation period; your employment with the Company can be terminated upon 30 Days prior notice by either side. However, the Company reserves the right to, at its sole discretion; substitute the 30 days prior notice by paying you salary for 30 days in lieu thereof. Though if not certified during the training period the company has the complete rights to terminate the employment without any prior notice. Your termination/ resignation letter, (by whatever name called) will be accepted by the Company only on your satisfying the 30 days notice period as stated in this Clause. Further, till such time as the Company accepts your separation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.

In the event of separation, for any reason whatsoever, within a period of 12 months from your date of joining, all expenses incurred by company or reimbursed to you upon joining/ in connection with your joining shall be recovered from you. The company also reserves the right to recover the training expenses incurred.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For CONNEQT Business Solutions Limited.

A handwritten signature in black ink, appearing to read 'Tony Jacob Joseph'.

Tony Jacob Joseph

Associate Vice President - Human Resource

I accept the terms of this letter

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A handwritten signature in black ink, appearing to read 'Anirudh'.



Date: 1<sup>st</sup> December ,2021

**Dear Chetan Dhamal,**

PlatinumOne Business Services Limited is delighted to offer you the position of '**Customer Service Executive**' based at **Thane**. The joining date is **1<sup>st</sup> December, 2021**.

The Gross CTC offered to you is **Rs. 2,44,780 /-** per annum as per the details in the Annexure.

The position requires you to work in a 9-hour shift, 6 days a week. The shift start time will be as per the client requirement.

You will be required to undergo training followed by certification by the client. Note that no salary will be payable for the days attended during the training period, if terminated for any indiscipline such as late coming, lack of attendance, integrity issues, casual behavior, etc.

You will be on a probation period of 3 months from the date of joining. Post probation, you will be confirmed basis your performance in the 3 months.

In case you decide to leave the organization, you will be required to give the company a notice of 7 Days during the probation period / 15 Days' notice upon confirmation or payment of an equivalent salary in lieu amount of the notice period. The company may also request to leave service under the same terms.

**Please submit the Photocopy of all the below documents at the time of your DOJ. The originals need to be furnished for verification at the time of joining:**


- 1) Highest Qualification Documents
- 2) Work Experience certificate from previous employers / Salary Slips.
- 3) Age proof documents (Pan Card copy / Driving License copy / Passport copy).
- 4) E-Aadhar Card (with enrollment details, also activated mobile number with full date of birth DDMMYY)
- 5) Address Proof.
- 6) Passport size photos – 2 Nos.
- 7) Bank Details (Passbook Copy/ Cancel Cheque/ Bank Statement)

The offer is subject to your joining on the above given date and your appointment will be confirmed basis the submission of the required documents within the stipulated time.

We look forward to a great association with you in making PlatinumOne the preferred Outsourcing Company in India, while providing you a high level of professional satisfaction.

Note that the above offer stands **null and void** if you are not able to furnish relevant documentation based of the discussions and details mentioned on your Resume.

Best wishes,



**Authorized Signatory**

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**PlatinumOne Business Services Limited**

Office Address: B-Wing, 1st Floor, Ashar IT Park, Road No. 16Z, Wagle Estate, Thane (W),  
Maharashtra – 400 604. CIN No. U67190MH2008PLC185240  
Landline No.: 7304586898, Website - [www.platinumone.in](http://www.platinumone.in)

**PlatinumOne Business Services Limited**

Office Address: B-Wing, 1st Floor, Ashar IT Park, Road No. 16Z, Wagle Estate, Thane (W),  
Maharashtra – 400 604. CIN No. U67190MH2008PLC185240  
Landline No.: 7304586898, Website - [www.platinumone.in](http://www.platinumone.in)



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- ▶ Painting
- ▶ Interiors
- ▶ BUILDING REPAIRING WORK

**BUILDING STRUCTURAL AUDIT, ENGINEERS & CONTRACTORS**

Mariyam Manzil, 1 Floor 110, Bombay Colony, Mumbra, Thane: 400612.

Email : rajasthanconstruction26@gmail.com

Date : 01/11/2021

Dear Pawar Devendra Sunil

Sub: Job offer letter for the position of Customer Service Representative.

We have written this letter to congratulate you on being selected and offered the job as a Customer Service Representative of our Rajasthan Constructions & Contractor.

As per your qualifications, we found you extremely suitable for this job and hope you continue with your hard-working skills and make the our company proud in the recent future.

We are very pleased to write this letter to offer Mr Pawar Devendra Sunil the CSR position in our company. We believe that you will be the perfect applicant for this position.

As per your resume, after having experience of so many years, we are sure about your talents in attracting clients and making a profit for the company.

After the final screening session, we are also pleased to see how passionate you are about your duties and dedication to the work assigned to you.

We noticed you are very eager to take over new assignments and responsibilities. On the demand of the company policies, we require an efficient employee to comprehend the work, and we are lucky to have you on our shortlisted column.

Your performance was quite remarkable and impressed all our officers, co-workers, other staff, and even the managerial officers of the company. We found you to be very well, and your optimistic behavior makes you an eminent person of a kind.

Thus, we would be looking forward to your reply, so that we can arrange a discussion day with you about the package and remuneration.

Yours sincerely,

Date: 1<sup>st</sup> January ,2022

Gaurav Ramchand  
Suryarao

**Dear Gaurav Ramchand Suryarao ,**

PlatinumOne Business Services Limited is delighted to offer you the position of '**Customer Service Executive**' based at **Thane**. The joining date is **1<sup>st</sup> January 2022**.

The Gross CTC offered to you is **Rs. 2,54,308 /-** per annum as per the details in the Annexure.

The position requires you to work in a 9-hour shift, 6 days a week. The shift start time will be as per the client requirement.

You will be required to undergo training followed by certification by the client. Note that no salary will be payable for the days attended during the training period, if terminated for any indiscipline such as late coming, lack of attendance, integrity issues, casual behavior, etc.

You will be on a probation period of 3 months from the date of joining. Post probation, you will be confirmed basis your performance in the 3 months.

In case you decide to leave the organization, you will be required to give the company a notice of 7 Days during the probation period / 15 Days' notice upon confirmation or payment of an equivalent salary in lieu amount of the notice period. The company may also request to leave service under the same terms.

**Please submit the Photocopy of all the below documents at the time of your DOJ. The originals need to be furnished for verification at the time of joining:**

- 1) Highest Qualification Documents
- 2) Work Experience certificate from previous employers / Salary Slips.
- 3) Age proof documents (Pan Card copy / Driving License copy / Passport copy).
- 4) E-Aadhar Card (with enrollment details, also activated mobile number with full date of birth DDMMYY)
- 5) Address Proof.
- 6) Passport size photos – 2 Nos.
- 7) Bank Details (Passbook Copy/ Cancel Cheque/ Bank Statement)

The offer is subject to your joining on the above given date and your appointment will be confirmed basis the submission of the required documents within the stipulated time.

We look forward to a great association with you in making PlatinumOne the preferred Outsourcing Company in India, while providing you a high level of professional satisfaction.

Note that the above offer stands **null and void** if you are not able to furnish relevant documentation based of the discussions and details mentioned on your Resume.

Best wishes,



**Authorized Signatory**

---

**PlatinumOne Business Services Limited**

Office Address: B-Wing, 1st Floor, Ashar IT Park, Road No. 16Z, Wagle Estate, Thane (W),  
Maharashtra – 400 604. CIN No. U67190MH2008PLC185240  
Landline No.: 7304586898, Website - [www.platinumone.in](http://www.platinumone.in)



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Office Address: B-Wing, 1st Floor, Ashar IT Park, Road No. 16Z, Wagle Estate, Thane (W),  
Maharashtra – 400 604. CIN No. U67190MH2008PLC185240  
Landline No.: 7304586898, Website - [www.platinumone.in](http://www.platinumone.in)



Date : 21<sup>st</sup> August,2023

Sub: Employment Letter

Dear Hijra Noorani,

With reference to your application and subsequent interactions we are pleased to offer you an Employment as Executive in the Operations with CONNEQT Business Solutions Limited (The Company) with effect from 21<sup>st</sup> August, 2023 on the following terms and conditions.

You will be paid an Annual Gross Salary of INR. 172500.00 In addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be Rs 14850.0 This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as annexure A

Please note that the information pertaining to remuneration and benefits payable to you is CONFIDENTIAL and should not be shared with anyone other than the authorized representative(s) of the Company.

The above mentioned offer shall be valid if you join us on 21<sup>st</sup> August,2023.Should you have any further queries, please feel free to contact our Recruitment Team.

You will initially be posted at our Thane-Lodha-B Office. The Company may transfer your services to any of the existing office(s)/ department(s) / division(s) / Section(s) / establishment(s) of the Company including any of its subsidiaries / holding / associate company or that may come into existence in the future in India or abroad. Your transfer shall be governed by the Company's Transfer Policy and Regulations, as may be in force from time to time.

You will be working on flexible timings as may be decided by the Company.

Your joining shall be subject to submission of copies of testimonials (originals to be presented):

1. Academic qualification certificates (Matriculation onwards) including proof of date of birth and professional proficiency certificates, where applicable
2. Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable. (Relieving letter is a must)
3. PAN Card and Aadhar Card
4. Cancelled Cheque

A handwritten signature in black ink, appearing to read 'Raj', is located below the list of requirements.

A handwritten signature in black ink, appearing to read 'Anirudh', is located in the bottom right corner of the page.



You will be on probation for a period of six months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing. During Probation period your notice period would be for 15 days prior notice by either side.

Upon completion of Probation period; your employment with the Company can be terminated upon 30 Days prior notice by either side. However, the Company reserves the right to, at its sole discretion; substitute the 30 days prior notice by paying you salary for 30 days in lieu thereof. Though if not certified during the training period the company has the complete rights to terminate the employment without any prior notice. Your termination/ resignation letter,(by whatever name called) will be accepted by the Company only on your satisfying the 30 days notice period as stated in this Clause. Further, till such time as the Company accepts your separation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.

In the event of separation, for any reason whatsoever, within a period of 12 months from your date of joining, all expenses incurred by company or reimbursed to you upon joining/ in connection with your joining shall be recovered from you. The company also reserves the right to recover the training expenses incurred.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For CONNEQT Business Solutions Limited.

A handwritten signature in blue ink, appearing to read 'Tony Jacob Joseph'.

Tony Jacob Joseph

Associate Vice President - Human Resource

I accept the terms of this letter

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A handwritten signature in blue ink, appearing to read 'Anirudh'.





Date: 2021-07-01

Name: Hussain Murtuza Bariwala

**Sub : Letter of Appointment**

Dear Hussain Murtuza Bariwala,

With reference to your application and subsequent interviews, we are pleased to appoint you in our organization on following terms & conditions.

Following are the details of the offer:

**1. EFFECTIVE DATE OF APPOINTMENT : 2021-07-01**

**2. DESIGNATION : Associate CSA**

**3. ANNUAL COST TO COMPANY : Rs. 163760**

**4. Employment Type : Provisional FT**

**5. INCOME TAX:** All moneys payable to you will be subject to deduction of Income Tax at source as per the Income Tax Act or any other Act of the Government of India or the Government of the State where you are employed that is currently in force or may become applicable at the time of making payment.

**6. PLACEMENT:** You will be posted at Mumbai, India. However, your services are transferable or could be seconded to any place in the country, within the company or to any of its associate or sister concerns of its subsidiary, to any place in India or abroad, whether existing today or which may come up in future at any point of time, without any change in the terms and conditions of the employment at the sole discretion of the management. However, the rules prescribed at the place of new posting shall apply from the transfer time.

**7. MEDICAL FITNESS:** This letter of appointment is subject to your being found medically fit. The company may require you to undergo medical examination by registered medical practitioner specified by it. Your employment is subject to you being found medically (both physically and mentally) fit. In case you are found medically unfit to continue with the job, you will lose your lien on the job. Consequently, your services are liable to be terminated without any notice or salary.

Xplore-Tech Services Private Limited

CIN: U72900WB2004PTC097921

(A Fusion BPO Services Company)

Plot Y9, Block-EP, Sector-V, Salt Lake City, Kolkata-700091

www.xplore-tech.com | www.fusionbposervices.com



**8. PROBATION:** You will be on probation for a period of six (6) months from the date of joining. The Management reserves the right to terminate this appointment without assigning any reason, whatsoever, during your probation period. The Management, at its discretion, may extend your probationary period and you will continue to be in probation until a letter of confirmation is issued to you in writing.

**9. CONFIRMATION:** On satisfactory completion of your probationary period, your service will be confirmed. Management's decision in this regard shall be final. On confirmation, you will also be entitled to all such benefits as applicable for other confirmed employees.

**10. NOTICE PERIOD:** During your service period anytime if you wish to term your employment voluntarily you have to serve a notice period of 90 days as mandatory. The notice period is not negotiable on any terms to any day less than the specified number of days as mentioned above unless you are released by your Reporting Manager and HR Manager after deciding a mutually agreed early release date. Your service can be termed anytime with or without assigning any reason thereof during the probation period. If your service is termed during your probation period on any reason, your full and final settlement will be paid upto the last working date only. After successful completion of your probationary period and after obtaining confirmation of your service if your service is termed by the Company, you will be provided with 90 days notice period or payment in lieu, provided the service termination does not take place owing to Immediate Dismissal grounds as specified in HR Policy.

In case of separation with the company, if you are deployed in any other country for carrying out official work you should return to your origin station at India for handover of charges and obtain written clearance from all relevant departments after submission of all work authorization documents, work related documents, permits, company assets etc. to the concerned departments at India office.

Leave balance is not adjustable with notice period.

**11. ABANDONMENT AND AUTOMATIC TERMINATION OF SERVICES:** Absence for a continuous period of 8 days without information (Including unauthorized absence) would imply voluntary termination from employment and make you lose your lien on the service and the same shall automatically come to an end without any notice or intimation.

**12. OFFICE HOURS:** You will be assigned shift duties (night and or day shifts) as required by the nature of the service deliverables and business SLAs.



### **13. GENERAL RULES & REGULATIONS**

- a.** The Company follows standard policy across the organization for various employee related benefits like annual leave, travel rules amongst other things. Please obtain a copy of the Rules and Regulations form from HR Department on the day of your joining.
- b.** Your position is whole time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration or work in advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without written permission of the Management.
- d.** If you are holding any honorary position in any organization please inform us in writing giving full details of the organization and the nature of your role. In the event it is found that such activities are causing any distraction in carrying out your duties, the company may ask you to dissociate yourself from such activity or activities.
- e.** In the course of your duties, information about the firm's business of a private or confidential nature may come into your hands. The unauthorized divulgence of such information may render you liable for dismissal.
- f.** All processes, documentation, training manuals, process manuals, policy manuals developed by you during your period of service with the company will be sole property of the Company.
- g.** You shall not take out of the Company premises any information, floppies, documents etc. relating to processes, documentation, training manuals, process manuals, policy manuals etc. developed by you without the Management's permission.
- h.** You shall not use any of the Company's software products, systems, processes, documentation, training manuals, process manuals, policy manuals etc. developed by you or by anyone else for your own and personal benefit either during your service in the Company or after cessation of employment. The unauthorized use of such materials or the violation of the above terms will render you liable for legal action leading to adequate compensation including liquidated damages for loss caused to the Company by such action.



- i. You will not divulge the secrets of the company or the technical know-how to anyone under any circumstances or take advantage of the knowledge for your own benefit. In no circumstances will you try to start or help any other person start the activities carried on by this Company.
- j. No documents shall be copied without the Management's permission.
- k. In the event you are called upon by the Management to take up any assignment abroad for a specified period and/or you are given training by the Company for any purpose in India/abroad, you agree to sign service agreement(s) requiring you to serve the Company for specified period(s).
- l. In the event, the specified period has not expired at the time you desire to leave the Company's services, you shall be governed by the provisions of any such service agreement signed by you. The service agreement shall be in the form specified by the Company and the Company reserves the right to change, alter, delete or modify the condition therein.
- m. You will be governed by the rules and regulation of service of the Company that may be in force or which may be framed, amended, altered or extended from time to time.

#### **14. COVENANT NOT TO COMPETE:**

- a. You cannot accept any other service or assignment during the tenure of this agreement.
- b. You cannot and shall not accept any other engagement to the detriment of the responsibilities of company and customers under this agreement and in any event not competitive to company.
- c. You agree not to take up employment with the client companies of Xplore-Tech Services Pvt. Ltd. and or any of its subsidiaries or with any other concern that are engaged in dealing with the same client as that of Xplore-Tech Services Pvt. Ltd.

**15.** You shall be entitled for the following paid holidays each year; Leaves are segregated as Privilege Leave (PL), Sick Leave (SL) & Casual Leave (CL) Yearly entitlement for PL = 14, SL = 7, CL = 5. The Company's holiday year runs between April to March. If the Appointment commences or terminates part way through a holiday year, the employee's entitlement during that holiday year shall be calculated on a pro-rata basis rounded up to the nearest whole day.





## **Schedule 1 – Restrictive Covenants**

**1. INTERPRETATION** The definitions and rules of interpretation in this clause apply in this agreement.

**1. INTERPRETATION** Capacity: as agent, Employee, director, Employee, owner, partner, shareholder or in any other capacity.

Restricted Business: those parts of the business of the Company with which the Employee was involved to a material extent in the 24 months before Termination.

Restricted Customer: any firm, company or person who, during the 24 months before Termination, was a customer or prospective customer of the Company with whom the Employee had contact or about whom he became aware or informed in the course of his Agreement.

Restricted Person: anyone employed or engaged by the Company and who could materially damage the interests of the Company if they were involved in any Capacity in any business concern which competes with any Restricted Business and with whom the Employee dealt in the 24 months before Termination in the course of his Agreement.

## **2. POST-TERMINATION RESTRICTIONS**

2.1. In order to protect the Confidential Information and business connections of the Company to which the Employee has access as a result of the Agreement, the Employee covenants with the Company that he shall not:

2.1.1. for 24 months after Termination, solicit or endeavour to entice away from the Company the business or custom of a Restricted Customer with a view to providing goods or services to that Restricted Customer in competition with any Restricted Business;

2.1.2. for 24 months after Termination [in the course of any business concern which is in competition with any Restricted Business], offer to employ or engage or otherwise endeavour to entice away from the Company any Restricted Person;

2.1.3. for 24 months after Termination in the course of any business concern which is in competition with any Restricted Business, employ or engage or otherwise facilitate the Agreement or engagement of any Restricted Person, whether or not such person would be in breach of contract as a result of such Agreement or engagement;



2.1.4. For 24 months after Termination, be involved in any Capacity with any business concern which is (or intends to be) in competition with any Restricted Business;

2.1.5. For 24 months after Termination, be involved with the provision of goods or services to (or otherwise have any business dealings with) any Restricted Customer in the course of any business concern which is in competition with any Restricted Business; or

2.1.6. At any time after Termination, represent himself as connected with the Company in any Capacity, other than as a former Employee, or use any registered names or trading names associated with the Company.

2.2. None of the restrictions in clause 2.1 shall prevent the Employee from:

2.2.1. being engaged or concerned in any business concern insofar as the Employee's duties or work shall relate solely to geographical areas where the business concern is not in competition with any Restricted Business; or

2.2.2. Being engaged or concerned in any business concern, provided that the Employee's duties or work shall relate solely to services or activities of a kind with which the Employee was not concerned to a material extent in the 24 months before Termination.

2.3. The restrictions imposed on the Employee by this clause 2 apply to him acting:

2.3.1. Directly or indirectly; and

2.3.2. on his own behalf or on behalf of, or in conjunction with, any firm, company or person.

2.4. If the Employee receives an offer to be involved in a business concern in any Capacity during the Agreement, or before the expiry of the last of the covenants in this clause, the Employee shall give the person making the offer a copy of this clause and shall tell the Company the identity of that person as soon as possible after accepting the offer.

2.5. The Company and the Employee entered into the restrictions in this clause having been separately legally advised.



2.6. Each of the restrictions in this clause is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.

2.7. If the Employee's Agreement is transferred to any firm, company, person or entity other than a Group Company (the "New Employer"), the Employee will, if required, enter into an agreement with the New Employer containing post-termination restrictions corresponding to those restrictions in this clause, protecting the confidential information, trade secrets and business connections of the New Employer.

The Content of this appointment order and the details of salary etc are highly confidential and therefore should be discussed only with your manager.

Notwithstanding anything aforesaid, in the event that you execute a service agreement or other Agreement(s), the term of such agreement(s) shall always prevail.

Please return the duplicate copy of this revised letter of appointment duly signed by you as a token of acceptance.

We wish you a long and mutually beneficial association with Xplore-Tech Services Pvt. Ltd. and look forward to your continued contribution to the growth of the organization.

Thanking you,

For Xplore-Tech Services Pvt. Ltd.



**Shivika**  
**Manager**

I have read this appointment letter and fully understand its content and put my signature herein in acceptance of all the terms and conditions mentioned in this letter.

**Signature:**

**Date:**



**Xplore-Tech Services Private Limited**

CIN: U72900WB2004PTC097921

*(A Fusion BPO Services Company)*

Plot Y9, Block-EP, Sector-V, Salt Lake City, Kolkata-700091

[www.xplore-tech.com](http://www.xplore-tech.com) | [www.fusionbposervices.com](http://www.fusionbposervices.com)



Date : 5<sup>th</sup> September,2021

Sub: Employment Letter

Dear Inzeman Shaikh ,

With reference to your application and subsequent interactions we are pleased to offer you an Employment as Executive in the Operations with CONNEQT Business Solutions Limited (The Company) with effect from 5<sup>th</sup> September, 2021 on the following terms and conditions.

You will be paid an Annual Gross Salary of INR. 156860.00 In addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be Rs 12550.0 This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as annexure A

Please note that the information pertaining to remuneration and benefits payable to you is CONFIDENTIAL and should not be shared with anyone other than the authorized representative(s) of the Company.

The above mentioned offer shall be valid if you join us on 5<sup>th</sup> September,2021.Should you have any further queries, please feel free to contact our Recruitment Team.

You will initially be posted at our Thane-Lodha-B Office. The Company may transfer your services to any of the existing office(s)/ department(s) / division(s) / Section(s) / establishment(s) of the Company including any of its subsidiaries / holding / associate company or that may come into existence in the future in India or abroad. Your transfer shall be governed by the Company's Transfer Policy and Regulations, as may be in force from time to time.

You will be working on flexible timings as may be decided by the Company.

Your joining shall be subject to submission of copies of testimonials (originals to be presented):

1. Academic qualification certificates (Matriculation onwards) including proof of date of birth and professional proficiency certificates, where applicable
2. Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable. (Relieving letter is a must)
3. PAN Card and Aadhar Card
4. Cancelled Cheque

A handwritten signature in black ink, appearing to read 'Raj', is located below the list of requirements.

A handwritten signature in black ink, appearing to read 'Anirudh', is located in the bottom right corner of the page.



You will be on probation for a period of six months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing. During Probation period your notice period would be for 15 days prior notice by either side.

Upon completion of Probation period; your employment with the Company can be terminated upon 30 Days prior notice by either side. However, the Company reserves the right to, at its sole discretion; substitute the 30 days prior notice by paying you salary for 30 days in lieu thereof. Though if not certified during the training period the company has the complete rights to terminate the employment without any prior notice. Your termination/ resignation letter, (by whatever name called) will be accepted by the Company only on your satisfying the 30 days notice period as stated in this Clause. Further, till such time as the Company accepts your separation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.

In the event of separation, for any reason whatsoever, within a period of 12 months from your date of joining, all expenses incurred by company or reimbursed to you upon joining/ in connection with your joining shall be recovered from you. The company also reserves the right to recover the training expenses incurred.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For CONNEQT Business Solutions Limited.

A handwritten signature in blue ink, appearing to read 'Tony Jacob Joseph'.

Tony Jacob Joseph

Associate Vice President - Human Resource

I accept the terms of this letter

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A handwritten signature in blue ink, appearing to read 'Anirudh'.



Date: 1<sup>st</sup> December ,2021

**Dear Jayesh Sonawane,**

PlatinumOne Business Services Limited is delighted to offer you the position of '**Customer Service Executive**' based at **Thane**. The joining date is **1<sup>st</sup> December, 2021**.

The Gross CTC offered to you is **Rs. 2,44,780 /-** per annum as per the details in the Annexure.

The position requires you to work in a 9-hour shift, 6 days a week. The shift start time will be as per the client requirement.

You will be required to undergo training followed by certification by the client. Note that no salary will be payable for the days attended during the training period, if terminated for any indiscipline such as late coming, lack of attendance, integrity issues, casual behavior, etc.

You will be on a probation period of 3 months from the date of joining. Post probation, you will be confirmed basis your performance in the 3 months.

In case you decide to leave the organization, you will be required to give the company a notice of 7 Days during the probation period / 15 Days' notice upon confirmation or payment of an equivalent salary in lieu amount of the notice period. The company may also request to leave service under the same terms.

**Please submit the Photocopy of all the below documents at the time of your DOJ. The originals need to be furnished for verification at the time of joining:**

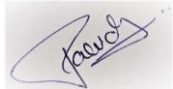
- 1) Highest Qualification Documents
- 2) Work Experience certificate from previous employers / Salary Slips.
- 3) Age proof documents (Pan Card copy / Driving License copy / Passport copy).
- 4) E-Aadhar Card (with enrollment details, also activated mobile number with full date of birth DDMMYY)
- 5) Address Proof.
- 6) Passport size photos – 2 Nos.
- 7) Bank Details (Passbook Copy/ Cancel Cheque/ Bank Statement)

The offer is subject to your joining on the above given date and your appointment will be confirmed basis the submission of the required documents within the stipulated time.

We look forward to a great association with you in making PlatinumOne the preferred Outsourcing Company in India, while providing you a high level of professional satisfaction.

Note that the above offer stands **null and void** if you are not able to furnish relevant documentation based of the discussions and details mentioned on your Resume.

Best wishes,



**Authorized Signatory**

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**PlatinumOne Business Services Limited**

Office Address: B-Wing, 1st Floor, Ashar IT Park, Road No. 16Z, Wagle Estate, Thane (W),  
Maharashtra – 400 604. CIN No. U67190MH2008PLC185240  
Landline No.: 7304586898, Website - [www.platinumone.in](http://www.platinumone.in)



**PlatinumOne Business Services Limited**

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Maharashtra – 400 604. CIN No. U67190MH2008PLC185240  
Landline No.: 7304586898, Website - [www.platinumone.in](http://www.platinumone.in)

Date: 1<sup>st</sup> June ,2022

**Dear Junaid Shaikh,**

PlatinumOne Business Services Limited is delighted to offer you the position of '**Customer Service Executive**' based at **Thane**. The joining date is **1<sup>st</sup> June 2022**.

The Gross CTC offered to you is **Rs. 2,38,480 /-** per annum as per the details in the Annexure.

The position requires you to work in a 9-hour shift, 6 days a week. The shift start time will be as per the client requirement.

You will be required to undergo training followed by certification by the client. Note that no salary will be payable for the days attended during the training period, if terminated for any indiscipline such as late coming, lack of attendance, integrity issues, casual behavior, etc.

You will be on a probation period of 3 months from the date of joining. Post probation, you will be confirmed basis your performance in the 3 months.

In case you decide to leave the organization, you will be required to give the company a notice of 7 Days during the probation period / 15 Days' notice upon confirmation or payment of an equivalent salary in lieu amount of the notice period. The company may also request to leave service under the same terms.

**Please submit the Photocopy of all the below documents at the time of your DOJ. The originals need to be furnished for verification at the time of joining:**


- 1) Highest Qualification Documents
- 2) Work Experience certificate from previous employers / Salary Slips.
- 3) Age proof documents (Pan Card copy / Driving License copy / Passport copy).
- 4) E-Aadhar Card (with enrollment details, also activated mobile number with full date of birth DDMMYY)
- 5) Address Proof.
- 6) Passport size photos – 2 Nos.
- 7) Bank Details (Passbook Copy/ Cancel Cheque/ Bank Statement)

The offer is subject to your joining on the above given date and your appointment will be confirmed basis the submission of the required documents within the stipulated time.

We look forward to a great association with you in making PlatinumOne the preferred Outsourcing Company in India, while providing you a high level of professional satisfaction.

Note that the above offer stands **null and void** if you are not able to furnish relevant documentation based of the discussions and details mentioned on your Resume.

Best wishes,



**Authorized Signatory**

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Landline No.: 7304586898, Website - [www.platinumone.in](http://www.platinumone.in)



Date : 1<sup>ST</sup> July,2023

Sub: Employment Letter

Dear Sunil Sagar Kamble ,

With reference to your application and subsequent interactions we are pleased to offer you an Employment as Executive in the Operations with CONNEQT Business Solutions Limited (The Company) with effect from 1<sup>st</sup> July, 2023 on the following terms and conditions.

You will be paid an Annual Gross Salary of INR. 170850.00 In addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be Rs 14850.0 This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as annexure A

Please note that the information pertaining to remuneration and benefits payable to you is CONFIDENTIAL and should not be shared with anyone other than the authorized representative(s) of the Company.

The above mentioned offer shall be valid if you join us on 1<sup>st</sup> July,2023.Should you have any further queries, please feel free to contact our Recruitment Team.

You will initially be posted at our Thane-Lodha-B Office. The Company may transfer your services to any of the existing office(s)/ department(s) / division(s) / Section(s) / establishment(s) of the Company including any of its subsidiaries / holding / associate company or that may come into existence in the future in India or abroad. Your transfer shall be governed by the Company's Transfer Policy and Regulations, as may be in force from time to time.

You will be working on flexible timings as may be decided by the Company.

Your joining shall be subject to submission of copies of testimonials (originals to be presented):

1. Academic qualification certificates (Matriculation onwards) including proof of date of birth and professional proficiency certificates, where applicable
2. Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable. (Relieving letter is a must)
3. PAN Card and Aadhar Card
4. Cancelled Cheque

A handwritten signature in black ink, appearing to read 'S. S. Kamble'.

A handwritten signature in black ink, appearing to read 'Sunil Sagar Kamble'.



You will be on probation for a period of six months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing. During Probation period your notice period would be for 15 days prior notice by either side.

Upon completion of Probation period; your employment with the Company can be terminated upon 30 Days prior notice by either side. However, the Company reserves the right to, at its sole discretion; substitute the 30 days prior notice by paying you salary for 30 days in lieu thereof. Though if not certified during the training period the company has the complete rights to terminate the employment without any prior notice. Your termination/ resignation letter, (by whatever name called) will be accepted by the Company only on your satisfying the 30 days notice period as stated in this Clause. Further, till such time as the Company accepts your separation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.

In the event of separation, for any reason whatsoever, within a period of 12 months from your date of joining, all expenses incurred by company or reimbursed to you upon joining/ in connection with your joining shall be recovered from you. The company also reserves the right to recover the training expenses incurred.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For CONNEQT Business Solutions Limited.

A handwritten signature in blue ink, appearing to read 'Tony Jacob Joseph'.

Tony Jacob Joseph

Associate Vice President - Human Resource

I accept the terms of this letter

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A handwritten signature in blue ink, appearing to read 'Anirudh'.



Date: 1<sup>st</sup> June ,2022

**Dear Kiran Yadav,**

PlatinumOne Business Services Limited is delighted to offer you the position of '**Customer Service Executive**' based at **Thane**. The joining date is **1<sup>st</sup> June 2022**.

The Gross CTC offered to you is **Rs. 2,38,480 /-** per annum as per the details in the Annexure.

The position requires you to work in a 9-hour shift, 6 days a week. The shift start time will be as per the client requirement.

You will be required to undergo training followed by certification by the client. Note that no salary will be payable for the days attended during the training period, if terminated for any indiscipline such as late coming, lack of attendance, integrity issues, casual behavior, etc.

You will be on a probation period of 3 months from the date of joining. Post probation, you will be confirmed basis your performance in the 3 months.

In case you decide to leave the organization, you will be required to give the company a notice of 7 Days during the probation period / 15 Days' notice upon confirmation or payment of an equivalent salary in lieu amount of the notice period. The company may also request to leave service under the same terms.

**Please submit the Photocopy of all the below documents at the time of your DOJ. The originals need to be furnished for verification at the time of joining:**


- 1) Highest Qualification Documents
- 2) Work Experience certificate from previous employers / Salary Slips.
- 3) Age proof documents (Pan Card copy / Driving License copy / Passport copy).
- 4) E-Aadhar Card (with enrollment details, also activated mobile number with full date of birth DDMMYY)
- 5) Address Proof.
- 6) Passport size photos – 2 Nos.
- 7) Bank Details (Passbook Copy/ Cancel Cheque/ Bank Statement)

The offer is subject to your joining on the above given date and your appointment will be confirmed basis the submission of the required documents within the stipulated time.

We look forward to a great association with you in making PlatinumOne the preferred Outsourcing Company in India, while providing you a high level of professional satisfaction.

Note that the above offer stands **null and void** if you are not able to furnish relevant documentation based of the discussions and details mentioned on your Resume.

Best wishes,



**Authorized Signatory**

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**PlatinumOne Business Services Limited**

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Maharashtra – 400 604. CIN No. U67190MH2008PLC185240  
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Maharashtra – 400 604. CIN No. U67190MH2008PLC185240  
Landline No.: 7304586898, Website - [www.platinumone.in](http://www.platinumone.in)



Date: 1<sup>st</sup> December ,2023

**Dear Madhvi Gotad,**

PlatinumOne Business Services Limited is delighted to offer you the position of '**Customer Service Executive**' based at **Thane**. The joining date is **1<sup>st</sup> December, 2022**.

The Gross CTC offered to you is **Rs. 2,48,890 /-** per annum as per the details in the Annexure.

The position requires you to work in a 9-hour shift, 6 days a week. The shift start time will be as per the client requirement.

You will be required to undergo training followed by certification by the client. Note that no salary will be payable for the days attended during the training period, if terminated for any indiscipline such as late coming, lack of attendance, integrity issues, casual behavior, etc.

You will be on a probation period of 3 months from the date of joining. Post probation, you will be confirmed basis your performance in the 3 months.

In case you decide to leave the organization, you will be required to give the company a notice of 7 Days during the probation period / 15 Days' notice upon confirmation or payment of an equivalent salary in lieu amount of the notice period. The company may also request to leave service under the same terms.

**Please submit the Photocopy of all the below documents at the time of your DOJ. The originals need to be furnished for verification at the time of joining:**


- 1) Highest Qualification Documents
- 2) Work Experience certificate from previous employers / Salary Slips.
- 3) Age proof documents (Pan Card copy / Driving License copy / Passport copy).
- 4) E-Aadhar Card (with enrollment details, also activated mobile number with full date of birth DDMMYY)
- 5) Address Proof.
- 6) Passport size photos – 2 Nos.
- 7) Bank Details (Passbook Copy/ Cancel Cheque/ Bank Statement)

The offer is subject to your joining on the above given date and your appointment will be confirmed basis the submission of the required documents within the stipulated time.

We look forward to a great association with you in making PlatinumOne the preferred Outsourcing Company in India, while providing you a high level of professional satisfaction.

Note that the above offer stands **null and void** if you are not able to furnish relevant documentation based of the discussions and details mentioned on your Resume.

Best wishes,



**Authorized Signatory**

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**PlatinumOne Business Services Limited**

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Maharashtra – 400 604. CIN No. U67190MH2008PLC185240  
Landline No.: 7304586898, Website - [www.platinumone.in](http://www.platinumone.in)

Date: 1<sup>st</sup> August ,2022

**Dear Mahesh Shetye,**

PlatinumOne Business Services Limited is delighted to offer you the position of '**Customer Service Executive**' based at **Thane**. The joining date is **1<sup>st</sup> August, 2022**.

The Gross CTC offered to you is **Rs. 2,37,629 /-** per annum as per the details in the Annexure.

The position requires you to work in a 9-hour shift, 6 days a week. The shift start time will be as per the client requirement.

You will be required to undergo training followed by certification by the client. Note that no salary will be payable for the days attended during the training period, if terminated for any indiscipline such as late coming, lack of attendance, integrity issues, casual behavior, etc.

You will be on a probation period of 3 months from the date of joining. Post probation, you will be confirmed basis your performance in the 3 months.

In case you decide to leave the organization, you will be required to give the company a notice of 7 Days during the probation period / 15 Days' notice upon confirmation or payment of an equivalent salary in lieu amount of the notice period. The company may also request to leave service under the same terms.

**Please submit the Photocopy of all the below documents at the time of your DOJ. The originals need to be furnished for verification at the time of joining:**


- 1) Highest Qualification Documents
- 2) Work Experience certificate from previous employers / Salary Slips.
- 3) Age proof documents (Pan Card copy / Driving License copy / Passport copy).
- 4) E-Aadhar Card (with enrollment details, also activated mobile number with full date of birth DDMMYY)
- 5) Address Proof.
- 6) Passport size photos – 2 Nos.
- 7) Bank Details (Passbook Copy/ Cancel Cheque/ Bank Statement)

The offer is subject to your joining on the above given date and your appointment will be confirmed basis the submission of the required documents within the stipulated time.

We look forward to a great association with you in making PlatinumOne the preferred Outsourcing Company in India, while providing you a high level of professional satisfaction.

Note that the above offer stands **null and void** if you are not able to furnish relevant documentation based of the discussions and details mentioned on your Resume.

Best wishes,



**Authorized Signatory**

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**PlatinumOne Business Services Limited**

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**PlatinumOne Business Services Limited**

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Maharashtra – 400 604. CIN No. U67190MH2008PLC185240  
Landline No.: 7304586898, Website - [www.platinumone.in](http://www.platinumone.in)



Date : 1<sup>ST</sup> July,2022

Sub: Employment Letter

Dear Nishant Shashikant Shitap,

With reference to your application and subsequent interactions we are pleased to offer you an Employment as Executive in the Operations with CONNEQT Business Solutions Limited (The Company) with effect from 1<sup>st</sup> July, 2022 on the following terms and conditions.

You will be paid an Annual Gross Salary of INR. 160795.00 In addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be Rs 13700.0 This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as annexure A

Please note that the information pertaining to remuneration and benefits payable to you is CONFIDENTIAL and should not be shared with anyone other than the authorized representative(s) of the Company.

The above mentioned offer shall be valid if you join us on 1<sup>st</sup> July,2022.Should you have any further queries, please feel free to contact our Recruitment Team.

You will initially be posted at our Thane-Lodha-B Office. The Company may transfer your services to any of the existing office(s)/ department(s) / division(s) / Section(s) / establishment(s) of the Company including any of its subsidiaries / holding / associate company or that may come into existence in the future in India or abroad. Your transfer shall be governed by the Company's Transfer Policy and Regulations, as may be in force from time to time.

You will be working on flexible timings as may be decided by the Company.

Your joining shall be subject to submission of copies of testimonials (originals to be presented):

1. Academic qualification certificates (Matriculation onwards) including proof of date of birth and professional proficiency certificates, where applicable
2. Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable. (Relieving letter is a must)
3. PAN Card and Aadhar Card
4. Cancelled Cheque



You will be on probation for a period of six months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing. During Probation period your notice period would be for 15 days prior notice by either side.

Upon completion of Probation period; your employment with the Company can be terminated upon 30 Days prior notice by either side. However, the Company reserves the right to, at its sole discretion; substitute the 30 days prior notice by paying you salary for 30 days in lieu thereof. Though if not certified during the training period the company has the complete rights to terminate the employment without any prior notice. Your termination/ resignation letter,(by whatever name called) will be accepted by the Company only on your satisfying the 30 days notice period as stated in this Clause. Further, till such time as the Company accepts your separation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.

In the event of separation, for any reason whatsoever, within a period of 12 months from your date of joining, all expenses incurred by company or reimbursed to you upon joining/ in connection with your joining shall be recovered from you. The company also reserves the right to recover the training expenses incurred.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For CONNEQT Business Solutions Limited.

A handwritten signature in black ink, appearing to read 'Tony Jacob Joseph'.

Tony Jacob Joseph

Associate Vice President - Human Resource

I accept the terms of this letter

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A handwritten signature in black ink, appearing to read 'Anirudh'.



Name Nishant Shashikant  
Grade Shitap 1S  
Designation Executive

You will be entitled to the following remuneration effective your date of joining.

Component	Amount (Rs) Per Month	Amount (Rs) Per Year
A. Fixed Pay		
Basic Stipend	13700.00	164400.00
B. PERFORMANCE INCENTIVE: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.		
PERFORMANCE INCENTIVE @ Meeting Expectation( 100%)	0.00	0.00
C. MONTHLY GROSS (A+B)	13700.00	164400.00
D. BENEFITS		
E. TOTAL COST TO COMPANY (C + D)	1142.00	13700.00
F. Employee Contribution		
PROVIDENT FUND - Employee Contribution (As per the PF Act; 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident F und Contribution. As per the act, you will contribute the same amount as employee contribution)		
ESI -Employee Contribution (As per the ESI Act, employee shall contribute 0.75% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary . As per the act, 0.75% of your monthly gross will be recovered towards you.	103.00	1233.00

Provident Fund Contribution will be calculated on Basic+Conveyance+Other allowance+Food coupons+Education allowance + Special allowances if any. Contribution is limited to Rs. 15000/- wages as stipulated under Provident Fund Act.

I accept the terms of this letter

\_\_\_\_\_



### Terms and Conditions of Employment

This appointment is subject to your not being a partner or relative of a Director of the Company within the meaning of Section 314 of the Indian Companies Act, 1956. Should any such relationship exist, you will bring forth the same to our notice immediately and we shall intimate to you the necessary approvals/ permissions required for your employment. In such an event you will be able to join the company only after all permissions/ approvals are obtained.

As an employee, you will be privy to sensitive and commercially valuable information concerning company and business. Such information is deemed to be the property of the company, and must not be disclosed during or after this employment to any third party without prior written consent of the company. Hereby, you undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.

You are forbidden to engage yourself in any other trade, or profession directly or indirectly and whether for gainful purpose or otherwise. Should you wish to pursue academic advancement, you will have to obtain a written permission for the same and ordinarily it shall be allowed provided it does not adversely affect your work-place responsibilities/ discharge of duties.

Please note that in the event of misconduct on your part, including but not limited to absenting yourself without prior sanctioned leave or harassment (sexual or otherwise) meted out to any other employee, the company may terminate your employment. Please note that if the employment is terminated on account of disciplinary action against you, the clause relating to 30 Days' notice period is not applicable.

During the period of your employment inventions, creations, discoveries, patents, copyrights, shall become the property of the Company. You will not have any right to claim the ownership of it and assign the same to the Company.

Your appointment is contingent upon successful completion of Background verification. The background checks are not restricted to education and employment but to all aspects as per the appropriate selection procedure. Please note that furnishing of false information or suppressing any facts is a disqualification for employment in this Company. Should such an act come to our notice at any time during the period of your employment in the Company, your services will be liable to be terminated with immediate effect.

You will superannuate from the services of the company on attaining the age of 58 years without any notice whatsoever from the company in this behalf.

The above-mentioned does not purport to be exhaustive employment terms. You will be governed by the rules and regulations laid by the company from time to time. The afore mentioned terms and other rules & regulations shall remain current and binding until you are separated from the Company by way of a written agreement/ letter issued to you.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter. Should there be any dispute with regard to the terms stipulated herein, the same shall be resolved in accordance with the laws of India and any dispute/ reference to this shall be dealt at Hyderabad (Telangana) under the exclusive jurisdiction of the Courts of India.

I have read through the above terms and conditions of employment and hereby accept.

Name:

Signature:

Date:

A handwritten signature in black ink, appearing to read 'Raj', is written over a horizontal line.

A handwritten signature in black ink, appearing to read 'Anil', is written over a horizontal line.



Date: 1<sup>st</sup> September ,2023

**Dear Omkar Bharat Shinde,**

PlatinumOne Business Services Limited is delighted to offer you the position of '**Customer Service Executive**' based at **Thane**. The joining date is **1<sup>st</sup> September 2023**.

The Gross CTC offered to you is **Rs. 2,54,565** /- per annum as per the details in the Annexure.

The position requires you to work in a 9-hour shift, 6 days a week. The shift start time will be as per the client requirement.

You will be required to undergo training followed by certification by the client. Note that no salary will be payable for the days attended during the training period, if terminated for any indiscipline such as late coming, lack of attendance, integrity issues, casual behavior, etc.

You will be on a probation period of 3 months from the date of joining. Post probation, you will be confirmed basis your performance in the 3 months.

In case you decide to leave the organization, you will be required to give the company a notice of 7 Days during the probation period / 15 Days' notice upon confirmation or payment of an equivalent salary in lieu amount of the notice period. The company may also request to leave service under the same terms.

**Please submit the Photocopy of all the below documents at the time of your DOJ. The originals need to be furnished for verification at the time of joining:**


- 1) Highest Qualification Documents
- 2) Work Experience certificate from previous employers / Salary Slips.
- 3) Age proof documents (Pan Card copy / Driving License copy / Passport copy).
- 4) E-Aadhar Card (with enrollment details, also activated mobile number with full date of birth DDMMYY)
- 5) Address Proof.
- 6) Passport size photos – 2 Nos.
- 7) Bank Details (Passbook Copy/ Cancel Cheque/ Bank Statement)

The offer is subject to your joining on the above given date and your appointment will be confirmed basis the submission of the required documents within the stipulated time.

We look forward to a great association with you in making PlatinumOne the preferred Outsourcing Company in India, while providing you a high level of professional satisfaction.

Note that the above offer stands **null and void** if you are not able to furnish relevant documentation based of the discussions and details mentioned on your Resume.

Best wishes,



**Authorized Signatory**

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**PlatinumOne Business Services Limited**

Office Address: B-Wing, 1st Floor, Ashar IT Park, Road No. 16Z, Wagle Estate, Thane (W),  
Maharashtra – 400 604. CIN No. U67190MH2008PLC185240  
Landline No.: 7304586898, Website - [www.platinumone.in](http://www.platinumone.in)

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# T.B.KARNIK & CO

*Chartered Accountants*

December 26, 2021

Dear Pooja Kogle

With reference to your interview dated 21 Dec 2021, we are pleased to offer you position of Assistant Manager, Accounts and Taxation in our Organization

Your joining date is confirmed at 26 Dec 2021 as per the following terms and conditions

- You are entitled to a CTC of 6,000 per month payable as per Annexure A
- You agree to comply with Terms and Conditions of Appointment
- You agree to submit with us a signed copy of mark sheet ,Pan Card, Aadhar Card as well as Passport Size Photograph and also bring the originals for verifications

Please send us an acknowledgement of this offer confirming your joining

We look forward to a mutually rewarding professional relationship with you

For T.B.KARNIK & CO.

CA T.B. KARNIK  
Proprietor

Date: 1<sup>st</sup> October ,2023

**Dear Praful Palande,**

PlatinumOne Business Services Limited is delighted to offer you the position of '**Customer Service Executive**' based at **Thane**. The joining date is **1<sup>st</sup> October, 2022**.

The Gross CTC offered to you is **Rs. 2,52,739 /-** per annum as per the details in the Annexure.

The position requires you to work in a 9-hour shift, 6 days a week. The shift start time will be as per the client requirement.

You will be required to undergo training followed by certification by the client. Note that no salary will be payable for the days attended during the training period, if terminated for any indiscipline such as late coming, lack of attendance, integrity issues, casual behavior, etc.

You will be on a probation period of 3 months from the date of joining. Post probation, you will be confirmed basis your performance in the 3 months.

In case you decide to leave the organization, you will be required to give the company a notice of 7 Days during the probation period / 15 Days' notice upon confirmation or payment of an equivalent salary in lieu amount of the notice period. The company may also request to leave service under the same terms.

**Please submit the Photocopy of all the below documents at the time of your DOJ. The originals need to be furnished for verification at the time of joining:**


- 1) Highest Qualification Documents
- 2) Work Experience certificate from previous employers / Salary Slips.
- 3) Age proof documents (Pan Card copy / Driving License copy / Passport copy).
- 4) E-Aadhar Card (with enrollment details, also activated mobile number with full date of birth DDMMYY)
- 5) Address Proof.
- 6) Passport size photos – 2 Nos.
- 7) Bank Details (Passbook Copy/ Cancel Cheque/ Bank Statement)

The offer is subject to your joining on the above given date and your appointment will be confirmed basis the submission of the required documents within the stipulated time.

We look forward to a great association with you in making PlatinumOne the preferred Outsourcing Company in India, while providing you a high level of professional satisfaction.

Note that the above offer stands **null and void** if you are not able to furnish relevant documentation based of the discussions and details mentioned on your Resume.

Best wishes,



**Authorized Signatory**

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**PlatinumOne Business Services Limited**

Office Address: B-Wing, 1st Floor, Ashar IT Park, Road No. 16Z, Wagle Estate, Thane (W),  
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## APPOINTMENT LETTER

**Date :** 6<sup>th</sup> July, 2019

**Mr :** Mhaparle Prathmesh Bhagoji

We are pleased to appoint you in **Cogent E Services Limited** (*hereafter referred to as “Company”*) as 'Group Team Leader' at our organization as per the employment terms and conditions stated below. Please note that the employment terms contained in this letter are subject to Company policy.

Your effective date of appointment is 28<sup>th</sup> July 2019. The term of your employment with the Company shall commence on the effective date and shall continue unless this Appointment Letter is terminated by either party in accordance with the terms of separation mentioned in this letter.

**Your employment with us will be governed by certain terms & conditions of employment which are mentioned below-**

### **1. Compensation-**

1.1 Your cost to the company (CTC) will be Rs. (378,000) annually.

1.2 Your salary will be reviewed and changes in your compensation will be subjected to effective performance during the defined appraisal period.

**2. Performance Linked Incentives (PLI)-** Your Cost to Company (CTC) will include a 10% Performance Linked Incentive which shall be paid out basis successful achievement of the set performance standards. The PLI shall be paid Half yearly.

Please note that the PLI will be payable only if you are still on the company rolls on the date of disbursement. PLI will not be payable, if you are not on Company rolls, have resigned, serving notice period on the date of disbursement.

**3. Service Conditions-** You shall be governed by the rules and regulations and such other practices, systems, procedures, and policies in existence or established by the Company from time to time.

**4. E-Induction-** You will be a part of the e-induction procedure to make you familiarize with the Company policies and day-to-day working.

**5. Assignment / Transfer-** Your usual place of work will be Mumbai. However, during your service with the Company you shall be liable to be posted/ transferred to specific projects, assignments, jobs, etc. in which case you will be required to perform your services at such location, division, department, or branch of the Company as the Company may deem fit.

## **6. Duties & Obligation-**

6.1 You must effectively, diligently and to the best of your ability perform all responsibilities and obligations.

6.2 You will be in whole time service /employment of the Company and shall not engage directly or indirectly in any other work either part-time or fully.

6.3 You shall act loyally and faithfully to the Company and obey the orders or instructions of the management of the Company.

6.4 You shall always maintain high standards of secrecy of confidential records, documents and information relating to the business which may be known to you and shall use them always in the best interest of the company. You shall upon end of your services to the company for any reason, return all such records in your possession and shall not attempt to retain copies of any data records or information of the Company.

6.5 You shall always maintain the Company property in good condition, which may be given to you for official use during your employment and shall return the same to the Company immediately at the end of your services for any reason, failing which the Company reserves the right to recover the cost of the same from you.

**7. Code of Conduct-** You shall always abide by the rules and regulations as per the code of conduct of the Company presently applicable and amended from time to time.

**8. Dress Code-** Company has adopted “Smart Casual” as its Dress Code. Employees irrespective of gender should ensure that they are dressed in a decent wear to appear professional.

**9. Working hours-** Your normal office hours shall be intimated at the time of joining. The Company reserves the right to require you to work outside your normal working hours, if necessary, in furtherance of your duties. Suitable remedies / remuneration will be provided by the company to you in such case.

**10. Leave-** You will be eligible for the benefits of the leave as per the Company policy available on the EMS.

## **11. Termination on account fraud, misconduct or ZTP:**

11.1 Under exceptional circumstances if comes to the notice of the Company that an employee is not abiding by the prescribed Code of Conduct or is not executing his/her duties and if such action is likely to cause harm to the business or adversely affect the Company’s reputation, then the Company on its own discretion can terminate the services of the employee without notice.

11.2 The decision of the Company with regards to your termination will be final and legal binding on you. In all such cases, Company shall not be liable to pay any dues and termination letter will be issued.

11.3 If at any time in the opinion of the Company an employee is found guilty on any of the grounds mentioned below, the company may terminate the services immediately and has rights to

claim the damages caused, if any -

- a. Dishonesty in carrying out duties or deliberate commission of a crime against the Company.
- b. Intentionally or due to negligence, causing the Company to suffer serious damage.
- c. Fraud, theft, or gross malfeasance on the part of the Employee; conduct of any activity which is criminal in nature; conduct or involve in misappropriation of Company assets.
- d. The habitual use of drugs and intoxicants.
- e. Violation of any terms of this letter of Appointment.
- f. Repeated violation by the Employee of any of the written work rules or written policies of the Company.

**12. Unauthorized Absence-** If an employee absents himself /herself without information for more than 3 days or remains absent beyond the period of the originally granted leave or subsequently extended, he/she shall be considered as absconding and company shall not be liable to pay any dues or documents.

**13. Resignation / Separation-** When an employee shows the willingness to pursue work outside the Company, he/she shall submit a written resignation and provide services of minimum 30 days as per the defined notice period. Post the manager's and HR department's approval the employee's exit from the Company will be conducted. In all such cases, Company shall, be liable to pay all dues and relieving & experience letter will be issued.

**14. Notice Period-** As per the Company policy, any employee in the event of resignation due to any reason will be required to serve 30 days' notice period. The Company may, in its sole discretion, terminate the employment on business contingencies, by giving 30 days' notice or salary in lieu thereof.

**15. Restrictions for representing Company after end of employment -** You shall not anywhere at any time after the end of employment with company either personally or through your agents/friends / relatives directly or indirectly represent yourself as being connected in any way with the business of the Company.

**16. Handing over the Company's Property at the time of separation-** In the event of separation for any reason whatsoever, you must return all the Company's property & stationery including identity card, visiting cards, all details, and records of customers as maintained by you, laptop /desktop (if issued), reports, letters, notebooks, programs, proposal and any documents / copies or any confidential information concerning the Company's business. This data may be physical or digital in nature.

**17. Indemnity-** You shall indemnify the Company for all the losses caused to the Company due to negligence, which shall be recovered from you.

**18. Jurisdiction-** This is agreed by both parties (Employees and Company) that only the New Delhi courts shall have the exclusive jurisdiction in respect of any matter, claim, dispute arising out of or in any way, relating to this letter.



**19. Exclusive Service-** While with the Company you will not work for any other Company or person, nor carry any material / service for promotion of any other except the Company.

**20. Bank Account & Salary Credit Process-** The salary will be credited every month in the employee bank account only. No other means of payment will be used for crediting the salary to an employee. In case an employee fails to open his/her bank account within 30 days of joining, the company reserves the right to hold or not to process employee salary for the given month, till such time that the bank account is opened by the employee.

**21.** Your appointment is based on the information furnished by you. However, if there is a discrepancy in the copies of documents or certificates or information given by you, the Company retains the right to review or withdraw the appointment.

We **Congratulate** you on your appointment and wish you a long and successful career with Cogent and assure you of our support for your professional development and growth.

Yours truly,

**For Cogent E Services Ltd.**



**Authorized Signatory**

Date: 5<sup>th</sup> January ,2022

Ramesh Raghunath  
Sagale

**Dear Ramesh Raghunath Sagale ,**

PlatinumOne Business Services Limited is delighted to offer you the position of '**Customer Service Executive**' based at **Thane**. The joining date is **5<sup>th</sup> January 2022**.

The Gross CTC offered to you is **Rs. 2,54,308 /-** per annum as per the details in the Annexure.

The position requires you to work in a 9-hour shift, 6 days a week. The shift start time will be as per the client requirement.

You will be required to undergo training followed by certification by the client. Note that no salary will be payable for the days attended during the training period, if terminated for any indiscipline such as late coming, lack of attendance, integrity issues, casual behavior, etc.

You will be on a probation period of 3 months from the date of joining. Post probation, you will be confirmed basis your performance in the 3 months.

In case you decide to leave the organization, you will be required to give the company a notice of 7 Days during the probation period / 15 Days' notice upon confirmation or payment of an equivalent salary in lieu amount of the notice period. The company may also request to leave service under the same terms.

**Please submit the Photocopy of all the below documents at the time of your DOJ. The originals need to be furnished for verification at the time of joining:**

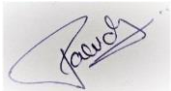
- 1) Highest Qualification Documents
- 2) Work Experience certificate from previous employers / Salary Slips.
- 3) Age proof documents (Pan Card copy / Driving License copy / Passport copy).
- 4) E-Aadhar Card (with enrollment details, also activated mobile number with full date of birth DDMMYY)
- 5) Address Proof.
- 6) Passport size photos – 2 Nos.
- 7) Bank Details (Passbook Copy/ Cancel Cheque/ Bank Statement)

The offer is subject to your joining on the above given date and your appointment will be confirmed basis the submission of the required documents within the stipulated time.

We look forward to a great association with you in making PlatinumOne the preferred Outsourcing Company in India, while providing you a high level of professional satisfaction.

Note that the above offer stands **null and void** if you are not able to furnish relevant documentation based of the discussions and details mentioned on your Resume.

Best wishes,



**Authorized Signatory**

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**PlatinumOne Business Services Limited**

Office Address: B-Wing, 1st Floor, Ashar IT Park, Road No. 16Z, Wagle Estate, Thane (W),  
Maharashtra – 400 604. CIN No. U67190MH2008PLC185240  
Landline No.: 7304586898, Website - [www.platinumone.in](http://www.platinumone.in)

**PlatinumOne Business Services Limited**

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Maharashtra – 400 604. CIN No. U67190MH2008PLC185240  
Landline No.: 7304586898, Website - [www.platinumone.in](http://www.platinumone.in)

Date: 1<sup>st</sup> September ,2021

**Dear Rayan Khan,**

PlatinumOne Business Services Limited is delighted to offer you the position of '**Customer Service Executive**' based at **Thane**. The joining date is **1<sup>st</sup> September 2021**.

The Gross CTC offered to you is **Rs. 2,64,345** /- per annum as per the details in the Annexure.

The position requires you to work in a 9-hour shift, 6 days a week. The shift start time will be as per the client requirement.

You will be required to undergo training followed by certification by the client. Note that no salary will be payable for the days attended during the training period, if terminated for any indiscipline such as late coming, lack of attendance, integrity issues, casual behavior, etc.

You will be on a probation period of 3 months from the date of joining. Post probation, you will be confirmed basis your performance in the 3 months.

In case you decide to leave the organization, you will be required to give the company a notice of 7 Days during the probation period / 15 Days' notice upon confirmation or payment of an equivalent salary in lieu amount of the notice period. The company may also request to leave service under the same terms.

**Please submit the Photocopy of all the below documents at the time of your DOJ. The originals need to be furnished for verification at the time of joining:**


- 1) Highest Qualification Documents
- 2) Work Experience certificate from previous employers / Salary Slips.
- 3) Age proof documents (Pan Card copy / Driving License copy / Passport copy).
- 4) E-Aadhar Card (with enrollment details, also activated mobile number with full date of birth DDMMYY)
- 5) Address Proof.
- 6) Passport size photos – 2 Nos.
- 7) Bank Details (Passbook Copy/ Cancel Cheque/ Bank Statement)

The offer is subject to your joining on the above given date and your appointment will be confirmed basis the submission of the required documents within the stipulated time.

We look forward to a great association with you in making PlatinumOne the preferred Outsourcing Company in India, while providing you a high level of professional satisfaction.

Note that the above offer stands **null and void** if you are not able to furnish relevant documentation based of the discussions and details mentioned on your Resume.

Best wishes,



**Authorized Signatory**

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**PlatinumOne Business Services Limited**

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**PlatinumOne Business Services Limited**

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Landline No.: 7304586898, Website - [www.platinumone.in](http://www.platinumone.in)



Date : 1<sup>ST</sup> July,2022

Sub: Employment Letter

Dear Riyaz Abdul Mallick,

With reference to your application and subsequent interactions we are pleased to offer you an Employment as Executive in the Operations with CONNEQT Business Solutions Limited (The Company) with effect from 1<sup>st</sup> July, 2022 on the following terms and conditions.

You will be paid an Annual Gross Salary of INR. 160795.00 In addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be Rs 13700.0 This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as annexure A

Please note that the information pertaining to remuneration and benefits payable to you is CONFIDENTIAL and should not be shared with anyone other than the authorized representative(s) of the Company.

The above mentioned offer shall be valid if you join us on 1<sup>st</sup> July,2022.Should you have any further queries, please feel free to contact our Recruitment Team.

You will initially be posted at our Thane-Lodha-B Office. The Company may transfer your services to any of the existing office(s)/ department(s) / division(s) / Section(s) / establishment(s) of the Company including any of its subsidiaries / holding / associate company or that may come into existence in the future in India or abroad. Your transfer shall be governed by the Company's Transfer Policy and Regulations, as may be in force from time to time.

You will be working on flexible timings as may be decided by the Company.

Your joining shall be subject to submission of copies of testimonials (originals to be presented):

1. Academic qualification certificates (Matriculation onwards) including proof of date of birth and professional proficiency certificates, where applicable
2. Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable. (Relieving letter is a must)
3. PAN Card and Aadhar Card
4. Cancelled Cheque

A handwritten signature in black ink, appearing to read 'Riyaz', is written over a light blue horizontal line.

A handwritten signature in black ink, appearing to read 'Riyaz', is written over a light blue horizontal line.



You will be on probation for a period of six months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing. During Probation period your notice period would be for 15 days prior notice by either side.

Upon completion of Probation period; your employment with the Company can be terminated upon 30 Days prior notice by either side. However, the Company reserves the right to, at its sole discretion; substitute the 30 days prior notice by paying you salary for 30 days in lieu thereof. Though if not certified during the training period the company has the complete rights to terminate the employment without any prior notice. Your termination/ resignation letter,(by whatever name called) will be accepted by the Company only on your satisfying the 30 days notice period as stated in this Clause. Further, till such time as the Company accepts your separation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.

In the event of separation, for any reason whatsoever, within a period of 12 months from your date of joining, all expenses incurred by company or reimbursed to you upon joining/ in connection with your joining shall be recovered from you. The company also reserves the right to recover the training expenses incurred.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For CONNEQT Business Solutions Limited.

A handwritten signature in black ink, appearing to read 'Tony Jacob Joseph'.

Tony Jacob Joseph

Associate Vice President - Human Resource

I accept the terms of this letter

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A handwritten signature in black ink, appearing to read 'Anirudh'.



Name Riyaz Abdul Mallick  
Grade 1S  
Designation Executive

You will be entitled to the following remuneration effective your date of joining.

Component	Amount (Rs) Per Month	Amount (Rs) Per Year
A. Fixed Pay		
Basic Stipend	13700.00	164400.00
B. PERFORMANCE INCENTIVE: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.		
PERFORMANCE INCENTIVE @ Meeting Expectation( 100%)	0.00	0.00
C. MONTHLY GROSS (A+B)	13700.00	164400.00
D. BENEFITS		
E. TOTAL COST TO COMPANY (C + D)	1142.00	13700.00
F. Employee Contribution		
PROVIDENT FUND - Employee Contribution (As per the PF Act; 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident Fund Contribution. As per the act, you will contribute the same amount as employee contribution)		
ESI -Employee Contribution (As per the ESI Act, employee shall contribute 0.75% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary . As per the act, 0.75% of your monthly gross will be recovered towards you.	103.00	1233.00

Provident Fund Contribution will be calculated on Basic+Conveyance+Other allowance+Food coupons+Education allowance + Special allowances if any. Contribution is limited to Rs. 15000/- wages as stipulated under Provident Fund Act.

I accept the terms of this letter





### Terms and Conditions of Employment

This appointment is subject to your not being a partner or relative of a Director of the Company within the meaning of Section 314 of the Indian Companies Act, 1956. Should any such relationship exist, you will bring forth the same to our notice immediately and we shall intimate to you the necessary approvals/ permissions required for your employment. In such an event you will be able to join the company only after all permissions/ approvals are obtained.

As an employee, you will be privy to sensitive and commercially valuable information concerning company and business. Such information is deemed to be the property of the company, and must not be disclosed during or after this employment to any third party without prior written consent of the company. Hereby, you undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.

You are forbidden to engage yourself in any other trade, or profession directly or indirectly and whether for gainful purpose or otherwise. Should you wish to pursue academic advancement, you will have to obtain a written permission for the same and ordinarily it shall be allowed provided it does not adversely affect your work-place responsibilities/ discharge of duties.

Please note that in the event of misconduct on your part, including but not limited to absenting yourself without prior sanctioned leave or harassment (sexual or otherwise) meted out to any other employee, the company may terminate your employment. Please note that if the employment is terminated on account of disciplinary action against you, the clause relating to 30 Days' notice period is not applicable.

During the period of your employment inventions, creations, discoveries, patents, copyrights, shall become the property of the Company. You will not have any right to claim the ownership of it and assign the same to the Company.

Your appointment is contingent upon successful completion of Background verification. The background checks are not restricted to education and employment but to all aspects as per the appropriate selection procedure. Please note that furnishing of false information or suppressing any facts is a disqualification for employment in this Company. Should such an act come to our notice at any time during the period of your employment in the Company, your services will be liable to be terminated with immediate effect.

You will superannuate from the services of the company on attaining the age of 58 years without any notice whatsoever from the company in this behalf.

The above-mentioned does not purport to be exhaustive employment terms. You will be governed by the rules and regulations laid by the company from time to time. The afore mentioned terms and other rules & regulations shall remain current and binding until you are separated from the Company by way of a written agreement/ letter issued to you.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter. Should there be any dispute with regard to the terms stipulated herein, the same shall be resolved in accordance with the laws of India and any dispute/ reference to this shall be dealt at Hyderabad (Telangana) under the exclusive jurisdiction of the Courts of India.

I have read through the above terms and conditions of employment and hereby accept.

Name:

Signature:

Date:

A handwritten signature in black ink, appearing to be 'Raj', is written over a horizontal line.

A handwritten signature in black ink, appearing to be 'Anirudh', is written over a horizontal line.



Date : 1<sup>ST</sup> July,2022

Sub: Employment Letter

Dear Rohit Ramesh Waghare,

With reference to your application and subsequent interactions we are pleased to offer you an Employment as Executive in the Operations with CONNEQT Business Solutions Limited (The Company) with effect from 1<sup>st</sup> July, 2022 on the following terms and conditions.

You will be paid an Annual Gross Salary of INR. 160795.00 In addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be Rs 13700.0 This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as annexure A

Please note that the information pertaining to remuneration and benefits payable to you is CONFIDENTIAL and should not be shared with anyone other than the authorized representative(s) of the Company.

The above mentioned offer shall be valid if you join us on 1<sup>st</sup> July,2022.Should you have any further queries, please feel free to contact our Recruitment Team.

You will initially be posted at our Thane-Lodha-B Office. The Company may transfer your services to any of the existing office(s)/ department(s) / division(s) / Section(s) / establishment(s) of the Company including any of its subsidiaries / holding / associate company or that may come into existence in the future in India or abroad. Your transfer shall be governed by the Company's Transfer Policy and Regulations, as may be in force from time to time.

You will be working on flexible timings as may be decided by the Company.

Your joining shall be subject to submission of copies of testimonials (originals to be presented):

1. Academic qualification certificates (Matriculation onwards) including proof of date of birth and professional proficiency certificates, where applicable
2. Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable. (Relieving letter is a must)
3. PAN Card and Aadhar Card
4. Cancelled Cheque



You will be on probation for a period of six months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing. During Probation period your notice period would be for 15 days prior notice by either side.

Upon completion of Probation period; your employment with the Company can be terminated upon 30 Days prior notice by either side. However, the Company reserves the right to, at its sole discretion; substitute the 30 days prior notice by paying you salary for 30 days in lieu thereof. Though if not certified during the training period the company has the complete rights to terminate the employment without any prior notice. Your termination/ resignation letter,(by whatever name called) will be accepted by the Company only on your satisfying the 30 days notice period as stated in this Clause. Further, till such time as the Company accepts your separation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.

In the event of separation, for any reason whatsoever, within a period of 12 months from your date of joining, all expenses incurred by company or reimbursed to you upon joining/ in connection with your joining shall be recovered from you. The company also reserves the right to recover the training expenses incurred.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For CONNEQT Business Solutions Limited.

A handwritten signature in black ink, appearing to read 'Tony Jacob Joseph'.

Tony Jacob Joseph

Associate Vice President - Human Resource

I accept the terms of this letter

---

A handwritten signature in black ink, appearing to read 'Anirudh'.



Name Rohit Ramesh  
Grade Waghare 1S  
Designation Executive

You will be entitled to the following remuneration effective your date of joining.

Component	Amount (Rs) Per Month	Amount (Rs) Per Year
A. Fixed Pay		
Basic Stipend	13700.00	164400.00
B. PERFORMANCE INCENTIVE: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.		
PERFORMANCE INCENTIVE @ Meeting Expectation( 100%)	0.00	0.00
C. MONTHLY GROSS (A+B)	13700.00	164400.00
D. BENEFITS		
E. TOTAL COST TO COMPANY (C + D)	1142.00	13700.00
F. Employee Contribution		
PROVIDENT FUND - Employee Contribution (As per the PF Act; 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident Fund Contribution. As per the act, you will contribute the same amount as employee contribution)		
ESI -Employee Contribution (As per the ESI Act, employee shall contribute 0.75% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary . As per the act, 0.75% of your monthly gross will be recovered towards you.	103.00	1233.00

Provident Fund Contribution will be calculated on Basic+Conveyance+Other allowance+Food coupons+Education allowance + Special allowances if any. Contribution is limited to Rs. 15000/- wages as stipulated under Provident Fund Act.

I accept the terms of this letter



### Terms and Conditions of Employment

This appointment is subject to your not being a partner or relative of a Director of the Company within the meaning of Section 314 of the Indian Companies Act, 1956. Should any such relationship exist, you will bring forth the same to our notice immediately and we shall intimate to you the necessary approvals/ permissions required for your employment. In such an event you will be able to join the company only after all permissions/ approvals are obtained.

As an employee, you will be privy to sensitive and commercially valuable information concerning company and business. Such information is deemed to be the property of the company, and must not be disclosed during or after this employment to any third party without prior written consent of the company. Hereby, you undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.

You are forbidden to engage yourself in any other trade, or profession directly or indirectly and whether for gainful purpose or otherwise. Should you wish to pursue academic advancement, you will have to obtain a written permission for the same and ordinarily it shall be allowed provided it does not adversely affect your work-place responsibilities/ discharge of duties.

Please note that in the event of misconduct on your part, including but not limited to absenting yourself without prior sanctioned leave or harassment (sexual or otherwise) meted out to any other employee, the company may terminate your employment. Please note that if the employment is terminated on account of disciplinary action against you, the clause relating to 30 Days' notice period is not applicable.

During the period of your employment inventions, creations, discoveries, patents, copyrights, shall become the property of the Company. You will not have any right to claim the ownership of it and assign the same to the Company.

Your appointment is contingent upon successful completion of Background verification. The background checks are not restricted to education and employment but to all aspects as per the appropriate selection procedure. Please note that furnishing of false information or suppressing any facts is a disqualification for employment in this Company. Should such an act come to our notice at any time during the period of your employment in the Company, your services will be liable to be terminated with immediate effect.

You will superannuate from the services of the company on attaining the age of 58 years without any notice whatsoever from the company in this behalf.

The above-mentioned does not purport to be exhaustive employment terms. You will be governed by the rules and regulations laid by the company from time to time. The afore mentioned terms and other rules & regulations shall remain current and binding until you are separated from the Company by way of a written agreement/ letter issued to you.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter. Should there be any dispute with regard to the terms stipulated herein, the same shall be resolved in accordance with the laws of India and any dispute/ reference to this shall be dealt at Hyderabad (Telangana) under the exclusive jurisdiction of the Courts of India.

I have read through the above terms and conditions of employment and hereby accept.

Name:

Signature:

Date:

A handwritten signature in black ink, appearing to read 'Raj', is written over a horizontal line.

A handwritten signature in black ink, appearing to read 'Anirudh', is written over a horizontal line.



Date : 1<sup>ST</sup> July,2021

Sub: Employment Letter

Dear Sahadeo Baban Lahane,

With reference to your application and subsequent interactions we are pleased to offer you an Employment as Executive in the Operations with CONNEQT Business Solutions Limited (The Company) with effect from 1<sup>st</sup> July, 2021 on the following terms and conditions.

You will be paid an Annual Gross Salary of INR. 170850.00 In addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be Rs 13950.0 This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as annexure A

Please note that the information pertaining to remuneration and benefits payable to you is CONFIDENTIAL and should not be shared with anyone other than the authorized representative(s) of the Company.

The above mentioned offer shall be valid if you join us on 1<sup>st</sup> July,2021.Should you have any further queries, please feel free to contact our Recruitment Team.

You will initially be posted at our Thane-Lodha-B Office. The Company may transfer your services to any of the existing office(s)/ department(s) / division(s) / Section(s) / establishment(s) of the Company including any of its subsidiaries / holding / associate company or that may come into existence in the future in India or abroad. Your transfer shall be governed by the Company's Transfer Policy and Regulations, as may be in force from time to time.

You will be working on flexible timings as may be decided by the Company.

Your joining shall be subject to submission of copies of testimonials (originals to be presented):

1. Academic qualification certificates (Matriculation onwards) including proof of date of birth and professional proficiency certificates, where applicable
2. Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable. (Relieving letter is a must)
3. PAN Card and Aadhar Card
4. Cancelled Cheque

A handwritten signature in black ink, appearing to read 'Sahadeo', is located below the list of requirements.

A handwritten signature in black ink, appearing to read 'Sahadeo', is located in the bottom right corner of the page.





You will be on probation for a period of six months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing. During Probation period your notice period would be for 15 days prior notice by either side.

Upon completion of Probation period; your employment with the Company can be terminated upon 30 Days prior notice by either side. However, the Company reserves the right to, at its sole discretion; substitute the 30 days prior notice by paying you salary for 30 days in lieu thereof. Though if not certified during the training period the company has the complete rights to terminate the employment without any prior notice. Your termination/ resignation letter, (by whatever name called) will be accepted by the Company only on your satisfying the 30 days notice period as stated in this Clause. Further, till such time as the Company accepts your separation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.

In the event of separation, for any reason whatsoever, within a period of 12 months from your date of joining, all expenses incurred by company or reimbursed to you upon joining/ in connection with your joining shall be recovered from you. The company also reserves the right to recover the training expenses incurred.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For CONNEQT Business Solutions Limited.

A handwritten signature in blue ink, appearing to read 'Tony Jacob Joseph'.

Tony Jacob Joseph

Associate Vice President - Human Resource

I accept the terms of this letter

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A handwritten signature in blue ink, appearing to read 'Anirudh'.





Date: 1<sup>st</sup> September ,2023

Rushikesh  
Santosh Saravane

**Dear Rushikesh Santosh Saravane ,**

PlatinumOne Business Services Limited is delighted to offer you the position of '**Customer Service Executive**' based at **Thane**. The joining date is **1<sup>st</sup> September 2022**.

The Gross CTC offered to you is **Rs. 2,23,450 /-** per annum as per the details in the Annexure.

The position requires you to work in a 9-hour shift, 6 days a week. The shift start time will be as per the client requirement.

You will be required to undergo training followed by certification by the client. Note that no salary will be payable for the days attended during the training period, if terminated for any indiscipline such as late coming, lack of attendance, integrity issues, casual behavior, etc.

You will be on a probation period of 3 months from the date of joining. Post probation, you will be confirmed basis your performance in the 3 months.

In case you decide to leave the organization, you will be required to give the company a notice of 7 Days during the probation period / 15 Days' notice upon confirmation or payment of an equivalent salary in lieu amount of the notice period. The company may also request to leave service under the same terms.

**Please submit the Photocopy of all the below documents at the time of your DOJ. The originals need to be furnished for verification at the time of joining:**

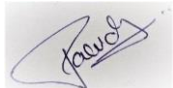
- 1) Highest Qualification Documents
- 2) Work Experience certificate from previous employers / Salary Slips.
- 3) Age proof documents (Pan Card copy / Driving License copy / Passport copy).
- 4) E-Aadhar Card (with enrollment details, also activated mobile number with full date of birth DDMMYY)
- 5) Address Proof.
- 6) Passport size photos – 2 Nos.
- 7) Bank Details (Passbook Copy/ Cancel Cheque/ Bank Statement)

The offer is subject to your joining on the above given date and your appointment will be confirmed basis the submission of the required documents within the stipulated time.

We look forward to a great association with you in making PlatinumOne the preferred Outsourcing Company in India, while providing you a high level of professional satisfaction.

Note that the above offer stands **null and void** if you are not able to furnish relevant documentation based of the discussions and details mentioned on your Resume.

Best wishes,



**Authorized Signatory**

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**PlatinumOne Business Services Limited**

Office Address: B-Wing, 1st Floor, Ashar IT Park, Road No. 16Z, Wagle Estate, Thane (W),  
Maharashtra – 400 604. CIN No. U67190MH2008PLC185240  
Landline No.: 7304586898, Website - [www.platinumone.in](http://www.platinumone.in)

**PlatinumOne Business Services Limited**

Office Address: B-Wing, 1st Floor, Ashar IT Park, Road No. 16Z, Wagle Estate, Thane (W),  
Maharashtra – 400 604. CIN No. U67190MH2008PLC185240  
Landline No.: 7304586898, Website - [www.platinumone.in](http://www.platinumone.in)

Date: 1<sup>st</sup> August ,2023

**Dear Shaheen Shaikh,**

PlatinumOne Business Services Limited is delighted to offer you the position of '**Customer Service Executive**' based at **Thane**. The joining date is **1<sup>st</sup> August, 2023**.

The Gross CTC offered to you is **Rs. 2,64,580 /-** per annum as per the details in the Annexure.

The position requires you to work in a 9-hour shift, 6 days a week. The shift start time will be as per the client requirement.

You will be required to undergo training followed by certification by the client. Note that no salary will be payable for the days attended during the training period, if terminated for any indiscipline such as late coming, lack of attendance, integrity issues, casual behavior, etc.

You will be on a probation period of 3 months from the date of joining. Post probation, you will be confirmed basis your performance in the 3 months.

In case you decide to leave the organization, you will be required to give the company a notice of 7 Days during the probation period / 15 Days' notice upon confirmation or payment of an equivalent salary in lieu amount of the notice period. The company may also request to leave service under the same terms.

**Please submit the Photocopy of all the below documents at the time of your DOJ. The originals need to be furnished for verification at the time of joining:**


- 1) Highest Qualification Documents
- 2) Work Experience certificate from previous employers / Salary Slips.
- 3) Age proof documents (Pan Card copy / Driving License copy / Passport copy).
- 4) E-Aadhar Card (with enrollment details, also activated mobile number with full date of birth DDMMYY)
- 5) Address Proof.
- 6) Passport size photos – 2 Nos.
- 7) Bank Details (Passbook Copy/ Cancel Cheque/ Bank Statement)

The offer is subject to your joining on the above given date and your appointment will be confirmed basis the submission of the required documents within the stipulated time.

We look forward to a great association with you in making PlatinumOne the preferred Outsourcing Company in India, while providing you a high level of professional satisfaction.

Note that the above offer stands **null and void** if you are not able to furnish relevant documentation based of the discussions and details mentioned on your Resume.

Best wishes,



**Authorized Signatory**

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**PlatinumOne Business Services Limited**

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Maharashtra – 400 604. CIN No. U67190MH2008PLC185240  
Landline No.: 7304586898, Website - [www.platinumone.in](http://www.platinumone.in)



Date : 1<sup>ST</sup> July,2022

Sub: Employment Letter

Dear Shahid Farukh Khan,

With reference to your application and subsequent interactions we are pleased to offer you an Employment as Executive in the Operations with CONNEQT Business Solutions Limited (The Company) with effect from 1<sup>st</sup> July, 2022 on the following terms and conditions.

You will be paid an Annual Gross Salary of INR. 160795.00 In addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be Rs 13700.0 This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as annexure A

Please note that the information pertaining to remuneration and benefits payable to you is CONFIDENTIAL and should not be shared with anyone other than the authorized representative(s) of the Company.

The above mentioned offer shall be valid if you join us on 1<sup>st</sup> July,2022.Should you have any further queries, please feel free to contact our Recruitment Team.

You will initially be posted at our Thane-Lodha-B Office. The Company may transfer your services to any of the existing office(s)/ department(s) / division(s) / Section(s) / establishment(s) of the Company including any of its subsidiaries / holding / associate company or that may come into existence in the future in India or abroad. Your transfer shall be governed by the Company's Transfer Policy and Regulations, as may be in force from time to time.

You will be working on flexible timings as may be decided by the Company.

Your joining shall be subject to submission of copies of testimonials (originals to be presented):

1. Academic qualification certificates (Matriculation onwards) including proof of date of birth and professional proficiency certificates, where applicable
2. Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable. (Relieving letter is a must)
3. PAN Card and Aadhar Card
4. Cancelled Cheque

A handwritten signature in black ink, appearing to read 'Shahid', is written over the list of requirements.

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You will be on probation for a period of six months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing. During Probation period your notice period would be for 15 days prior notice by either side.

Upon completion of Probation period; your employment with the Company can be terminated upon 30 Days prior notice by either side. However, the Company reserves the right to, at its sole discretion; substitute the 30 days prior notice by paying you salary for 30 days in lieu thereof. Though if not certified during the training period the company has the complete rights to terminate the employment without any prior notice. Your termination/ resignation letter,(by whatever name called) will be accepted by the Company only on your satisfying the 30 days notice period as stated in this Clause. Further, till such time as the Company accepts your separation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.

In the event of separation, for any reason whatsoever, within a period of 12 months from your date of joining, all expenses incurred by company or reimbursed to you upon joining/ in connection with your joining shall be recovered from you. The company also reserves the right to recover the training expenses incurred.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For CONNEQT Business Solutions Limited.

A handwritten signature in black ink, appearing to read 'Tony Jacob Joseph'.

Tony Jacob Joseph

Associate Vice President - Human Resource

I accept the terms of this letter

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A handwritten signature in black ink, appearing to read 'Anirudh'.



Name Shahid Farukh Khan  
Grade 1S  
Designation Executive

You will be entitled to the following remuneration effective your date of joining.

Component	Amount (Rs) Per Month	Amount (Rs) Per Year
A. Fixed Pay		
Basic Stipend	13700.00	164400.00
B. PERFORMANCE INCENTIVE: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.		
PERFORMANCE INCENTIVE @ Meeting Expectation( 100%)	0.00	0.00
C. MONTHLY GROSS (A+B)	13700.00	164400.00
D. BENEFITS		
E. TOTAL COST TO COMPANY (C + D)	1142.00	13700.00
F. Employee Contribution		
PROVIDENT FUND - Employee Contribution (As per the PF Act; 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident Fund Contribution. As per the act, you will contribute the same amount as employee contribution)		
ESI -Employee Contribution (As per the ESI Act, employee shall contribute 0.75% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary . As per the act, 0.75% of your monthly gross will be recovered towards you.	103.00	1233.00

Provident Fund Contribution will be calculated on Basic+Conveyance+Other allowance+Food coupons+Education allowance + Special allowances if any. Contribution is limited to Rs. 15000/- wages as stipulated under Provident Fund Act.

I accept the terms of this letter



### Terms and Conditions of Employment

This appointment is subject to your not being a partner or relative of a Director of the Company within the meaning of Section 314 of the Indian Companies Act, 1956. Should any such relationship exist, you will bring forth the same to our notice immediately and we shall intimate to you the necessary approvals/ permissions required for your employment. In such an event you will be able to join the company only after all permissions/ approvals are obtained.

As an employee, you will be privy to sensitive and commercially valuable information concerning company and business. Such information is deemed to be the property of the company, and must not be disclosed during or after this employment to any third party without prior written consent of the company. Hereby, you undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.

You are forbidden to engage yourself in any other trade, or profession directly or indirectly and whether for gainful purpose or otherwise. Should you wish to pursue academic advancement, you will have to obtain a written permission for the same and ordinarily it shall be allowed provided it does not adversely affect your work-place responsibilities/ discharge of duties.

Please note that in the event of misconduct on your part, including but not limited to absenting yourself without prior sanctioned leave or harassment (sexual or otherwise) meted out to any other employee, the company may terminate your employment. Please note that if the employment is terminated on account of disciplinary action against you, the clause relating to 30 Days' notice period is not applicable.

During the period of your employment inventions, creations, discoveries, patents, copyrights, shall become the property of the Company. You will not have any right to claim the ownership of it and assign the same to the Company.

Your appointment is contingent upon successful completion of Background verification. The background checks are not restricted to education and employment but to all aspects as per the appropriate selection procedure. Please note that furnishing of false information or suppressing any facts is a disqualification for employment in this Company. Should such an act come to our notice at any time during the period of your employment in the Company, your services will be liable to be terminated with immediate effect.

You will superannuate from the services of the company on attaining the age of 58 years without any notice whatsoever from the company in this behalf.

The above-mentioned does not purport to be exhaustive employment terms. You will be governed by the rules and regulations laid by the company from time to time. The afore mentioned terms and other rules & regulations shall remain current and binding until you are separated from the Company by way of a written agreement/ letter issued to you.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter. Should there be any dispute with regard to the terms stipulated herein, the same shall be resolved in accordance with the laws of India and any dispute/ reference to this shall be dealt at Hyderabad (Telangana) under the exclusive jurisdiction of the Courts of India.

I have read through the above terms and conditions of employment and hereby accept.

Name:

Signature:

Date:

A handwritten signature in black ink, appearing to be 'Raj', is written over a horizontal line.

A handwritten signature in black ink, appearing to be 'Anirudh', is written over a horizontal line.



Date: 1<sup>st</sup> October ,2023

**Dear Shubham Pingle,**

PlatinumOne Business Services Limited is delighted to offer you the position of '**Customer Service Executive**' based at **Thane**. The joining date is **1<sup>st</sup> October, 2022**.

The Gross CTC offered to you is **Rs. 2,52,739 /-** per annum as per the details in the Annexure.

The position requires you to work in a 9-hour shift, 6 days a week. The shift start time will be as per the client requirement.

You will be required to undergo training followed by certification by the client. Note that no salary will be payable for the days attended during the training period, if terminated for any indiscipline such as late coming, lack of attendance, integrity issues, casual behavior, etc.

You will be on a probation period of 3 months from the date of joining. Post probation, you will be confirmed basis your performance in the 3 months.

In case you decide to leave the organization, you will be required to give the company a notice of 7 Days during the probation period / 15 Days' notice upon confirmation or payment of an equivalent salary in lieu amount of the notice period. The company may also request to leave service under the same terms.

**Please submit the Photocopy of all the below documents at the time of your DOJ. The originals need to be furnished for verification at the time of joining:**


- 1) Highest Qualification Documents
- 2) Work Experience certificate from previous employers / Salary Slips.
- 3) Age proof documents (Pan Card copy / Driving License copy / Passport copy).
- 4) E-Aadhar Card (with enrollment details, also activated mobile number with full date of birth DDMMYY)
- 5) Address Proof.
- 6) Passport size photos – 2 Nos.
- 7) Bank Details (Passbook Copy/ Cancel Cheque/ Bank Statement)

The offer is subject to your joining on the above given date and your appointment will be confirmed basis the submission of the required documents within the stipulated time.

We look forward to a great association with you in making PlatinumOne the preferred Outsourcing Company in India, while providing you a high level of professional satisfaction.

Note that the above offer stands **null and void** if you are not able to furnish relevant documentation based of the discussions and details mentioned on your Resume.

Best wishes,



**Authorized Signatory**

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**PlatinumOne Business Services Limited**

Office Address: B-Wing, 1st Floor, Ashar IT Park, Road No. 16Z, Wagle Estate, Thane (W),  
Maharashtra – 400 604. CIN No. U67190MH2008PLC185240  
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Landline No.: 7304586898, Website - [www.platinumone.in](http://www.platinumone.in)



**RAJASTHAN CONSTRUCTION & CONTRACTOR**

BUILDING STRUCTURAL AUDIT, ENGINEERS & CONTRACTORS

Mariyam Manzil, 1 Floor 110, Bombay Colony, Mumbra, Thane: 400612.

Mob. : 9221842227  
9821066103

**SPECIALIST IN**

- |                     |                           |
|---------------------|---------------------------|
| ▶ Structural Repair | ▶ Surface Protection      |
| ▶ Polymer Treatment | ▶ Steel Fabrication       |
| ▶ Micro Concrete    | ▶ Plumbing                |
| ▶ Jacketing columns | ▶ Painting                |
| ▶ Fiber Reaping     | ▶ Interiors               |
| ▶ Water Proofing    | ▶ BUILDING REPAIRING WORK |

Email : rajasthanconstruction26@gmail.com

Date 01/08/2022

Dear **Khair Siddhesh Suresh**

Sub: Job offer letter for the position of Customer Service Representative.

We have written this letter to congratulate you on being selected and offered the job as a Customer Service Representative of our Rajasthan Constructions & Contractor.

As per your qualifications, we found you extremely suitable for this job and hope you continue with your hard-working skills and make the our company proud in the recent future.

We are very pleased to write this letter to offer Mr **Khair Siddhesh Suresh** the CSR position in our company. We believe that you will be the perfect applicant for this position.

As per your resume, after having experience of so many years, we are sure about your talents in attracting clients and making a profit for the company.

After the final screening session, we are also pleased to see how passionate you are about your duties and dedication to the work assigned to you.

We noticed you are very eager to take over new assignments and responsibilities. On the demand of the company policies, we require an efficient employee to comprehend the work, and we are lucky to have you on our shortlisted column.

Your performance was quite remarkable and impressed all our officers, co-workers, other staff, and even the managerial officers of the company. We found you to be very well, and your optimistic behavior makes you an eminent person of a kind.

Thus, we would be looking forward to your reply, so that we can arrange a discussion day with you about the package and remuneration.

Yours sincerely,

Date: 01 December 2019

Dear Shinde Sushant Sunil  
Welcome to Karvy!

**Subject: Appointment Letter**

It was a pleasure meeting you to explore a career opportunity with **Karvy Data Management Services Limited-Contact Centre**. Please find your Offer letter detailing the terms and conditions for your employment with us.

**1. Date of joining, posting & location**

We look forward to you joining us on **01 December 2019** in our KDMSL-BPO Division at **Thane**. Your title will be **Consultant** in **Level 2**. The Management reserves the right to transfer you on any assignment in any unit / department / associate concern of the Company anywhere in India or Abroad, as it may consider necessary, in its absolute discretion, from time to time, subject to the provision that your remuneration and other facilities will not be adversely affected.

**2. Compensation**

You shall be entitled to an all-inclusive annual gross compensation of **Rs. 1,46,196/- (Rupees One Lakh Forty Six Thousand One Hundred Ninety Six Only)**. A detailed break-up of your compensation structure is given in the Annexure (I) to this letter. The Compensation package shall be governed by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time.

Further you are required to strictly maintain the secrecy and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration or terms of employment to any other employee of the Company or other public at large. If found revealing any of the above information, strict disciplinary action shall be taken.

**3. Hours of Work**

- 3.1. A working day shall comprise of nine hours.
- 3.2. You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.
- 3.3. Employees at the client site shall follow the working hours as applicable at client site.

**4. Salary and Benefits**

- 4.1. Salary shall be reviewed on an annual basis depending on the date of joining and you shall be notified of the amount of your salary entitlement for the succeeding year, depending upon your performance during the year.

**Karvy Data Management Services Limited**

Registered Office: Karvy House, 46, Avenue 4, Street No.1, Banjara Hills, Hyderabad - 500 034.

T: +91-40-23312454 / 44677400 | F: +91-40-23311968 | [www.karvy.com](http://www.karvy.com) | <http://kdms.in/>

**Shinde Sushant Sunil**

- 4.2. Notwithstanding the provisions of Clause 4.1, you acknowledge that it is KDMSL' policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.
- 4.3. In addition to salary, you shall also be entitled to receive other benefits as applicable under KDMSL' policy. The Company shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are offered to you

**5. Leave Entitlement Policy**

All employees are eligible for an annual paid vacation. Please refer to the employee handbook or contact the HR department for further details regarding the Company's leave and vacation policy.

**6. Separation of Employment**

- 6.1. Your employment with KDMSL is subject to Separation on:
- 6.1.1. Band 5 – Zero to Three months of Joining, one week prior notice by either side. Beyond three months, one month prior notice by either side.
  - 6.1.2. Band 3 and 4 – One month's prior notice by either side.
  - 6.1.3. Band 2, 1 and 0 – Two months prior notice by either side.
- 6.2. KDMSL reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.
- 6.3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with KDMSL, and that your termination/resignation letter (by whatever name it is called) will be accepted by KDMSL only on your satisfying the mandatory notice period as stated in KDMSL HR handbook. Further, till such time as KDMSL accepts your resignation letter, you will be deemed to be an employee of KDMSL and the terms and conditions of your employment will still continue to bind you.
- 6.4. KDMSL shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:
- 6.4.1. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with KDMSL' policies and code of conduct; or
  - 6.4.2. You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undercharged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of KDMSL is likely to bring KDMSL any disrepute whether or not such act is directly related to the affairs of KDMSL; or
  - 6.4.3. You commit any breach of any of your duties or obligations under this agreement or the policies of KDMSL.
  - 6.4.4. There is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you. In the event of termination under Clause.
  - 6.4.5. You shall not be entitled to any benefits whatsoever.
  - 6.4.6. 3 days of continuous uninformed absence from your employment with KDMSL–CC will be deemed terminated.

**Karvy Data Management Services Limited**

Registered Office: Karvy House, 46, Avenue 4, Street No.1, Banjara Hills, Hyderabad - 500 034.

T: +91-40-23312454 / 44677400 | F: +91-40-23311968 | [www.karvy.com](http://www.karvy.com) | <http://kdms.in/>

CIN: U72300TG2008PLC058738

**Shinde Sushant Sunil****7. Mode of Communication**

For any service of notice or communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

**8. Confidentiality**

- 8.1. You agree at all times during the term of your employment and thereafter (Without limit of time);
  - 8.1.1. To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of KDMSL, and
  - 8.1.2. Not to disclose or divulge the Confidential Information to any person or entity without written authorization of KDMSL.
  - 8.1.3. You agree to return to KDMSL all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with KDMSL IT Services.
- 8.2. For the purposes of Clause 10.1., "Confidential Information" means any of KDMSL proprietary or confidential information, technical data, trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of KDMSL with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by KDMSL in any country or jurisdiction (until the same is generally available to the public), and any other business information of KDMSL including its business plans, practice methodologies and technologies (including computer software) training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of KDMSL, or which is generally known outside KDMSL.
- 8.3. You understand that retaining the confidential nature of the confidential information is of utmost importance to the business of KDMSL and in addition to the terms stipulated in this agreement herein you agree to execute a Non Disclosure Agreement with KDMSL.

**9. Intellectual Property**

- 9.1. You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright

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work or other material which you conceive discover or create during or in consequence of this employment with KDMSL shall belong to KDMSL absolutely.

- 9.2. You agree, at KDMSL expense, to provide, during and after this employment, all such assistance as KDMSL reasonably considers necessary, to secure the vesting of such rights in KDMSL or Terms of Employment KDMSL its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

## **10. Data Privacy Compliance Policy**

You consent to the terms and conditions of the Data Privacy Compliance Policy stated below:

- 10.1. You consent to the processing of your personal data in accordance with KDMSL data privacy policy (the "Policy"), a copy of which can be obtained upon request;
- 10.2. In particular, you explicitly consent to:
- The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
  - The transfer worldwide of personal data held about you by KDMSL to other employees and offices of KDMSL worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.
- 10.3. The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to KDMSL by you on their behalf. The reference to 'sensitive personal Data' may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record.
- 10.4. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other KDMSL' policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

## **11. Non-Compete**

You undertake and agree to maintain client exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product/services and/or conduct any business, that directly competes with the kind of product/services that is offered by KDMSL to such client, either directly or indirectly with any of KDMSL, client or any third party exposed to you,. In case you violate this provision, a minimum amount of Rs.3 lakhs shall be payable by you to KDMSL as damages.

## **12. Non Solicitation of Employees and Clients**

You agree that during the period of your employment with KDMSL, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of

**Shinde Sushant Sunil**

KDMSL, you will not, either directly or indirectly:

- (A) solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of KDMSL; or
- (B) adversely affect the business prospects of KDMSL by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an Employee of the KDMSL for any purpose related in any manner to the business of KDMSL.
- (C) You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of KDMSL present business and the duties of your employment.

**13. Warranty**

- 13.1. You warrant that your joining KDMSL will not violate any agreement to which you are or have been a party to.
- 13.2. You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with KDMSL.
- 13.3. You warrant that you will comply with all KDMSL applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of KDMSL.
- 13.4. You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

**14. Indemnification**

You agree to indemnify KDMSL for any losses or damages sustained by KDMSL caused by or related to your breach of any of the provisions contained in this Terms of Employment.

**15. Retirement**

You will automatically retire from the services of the company at the end of month in which you attain the superannuating age of 58 years. Your date of birth as recorded by us is **06 May 1996** and further this date of birth will be used to calculate your age of superannuation.

**16. General**

- 16.1 This agreement contains the entire agreement between the employee and KDMSL, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and / or non-disclosure.
- 16.1. This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Hyderabad (Telangana).
- 16.2. This agreement shall remain current and in force, irrespective of whether you are under employment of KDMSL or not.
- 16.3. Should any part of this agreement be declared illegal or unenforceable, the parties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity

**Karvy Data Management Services Limited**

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**Shinde Sushant Sunil**

or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.

- 16.4. In the event of termination of your employment by the Company and/or your resignation before completion of 12 months in service, you will need to refund Joining bonus paid to you at the time of joining , all or any expenses incurred by the Company on account of your Relocation.

**17. Background Verification Clause**

We are considering all the details given by you in your resume and references provided are to the best of your knowledge. This offer letter can be withdrawn anytime if any of the details provided in the resume or reference check happens to be negative. Background Verification shall be done in line with the Background Verification Policy of the company.

We wish you a long and happy association with us.

Thanking you,

For **Karvy Data Management Services Limited-Contact Centre**



Tushar Kant Ojha  
Deputy General Manager

Enclosed: (i) Compensation Structure (Annexure I)

**Acknowledgement and Acceptance of Appointment with KDMSL**

I, \_\_\_\_\_ have read and understood the above terms and conditions governing my employment with the company and hereby accept the above- mentioned appointment in totality.

I confirm my acceptance of the offer and shall report for work on **01 December 2019**.

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

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

Name : \_\_\_\_\_

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

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CIN: U72300TG2008PLC058738

Date: 1<sup>st</sup> September ,2023

**Dear Sushant Sonawane,**

PlatinumOne Business Services Limited is delighted to offer you the position of '**Customer Service Executive**' based at **Thane**. The joining date is **1<sup>st</sup> September 2023**.

The Gross CTC offered to you is **Rs. 2,54,565** /- per annum as per the details in the Annexure.

The position requires you to work in a 9-hour shift, 6 days a week. The shift start time will be as per the client requirement.

You will be required to undergo training followed by certification by the client. Note that no salary will be payable for the days attended during the training period, if terminated for any indiscipline such as late coming, lack of attendance, integrity issues, casual behavior, etc.

You will be on a probation period of 3 months from the date of joining. Post probation, you will be confirmed basis your performance in the 3 months.

In case you decide to leave the organization, you will be required to give the company a notice of 7 Days during the probation period / 15 Days' notice upon confirmation or payment of an equivalent salary in lieu amount of the notice period. The company may also request to leave service under the same terms.

**Please submit the Photocopy of all the below documents at the time of your DOJ. The originals need to be furnished for verification at the time of joining:**


- 1) Highest Qualification Documents
- 2) Work Experience certificate from previous employers / Salary Slips.
- 3) Age proof documents (Pan Card copy / Driving License copy / Passport copy).
- 4) E-Aadhar Card (with enrollment details, also activated mobile number with full date of birth DDMMYY)
- 5) Address Proof.
- 6) Passport size photos – 2 Nos.
- 7) Bank Details (Passbook Copy/ Cancel Cheque/ Bank Statement)

The offer is subject to your joining on the above given date and your appointment will be confirmed basis the submission of the required documents within the stipulated time.

We look forward to a great association with you in making PlatinumOne the preferred Outsourcing Company in India, while providing you a high level of professional satisfaction.

Note that the above offer stands **null and void** if you are not able to furnish relevant documentation based of the discussions and details mentioned on your Resume.

Best wishes,



**Authorized Signatory**

---

**PlatinumOne Business Services Limited**

Office Address: B-Wing, 1st Floor, Ashar IT Park, Road No. 16Z, Wagle Estate, Thane (W),  
Maharashtra – 400 604. CIN No. U67190MH2008PLC185240  
Landline No.: 7304586898, Website - [www.platinumone.in](http://www.platinumone.in)

**PlatinumOne Business Services Limited**

Office Address: B-Wing, 1st Floor, Ashar IT Park, Road No. 16Z, Wagle Estate, Thane (W),  
Maharashtra – 400 604. CIN No. U67190MH2008PLC185240  
Landline No.: 7304586898, Website - [www.platinumone.in](http://www.platinumone.in)



Date : 5<sup>th</sup> September, 2021

Sub: Employment Letter

Dear Tabrez Mehboob Siddiqui,

With reference to your application and subsequent interactions we are pleased to offer you an Employment as Executive in the Operations with CONNEQT Business Solutions Limited (The Company) with effect from 5<sup>th</sup> September, 2021 on the following terms and conditions.

You will be paid an Annual Gross Salary of INR. 156860.00 In addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be Rs 12550.0 This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as annexure A

Please note that the information pertaining to remuneration and benefits payable to you is CONFIDENTIAL and should not be shared with anyone other than the authorized representative(s) of the Company.

The above mentioned offer shall be valid if you join us on 5<sup>th</sup> September, 2021. Should you have any further queries, please feel free to contact our Recruitment Team.

You will initially be posted at our Thane-Lodha-B Office. The Company may transfer your services to any of the existing office(s)/ department(s) / division(s) / Section(s) / establishment(s) of the Company including any of its subsidiaries / holding / associate company or that may come into existence in the future in India or abroad. Your transfer shall be governed by the Company's Transfer Policy and Regulations, as may be in force from time to time.

You will be working on flexible timings as may be decided by the Company.

Your joining shall be subject to submission of copies of testimonials (originals to be presented):

1. Academic qualification certificates (Matriculation onwards) including proof of date of birth and professional proficiency certificates, where applicable
2. Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable. (Relieving letter is a must)
3. PAN Card and Aadhar Card
4. Cancelled Cheque

A handwritten signature in black ink, appearing to read 'Tabrez'.

A handwritten signature in black ink, appearing to read 'Anirudh'.



You will be on probation for a period of six months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing. During Probation period your notice period would be for 15 days prior notice by either side.

Upon completion of Probation period; your employment with the Company can be terminated upon 30 Days prior notice by either side. However, the Company reserves the right to, at its sole discretion; substitute the 30 days prior notice by paying you salary for 30 days in lieu thereof. Though if not certified during the training period the company has the complete rights to terminate the employment without any prior notice. Your termination/ resignation letter, (by whatever name called) will be accepted by the Company only on your satisfying the 30 days notice period as stated in this Clause. Further, till such time as the Company accepts your separation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.

In the event of separation, for any reason whatsoever, within a period of 12 months from your date of joining, all expenses incurred by company or reimbursed to you upon joining/ in connection with your joining shall be recovered from you. The company also reserves the right to recover the training expenses incurred.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For CONNEQT Business Solutions Limited.

A handwritten signature in blue ink, appearing to read 'Tony Jacob Joseph'.

Tony Jacob Joseph

Associate Vice President - Human Resource

I accept the terms of this letter

---

A handwritten signature in blue ink, appearing to read 'Anirudh'.





# T.B.KARNIK & CO

*Chartered Accountants*

December 01, 2023

Dear Tanmay Patil

With reference to your interview dated 22 November 2023, we are pleased to offer you position of Assistant Accountant and Taxation in our Organization

Your joining date is confirmed at 01 Dec 2023 as per the following terms and conditions

- You are entitled to a CTC of 6000 per month payable as per Annexure A
- You agree to comply with Terms and Conditions of Appointment
- You agree to submit with us a signed copy of mark sheet ,Pan Card, Aadhar Card as well as Passport Size Photograph and also bring the originals for verifications

Please send us an acknowledgement of this offer confirming your joining

We look forward to a mutually rewarding professional relationship with you

For T.B.KARNIK & CO.

CA T.B. KARNIK  
Proprietor





Date: 2021-08-01

Name: Vikas Ganesh Bhoir

**Sub : Letter of Appointment**

Dear Vikas Ganesh Bhoir,

With reference to your application and subsequent interviews, we are pleased to appoint you in our organization on following terms & conditions.

Following are the details of the offer:

**1. EFFECTIVE DATE OF APPOINTMENT : 2021-08-01**

**2. DESIGNATION : Associate CSA**

**3. ANNUAL COST TO COMPANY : Rs. 165869**

**4. Employment Type : Provisional FT**

**5. INCOME TAX:** All moneys payable to you will be subject to deduction of Income Tax at source as per the Income Tax Act or any other Act of the Government of India or the Government of the State where you are employed that is currently in force or may become applicable at the time of making payment.

**6. PLACEMENT:** You will be posted at Mumbai, India. However, your services are transferable or could be seconded to any place in the country, within the company or to any of its associate or sister concerns of its subsidiary, to any place in India or abroad, whether existing today or which may come up in future at any point of time, without any change in the terms and conditions of the employment at the sole discretion of the management. However, the rules prescribed at the place of new posting shall apply from the transfer time.

**7. MEDICAL FITNESS:** This letter of appointment is subject to your being found medically fit. The company may require you to undergo medical examination by registered medical practitioner specified by it. Your employment is subject to you being found medically (both physically and mentally) fit. In case you are found medically unfit to continue with the job, you will lose your lien on the job. Consequently, your services are liable to be terminated without any notice or salary.



**8. PROBATION:** You will be on probation for a period of six (6) months from the date of joining. The Management reserves the right to terminate this appointment without assigning any reason, whatsoever, during your probation period. The Management, at its discretion, may extend your probationary period and you will continue to be in probation until a letter of confirmation is issued to you in writing.

**9. CONFIRMATION:** On satisfactory completion of your probationary period, your service will be confirmed. Management's decision in this regard shall be final. On confirmation, you will also be entitled to all such benefits as applicable for other confirmed employees.

**10. NOTICE PERIOD:** During your service period anytime if you wish to term your employment voluntarily you have to serve a notice period of 90 days as mandatory. The notice period is not negotiable on any terms to any day less than the specified number of days as mentioned above unless you are released by your Reporting Manager and HR Manager after deciding a mutually agreed early release date. Your service can be termed anytime with or without assigning any reason thereof during the probation period. If your service is termed during your probation period on any reason, your full and final settlement will be paid upto the last working date only. After successful completion of your probationary period and after obtaining confirmation of your service if your service is termed by the Company, you will be provided with 90 days notice period or payment in lieu, provided the service termination does not take place owing to Immediate Dismissal grounds as specified in HR Policy.

In case of separation with the company, if you are deployed in any other country for carrying out official work you should return to your origin station at India for handover of charges and obtain written clearance from all relevant departments after submission of all work authorization documents, work related documents, permits, company assets etc. to the concerned departments at India office.

Leave balance is not adjustable with notice period.

**11. ABANDONMENT AND AUTOMATIC TERMINATION OF SERVICES:** Absence for a continuous period of 8 days without information (Including unauthorized absence) would imply voluntary termination from employment and make you lose your lien on the service and the same shall automatically come to an end without any notice or intimation.

**12. OFFICE HOURS:** You will be assigned shift duties (night and or day shifts) as required by the nature of the service deliverables and business SLAs.



### **13. GENERAL RULES & REGULATIONS**

- a.** The Company follows standard policy across the organization for various employee related benefits like annual leave, travel rules amongst other things. Please obtain a copy of the Rules and Regulations form from HR Department on the day of your joining.
- b.** Your position is whole time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration or work in advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without written permission of the Management.
- d.** If you are holding any honorary position in any organization please inform us in writing giving full details of the organization and the nature of your role. In the event it is found that such activities are causing any distraction in carrying out your duties, the company may ask you to dissociate yourself from such activity or activities.
- e.** In the course of your duties, information about the firm's business of a private or confidential nature may come into your hands. The unauthorized divulgence of such information may render you liable for dismissal.
- f.** All processes, documentation, training manuals, process manuals, policy manuals developed by you during your period of service with the company will be sole property of the Company.
- g.** You shall not take out of the Company premises any information, floppies, documents etc. relating to processes, documentation, training manuals, process manuals, policy manuals etc. developed by you without the Management's permission.
- h.** You shall not use any of the Company's software products, systems, processes, documentation, training manuals, process manuals, policy manuals etc. developed by you or by anyone else for your own and personal benefit either during your service in the Company or after cessation of employment. The unauthorized use of such materials or the violation of the above terms will render you liable for legal action leading to adequate compensation including liquidated damages for loss caused to the Company by such action.



i. You will not divulge the secrets of the company or the technical know-how to anyone under any circumstances or take advantage of the knowledge for your own benefit. In no circumstances will you try to start or help any other person start the activities carried on by this Company.

j. No documents shall be copied without the Management's permission.

k. In the event you are called upon by the Management to take up any assignment abroad for a specified period and/or you are given training by the Company for any purpose in India/abroad, you agree to sign service agreement(s) requiring you to serve the Company for specified period(s).

l. In the event, the specified period has not expired at the time you desire to leave the Company's services, you shall be governed by the provisions of any such service agreement signed by you. The service agreement shall be in the form specified by the Company and the Company reserves the right to change, alter, delete or modify the condition therein.

m. You will be governed by the rules and regulation of service of the Company that may be in force or which may be framed, amended, altered or extended from time to time.

#### **14. COVENANT NOT TO COMPETE:**

a. You cannot accept any other service or assignment during the tenure of this agreement.

b. You cannot and shall not accept any other engagement to the detriment of the responsibilities of company and customers under this agreement and in any event not competitive to company.

c. You agree not to take up employment with the client companies of Xplore-Tech Services Pvt. Ltd. and or any of its subsidiaries or with any other concern that are engaged in dealing with the same client as that of Xplore-Tech Services Pvt. Ltd.

**15.** You shall be entitled for the following paid holidays each year; Leaves are segregated as Privilege Leave (PL), Sick Leave (SL) & Casual Leave (CL) Yearly entitlement for PL = 14, SL = 7, CL =5. The Company's holiday year runs between April to March. If the Appointment commences or terminates part way through a holiday year, the employee's entitlement during that holiday year shall be calculated on a pro-rata basis rounded up to the nearest whole day.



## **Schedule 1 – Restrictive Covenants**

**1. INTERPRETATION** The definitions and rules of interpretation in this clause apply in this agreement.

**1. INTERPRETATION** Capacity: as agent, Employee, director, Employee, owner, partner, shareholder or in any other capacity.

Restricted Business: those parts of the business of the Company with which the Employee was involved to a material extent in the 24 months before Termination.

Restricted Customer: any firm, company or person who, during the 24 months before Termination, was a customer or prospective customer of the Company with whom the Employee had contact or about whom he became aware or informed in the course of his Agreement.

Restricted Person: anyone employed or engaged by the Company and who could materially damage the interests of the Company if they were involved in any Capacity in any business concern which competes with any Restricted Business and with whom the Employee dealt in the 24 months before Termination in the course of his Agreement.

## **2. POST-TERMINATION RESTRICTIONS**

2.1. In order to protect the Confidential Information and business connections of the Company to which the Employee has access as a result of the Agreement, the Employee covenants with the Company that he shall not:

2.1.1. for 24 months after Termination, solicit or endeavour to entice away from the Company the business or custom of a Restricted Customer with a view to providing goods or services to that Restricted Customer in competition with any Restricted Business;

2.1.2. for 24 months after Termination [in the course of any business concern which is in competition with any Restricted Business], offer to employ or engage or otherwise endeavour to entice away from the Company any Restricted Person;

2.1.3. for 24 months after Termination in the course of any business concern which is in competition with any Restricted Business, employ or engage or otherwise facilitate the Agreement or engagement of any Restricted Person, whether or not such person would be in breach of contract as a result of such Agreement or engagement;



2.1.4. For 24 months after Termination, be involved in any Capacity with any business concern which is (or intends to be) in competition with any Restricted Business;

2.1.5. For 24 months after Termination, be involved with the provision of goods or services to (or otherwise have any business dealings with) any Restricted Customer in the course of any business concern which is in competition with any Restricted Business; or

2.1.6. At any time after Termination, represent himself as connected with the Company in any Capacity, other than as a former Employee, or use any registered names or trading names associated with the Company.

2.2. None of the restrictions in clause 2.1 shall prevent the Employee from:

2.2.1. being engaged or concerned in any business concern insofar as the Employee's duties or work shall relate solely to geographical areas where the business concern is not in competition with any Restricted Business; or

2.2.2. Being engaged or concerned in any business concern, provided that the Employee's duties or work shall relate solely to services or activities of a kind with which the Employee was not concerned to a material extent in the 24 months before Termination.

2.3. The restrictions imposed on the Employee by this clause 2 apply to him acting:

2.3.1. Directly or indirectly; and

2.3.2. on his own behalf or on behalf of, or in conjunction with, any firm, company or person.

2.4. If the Employee receives an offer to be involved in a business concern in any Capacity during the Agreement, or before the expiry of the last of the covenants in this clause, the Employee shall give the person making the offer a copy of this clause and shall tell the Company the identity of that person as soon as possible after accepting the offer.

2.5. The Company and the Employee entered into the restrictions in this clause having been separately legally advised.



2.6. Each of the restrictions in this clause is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.

2.7. If the Employee's Agreement is transferred to any firm, company, person or entity other than a Group Company (the "New Employer"), the Employee will, if required, enter into an agreement with the New Employer containing post-termination restrictions corresponding to those restrictions in this clause, protecting the confidential information, trade secrets and business connections of the New Employer.

The Content of this appointment order and the details of salary etc are highly confidential and therefore should be discussed only with your manager.

Notwithstanding anything aforesaid, in the event that you execute a service agreement or other Agreement(s), the term of such agreement(s) shall always prevail.

Please return the duplicate copy of this revised letter of appointment duly signed by you as a token of acceptance.

We wish you a long and mutually beneficial association with Xplore-Tech Services Pvt. Ltd. and look forward to your continued contribution to the growth of the organization.

Thanking you,

For Xplore-Tech Services Pvt. Ltd.



**Shivika**  
**Manager**

I have read this appointment letter and fully understand its content and put my signature herein in acceptance of all the terms and conditions mentioned in this letter.

**Signature:**

**Date:**

Xplore-Tech Services Private Limited  
CIN: U72900WB2004PTC097921  
(A Fusion BPO Services Company)  
Plot Y9, Block-EP, Sector-V, Salt Lake City, Kolkata-700091  
[www.xplore-tech.com](http://www.xplore-tech.com) | [www.fusionbposervices.com](http://www.fusionbposervices.com)



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Date: 2021-05-01

Name: Yogesh Shivaji Jamuni

**Sub : Letter of Appointment**

Dear Yogesh Shivaji Jamuni,

With reference to your application and subsequent interviews, we are pleased to appoint you in our organization on following terms & conditions.

Following are the details of the offer:

**1. EFFECTIVE DATE OF APPOINTMENT : 2021-05-01**

**2. DESIGNATION : Associate CSA**

**3. ANNUAL COST TO COMPANY : Rs. 148745**

**4. Employment Type : Provisional FT**

**5. INCOME TAX:** All moneys payable to you will be subject to deduction of Income Tax at source as per the Income Tax Act or any other Act of the Government of India or the Government of the State where you are employed that is currently in force or may become applicable at the time of making payment.

**6. PLACEMENT:** You will be posted at Mumbai, India. However, your services are transferable or could be seconded to any place in the country, within the company or to any of its associate or sister concerns of its subsidiary, to any place in India or abroad, whether existing today or which may come up in future at any point of time, without any change in the terms and conditions of the employment at the sole discretion of the management. However, the rules prescribed at the place of new posting shall apply from the transfer time.

**7. MEDICAL FITNESS:** This letter of appointment is subject to your being found medically fit. The company may require you to undergo medical examination by registered medical practitioner specified by it. Your employment is subject to you being found medically (both physically and mentally) fit. In case you are found medically unfit to continue with the job, you will lose your lien on the job. Consequently, your services are liable to be terminated without any notice or salary.

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**8. PROBATION:** You will be on probation for a period of six (6) months from the date of joining. The Management reserves the right to terminate this appointment without assigning any reason, whatsoever, during your probation period. The Management, at its discretion, may extend your probationary period and you will continue to be in probation until a letter of confirmation is issued to you in writing.

**9. CONFIRMATION:** On satisfactory completion of your probationary period, your service will be confirmed. Management's decision in this regard shall be final. On confirmation, you will also be entitled to all such benefits as applicable for other confirmed employees.

**10. NOTICE PERIOD:** During your service period anytime if you wish to term your employment voluntarily you have to serve a notice period of 90 days as mandatory. The notice period is not negotiable on any terms to any day less than the specified number of days as mentioned above unless you are released by your Reporting Manager and HR Manager after deciding a mutually agreed early release date. Your service can be termed anytime with or without assigning any reason thereof during the probation period. If your service is termed during your probation period on any reason, your full and final settlement will be paid upto the last working date only. After successful completion of your probationary period and after obtaining confirmation of your service if your service is termed by the Company, you will be provided with 90 days notice period or payment in lieu, provided the service termination does not take place owing to Immediate Dismissal grounds as specified in HR Policy.

In case of separation with the company, if you are deployed in any other country for carrying out official work you should return to your origin station at India for handover of charges and obtain written clearance from all relevant departments after submission of all work authorization documents, work related documents, permits, company assets etc. to the concerned departments at India office.

Leave balance is not adjustable with notice period.

**11. ABANDONMENT AND AUTOMATIC TERMINATION OF SERVICES:** Absence for a continuous period of 8 days without information (Including unauthorized absence) would imply voluntary termination from employment and make you lose your lien on the service and the same shall automatically come to an end without any notice or intimation.

**12. OFFICE HOURS:** You will be assigned shift duties (night and or day shifts) as required by the nature of the service deliverables and business SLAs.



### **13. GENERAL RULES & REGULATIONS**

- a.** The Company follows standard policy across the organization for various employee related benefits like annual leave, travel rules amongst other things. Please obtain a copy of the Rules and Regulations form from HR Department on the day of your joining.
- b.** Your position is whole time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration or work in advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without written permission of the Management.
- d.** If you are holding any honorary position in any organization please inform us in writing giving full details of the organization and the nature of your role. In the event it is found that such activities are causing any distraction in carrying out your duties, the company may ask you to dissociate yourself from such activity or activities.
- e.** In the course of your duties, information about the firm's business of a private or confidential nature may come into your hands. The unauthorized divulgence of such information may render you liable for dismissal.
- f.** All processes, documentation, training manuals, process manuals, policy manuals developed by you during your period of service with the company will be sole property of the Company.
- g.** You shall not take out of the Company premises any information, floppies, documents etc. relating to processes, documentation, training manuals, process manuals, policy manuals etc. developed by you without the Management's permission.
- h.** You shall not use any of the Company's software products, systems, processes, documentation, training manuals, process manuals, policy manuals etc. developed by you or by anyone else for your own and personal benefit either during your service in the Company or after cessation of employment. The unauthorized use of such materials or the violation of the above terms will render you liable for legal action leading to adequate compensation including liquidated damages for loss caused to the Company by such action.



- i. You will not divulge the secrets of the company or the technical know-how to anyone under any circumstances or take advantage of the knowledge for your own benefit. In no circumstances will you try to start or help any other person start the activities carried on by this Company.
- j. No documents shall be copied without the Management's permission.
- k. In the event you are called upon by the Management to take up any assignment abroad for a specified period and/or you are given training by the Company for any purpose in India/abroad, you agree to sign service agreement(s) requiring you to serve the Company for specified period(s).
- l. In the event, the specified period has not expired at the time you desire to leave the Company's services, you shall be governed by the provisions of any such service agreement signed by you. The service agreement shall be in the form specified by the Company and the Company reserves the right to change, alter, delete or modify the condition therein.
- m. You will be governed by the rules and regulation of service of the Company that may be in force or which may be framed, amended, altered or extended from time to time.

#### **14. COVENANT NOT TO COMPETE:**

- a. You cannot accept any other service or assignment during the tenure of this agreement.
- b. You cannot and shall not accept any other engagement to the detriment of the responsibilities of company and customers under this agreement and in any event not competitive to company.
- c. You agree not to take up employment with the client companies of Xplore-Tech Services Pvt. Ltd. and or any of its subsidiaries or with any other concern that are engaged in dealing with the same client as that of Xplore-Tech Services Pvt. Ltd.

**15.** You shall be entitled for the following paid holidays each year; Leaves are segregated as Privilege Leave (PL), Sick Leave (SL) & Casual Leave (CL) Yearly entitlement for PL = 14, SL = 7, CL = 5. The Company's holiday year runs between April to March. If the Appointment commences or terminates part way through a holiday year, the employee's entitlement during that holiday year shall be calculated on a pro-rata basis rounded up to the nearest whole day.



## **Schedule 1 – Restrictive Covenants**

**1. INTERPRETATION** The definitions and rules of interpretation in this clause apply in this agreement.

**1. INTERPRETATION** Capacity: as agent, Employee, director, Employee, owner, partner, shareholder or in any other capacity.

Restricted Business: those parts of the business of the Company with which the Employee was involved to a material extent in the 24 months before Termination.

Restricted Customer: any firm, company or person who, during the 24 months before Termination, was a customer or prospective customer of the Company with whom the Employee had contact or about whom he became aware or informed in the course of his Agreement.

Restricted Person: anyone employed or engaged by the Company and who could materially damage the interests of the Company if they were involved in any Capacity in any business concern which competes with any Restricted Business and with whom the Employee dealt in the 24 months before Termination in the course of his Agreement.

## **2. POST-TERMINATION RESTRICTIONS**

2.1. In order to protect the Confidential Information and business connections of the Company to which the Employee has access as a result of the Agreement, the Employee covenants with the Company that he shall not:

2.1.1. for 24 months after Termination, solicit or endeavour to entice away from the Company the business or custom of a Restricted Customer with a view to providing goods or services to that Restricted Customer in competition with any Restricted Business;

2.1.2. for 24 months after Termination [in the course of any business concern which is in competition with any Restricted Business], offer to employ or engage or otherwise endeavour to entice away from the Company any Restricted Person;

2.1.3. for 24 months after Termination in the course of any business concern which is in competition with any Restricted Business, employ or engage or otherwise facilitate the Agreement or engagement of any Restricted Person, whether or not such person would be in breach of contract as a result of such Agreement or engagement;



2.1.4. For 24 months after Termination, be involved in any Capacity with any business concern which is (or intends to be) in competition with any Restricted Business;

2.1.5. For 24 months after Termination, be involved with the provision of goods or services to (or otherwise have any business dealings with) any Restricted Customer in the course of any business concern which is in competition with any Restricted Business; or

2.1.6. At any time after Termination, represent himself as connected with the Company in any Capacity, other than as a former Employee, or use any registered names or trading names associated with the Company.

2.2. None of the restrictions in clause 2.1 shall prevent the Employee from:

2.2.1. being engaged or concerned in any business concern insofar as the Employee's duties or work shall relate solely to geographical areas where the business concern is not in competition with any Restricted Business; or

2.2.2. Being engaged or concerned in any business concern, provided that the Employee's duties or work shall relate solely to services or activities of a kind with which the Employee was not concerned to a material extent in the 24 months before Termination.

2.3. The restrictions imposed on the Employee by this clause 2 apply to him acting:

2.3.1. Directly or indirectly; and

2.3.2. on his own behalf or on behalf of, or in conjunction with, any firm, company or person.

2.4. If the Employee receives an offer to be involved in a business concern in any Capacity during the Agreement, or before the expiry of the last of the covenants in this clause, the Employee shall give the person making the offer a copy of this clause and shall tell the Company the identity of that person as soon as possible after accepting the offer.

2.5. The Company and the Employee entered into the restrictions in this clause having been separately legally advised.



2.6. Each of the restrictions in this clause is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.

2.7. If the Employee's Agreement is transferred to any firm, company, person or entity other than a Group Company (the "New Employer"), the Employee will, if required, enter into an agreement with the New Employer containing post-termination restrictions corresponding to those restrictions in this clause, protecting the confidential information, trade secrets and business connections of the New Employer.

The Content of this appointment order and the details of salary etc are highly confidential and therefore should be discussed only with your manager.

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We wish you a long and mutually beneficial association with Xplore-Tech Services Pvt. Ltd. and look forward to your continued contribution to the growth of the organization.

Thanking you,

For Xplore-Tech Services Pvt. Ltd.



**Shivika**  
**Manager**

I have read this appointment letter and fully understand its content and put my signature herein in acceptance of all the terms and conditions mentioned in this letter.

**Signature:**

**Date:**



**Xplore-Tech Services Private Limited**

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