

# Bearys Properties & Developments Pvt. Ltd.

Bearys Horizon, 21 Wood Street  
Bangalore 560025

t +91 80 2227 3124 / 2531 7777  
f +91 80 2227 3424

e properties@bearysgroup.com  
w www.bearysgroup.com



Delivering Excellence  
Consistently

21<sup>st</sup> July 2019

**Mr. Sahad P**  
**S/o Abdul Latheef**  
**Baithul Shifa, Peringathur PO**  
**Kannur, Kerala – 670 675**

**Dear Mr. Sahad,**

**Sub: Appointment Letter**

Further to the interview you had with us, we are pleased to appoint you as **"Trainee Engineer – Civil"** in our organization with effect from 22<sup>nd</sup> July 2019.

Please note that you will be on one year training in **Bearys Properties & Developments Pvt. Ltd.** and will be paid a consolidated salary of Rs. 15,000/- per month. You will be trained & assigned Site Supervision/Coordination and other civil/construction engineering tasks by your superiors at any of our projects.

You will be entitled for Provident Fund & ESI as per statutory regulations effective from your date of joining. Kindly note that, TDS/PT and other statutory deductions will be as per applicable laws from time to time.

Kindly note that you will be required to give one month notice in the event of your resignation.

On confirmation, you shall be entitled to other benefits i.e. Bonus as per companys performance, leave and any other benefits as per company rules & entitlements as amended from time to time.

Your appointment and continuance are subject to your remaining medically fit always.

During your training with us, you will abide by the working hours of the office without any extra remuneration and shall keep confidentiality in all company matters for which you shall be liable.

You will be responsible for the safe keeping and return in good condition all company property which may be in your use, custody, care, or charge.

Your services are also transferable to any of companys sites/ offices (either existing or to be set up in future) anywhere in India, purely at the discretion of the management on the same terms & conditions.

You will be governed by the rules & regulations of the organisation as formulated from time to time.

We are happy to welcome you to the Bearys fold & hope that you will stay & grow with us & contribute a great deal for the continued success of self & the **Bearys Group**.

Please sign the duplicate copy of this letter as a token of your acceptance.

Yours truly,  
For **BEARYS PROPERTIES & DEVELOPMENTS PVT. LTD.**

  
**SYED MOHAMED BEARY**  
**CHAIRMAN & MANAGING DIRECTOR**

**ACCEPTED BY ME**



Date: 03/12/2018

**Mr. Mohammad Safwan  
Al-Badriya Manzil  
Basthikody House  
Kudambettu  
Karnataka - 574324**

**Dear Mr. Mohammad Safwan,**

This has reference to your application and subsequent interview you had with us. We are pleased to appoint you as **Trainee Engineer** in our company, with effect from the date of your reporting for duty as per clause 3 below.

- 1) **EMPLOYEE NUMBER:** Your Employee Code is **19722**.
- 2) **PLACE OF POSTING:** Your initial posting will be at **Mysore**. However, you may be transferred to any other location or site / project in existence or that may come into existence at a later date.
- 3) **JOINING:** Your date of Joining will be **03/12/2018**.
- 4) **SALARY & ALLOWANCES:** You will be entitled to salary & allowances as mentioned in Annexure I.
- 5) **TERMS & CONDITIONS:** The Terms & Conditions are included in Annexure II.

Please note that your compensation package is strictly personal and confidential to you and you are therefore advised not to divulge the same to others.

The enclosed terms and conditions have been generally discussed with you and were acceptable to you. You are, therefore, invited to sign the duplicate of this letter and the Annexures in token of your acceptance.

We look forward to a long, successful and pleasant association.

Sincerely yours,

**For Sobha Limited,**

**Satish J Kamath  
Senior Vice President - HR**

Signature of Employee: Safwan

Date: 03/12/18

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**SOBHA LIMITED**

REGD & CORPORATE OFFICE : 'SOBHA', SARJAPUR - MARATHAHALLI OUTER RING ROAD, BELLANDUR POST, BANGALORE - 560103, INDIA  
CIN: L45201KA1995PLC018475 | TEL : +91-80-49320000 | FAX : +9180 49320444 | www.sobha.com

## OFFER & APPOINTMENT LETTER

Mr. Shabam Umer  
Bastipadupu house  
Darga street ullal  
Mangalore  
Karnataka

Date 19 Dec. 2018

Sub: **Appointment as BIM Modeller**

This has reference to the discussion you had with the undersigned on 19 December, 2018. We are pleased to offer you the appointment as **BIM Modeller** with **BimSrv**.

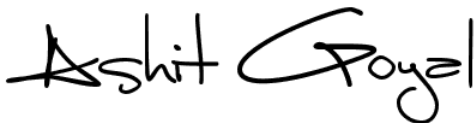
Your appointment is subject to terms of employment as indicated in "Annexure A" and the Rules & Regulations of the company prevailing from time to time. Details regarding your salary, other allowances & perquisites are indicated in Annexure – B.

You will be located in Noida, U.P. on joining.

Please return the duplicate copy of this letter, duly signed as an acceptance of our offer of appointment along with terms of appointment (Annexure – A) and details of perquisites (Annexure – B) duly executed by you.

We hope to provide you challenging and rewarding opportunities and ensure a high level of professional satisfaction.

With Best wishes



**(ASHIT GOYAL)**

CEO, BimSrv

Encl. a.a.

## Annexure A – Terms of Appointment

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1. Your appointment shall be subject to a probation period of Three (3) months from the date of joining. Probation may be extended to Six Months.
2. During the probation period your services can be terminated without any notice.
3. If you would want to discontinue with the organisation, you will need to complete the job in hand as well as hand it over to the designated person. Failure to comply may lead to disciplinary action.
4. You will need to submit documentary evidence (Salary slip, Bank Statement,) of salary proof of previous company if applicable.
5. On successful completion of probation period you will be treated as confirmed in service. On confirmation the services can be terminated by giving thirty days' notice in writing by either side or one month's salary in lieu of the notice.
6. After confirmation, you will be entitled to the perquisites as per company policy such as, performance linked incentives and any other benefits as and when announced.
7. You will maintain strict confidentiality at all times. You shall not disclose, divulge or make public except under legal obligations, any project information, transactions, client information or any other dealings of the company.
8. Working Hours
  - o You will be required to work for at least 45 hours per week.
  - o Office shall remain open from 8:30 AM to 8:30 PM.
  - o Typical working day needs be a minimum of 9 hours' net of working time and 30 minutes of lunch break.
  - o You may need to attend office on non-working days or additional working hours in case of work load. No overtime shall be paid; however additional leave may be granted in lieu of additional hours/ days.
9. Leave Rules

You will be entitled to one leave per month till completion of one year. On successful completion of one year you will be entitled to leaves as below:

- o Earned Leave : 16 days
- o Annual casual leave : 12 days

# Annexure B - Details of Perquisites & Allowances

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Name	: Shabam Umer
Designation	: BIM Modeller
Date of Joining	: 7 <sup>th</sup> January 2019
Primary Location	: Noida, U.P.
Total Gross Salary	: 18000.00 per month. (Details as per Annexure C)
Probation	: 3 Months extendable to Six Months
Confirmation	: On successful completion of probation period
Bonus	: As per act and performance linked
Increment	: Percentage of increment is based on Performance and will be calculated on your Basic salary.

<b>S.NO</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
1	Basic Salary	12300
2	HRA	4100
3	Conveyance Allowance	1600
<b>TOTAL</b>		<b>18000</b>



## AZ CONSTRUCTIONS

Islamic Trust Complex, Attawara,  
Mangalore-1.

Phone: 0824-4257571 / 4257572

Email: azcmlr@yahoo.com

*Simply Building Better*

Date: 06-02-2023

### SERVICE CERTIFICATE

To Whomsoever It May Concern

This is to certify that Ms. **FATHIMA SAFA** is currently working with us as a "Civil Engineer" since February 2019.

During her tenure she has performed her duties and responsibilities in a very productive manner and has shown good cooperation and attitude towards her work and colleagues.

This certificate is issued upon her request for whatever purpose it may serve, and wish her all the best in her future endeavor.

AZ CONSTRUCTIONS

Ayaz Ali

(Managing Partner)

Ref: HR/PCSS/CLT /2019/004

Date: February 26 2019

To,

Ms.Aysha MY  
Al-Mina Mahai  
Mallangai, Mangalpady.  
Kasargod  
Kerala- 671324

Subject: Appointment Letter

Dear Ms. Aysha,

With reference to your application and the subsequent interviews you had with us, we are glad to appoint you as "**Junior Estimator**" with Purpose Code Software Solution Pvt. Ltd. on the following terms and conditions:

**1. Date of Joining**

You are requested to join on 26<sup>th</sup> February 2019.

**2. Cost to Company**

Your annual CTC will be Rs.120000 (Rupees One lakh twenty thousand only).  
The break up is available in Annexure A.

**3. Taxes**

You will be responsible for your own taxes and the company will deduct tax at source from your salary as per existing tax laws of India.

**4. Probation**

You will be on probation for a period of six months from the date of joining the services of the company. During probation period, the company can terminate this employment Agreement by providing notice in writing even though the final decision will be based on management discretion.

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PURPOSE CODE SOFTWARE SOLUTION PVT. LTD

No 1517, 5th Floor, Cafit Square, Hillite business park, Hillite City, Kozhikode, Kerala, India - 673014  
P: 0495 2436067, E: info@purposecodes.com, W: www.purposecodes.com, CIN: U72200KL2015PTC038587



## **5. Code of Conduct**

You are required to maintain cordial relations and cooperation with the staff member and clients of the company. You will diligently follow the instructions given to you by your superiors in connection with the work of the company. You shall not indulge in any activities, which are detrimental to the interest of the company. You shall abide by the existing rules, regulations and policies of the company and any further rules regulations and policies as may be applicable to the employees in future. Notwithstanding anything to the contrary herein contained misconduct on your part and non-performance will entitle the company to terminate your services without any notice or payment in lieu of notice.

## **6. Transfer of Services**

The company may, depending on its business requirements, transfer you to one department to any other or to any branch of the company situated in India or abroad whether existing or subsequently opened.

## **7. Working Hours**

You will be governed by the working hours/days of work and other conditions of service of the establishment to which you may be from time to time. There may be occasions when you may have to work beyond normal working hours/day due to exigencies of the company's business.

## **8. Leave**

You will be eligible for leave as per company policy.

## **9. Confidentiality**

You shall maintain strict confidentiality of all information and data that may come to your possession or knowledge by virtue of this engagement and shall not disclose or divulge any such information or data, without prior written consent of an authorized

officer of the Company. You shall at all times, whether during or after the termination of your engagement, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit. You will not reproduce, store in a retrieval system or transmit in any form or by any means electronic, mechanical, photocopying, recording, scanning or otherwise any copyrighted material or other confidential or proprietary material, which is the property of the Company or its clients, for your own benefit or for the benefit of any third party, either during or after the term of this engagement. Upon termination of this engagement, you will immediately surrender all the equipment, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, Pen Drives and CDs and any other knowledge databases entrusted to you in the course of your employment and you shall not retain any copy in any form. The company reserves the right to alter the confidentiality agreement as and when required.

#### **10. Deputation**

During the period of your employment you may be deputed to work at our client's premises depending upon business requirement.

#### **11. Exclusive Employment**

You will be exclusively employed by the Company. You will not accept directly or indirectly any part time or full time.

#### **12. Communication of changes**

You are required to intimate us from time to time any change of your temporary or permanent address.

#### **13. Separation**

In case of your termination of services or on your resignation, you shall hand over all the documents, company property to the concerned person authorized by the company.

#### **14. Notice Period**

On confirmation, either party may terminate this contract of employment, after giving 60 days notice in writing. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities.

### 15. Post employment verification

Your employment will be subject to a background check, which will be conducted by any agency, firm or establishment, whose services are contracted by the Company. The process will include authentication of any information provided by you, related to past and present data, such as reference details, previous employment details, educational credentials, criminal record and so on. If any information provided by you to the Company proves to be false or if you are found to have wilfully withheld any Information, you may be discharged from the services of the Company, without any notice or compensation.

We take this opportunity to welcome you to Purpose Code Software Solution and wish you a successful career with us.

Best Regards,

For Purpose Code Software Solution Pvt Ltd



Shefeeq

Director



In Acceptance:

I have carefully read and fully understood the terms and conditions of my appointment and hereby accept the same.

Signature : Aysha M.Y

Name : Aysha . M . Y

Date : 24 26 - 02 - 19

**ANNEXURE-A**

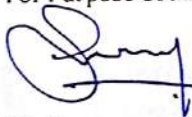
Name : Ms. Aysha MY  
Designation : Junior Estimator

	Monthly	Annual
Basic Salary	4000	48000
House Rent Allowance	1600	19200
LTA	167	2004
Other Allowances	4233	50796
Gross salary	10000	120000
CTC	10000	120000

*\*Your emoluments as detailed above will be subject to deduction of Income tax and other statutory deductions wherever applicable.*

Best Regards,

For Purpose Code Software Solution Pvt Ltd



Shefeeq  
Director



In Acceptance:

Name : Aysha . M . Y

Signature : Aysha . M . Y

Date : 26-02-19



# Bearys Infrastructure & Construction Engg. Pvt. Ltd.

Bearys Horizon, 21 Wood Street  
Bangalore 560025

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f +91 80 2227 3424

e construction\_bice@bearysgroup.com  
w www.bearysgroup.com

Delivering Excellence  
Consistently

28<sup>th</sup> Jan. 2020

**Mr. Faisal Mohiuddin,  
Umar Abad House, Near Noora  
Hospital, Zainakote, Srinagar,  
Jammu & Kashmir - 190012**

**Dear Mr. Faisal Mohiuddin,**

## **Sub: Appointment Letter**

Further to the interview you had with us, we are pleased to appoint you as '**Trainee Engineer - Civil**' in our organization with effect from 03<sup>rd</sup> February 2020. Please report for duty at our project Mahape at Navi Mumbai.

Please note that you will be on one year training in **Bearys Infrastructure & Construction Engineering Pvt. Ltd.** and will be paid a consolidated salary of Rs. 18,000/- per month. You will be trained & assigned Site Supervision/Coordination and other civil/construction engineering tasks by your superiors at any of our projects.

You will be entitled for Provident Fund & ESI as per statutory regulations effective from your date of joining. Kindly note that, TDS/PT and other statutory deductions will be as per applicable laws from time to time.

Kindly note that you will be required to give one month notice in the event of your resignation.

On confirmation, you shall be entitled to other benefits i.e. Bonus as per companys performance, leave and any other benefits as per company rules & entitlements as amended from time to time.

Your appointment and continuance are subject to your remaining medically fit always.

During your training with us, you will abide by the working hours of the office without any extra remuneration and shall keep confidentiality in all company matters for which you shall be liable.

You will be responsible for the safe keeping and return in good condition all company property which may be in your use, custody, care, or charge.

Your services are also transferable to any of companys sites/ offices (either existing or to be set up in future) anywhere in India, purely at the discretion of the management on the same terms & conditions.

You will be governed by the rules & regulations of the organisation as formulated from time to time.

We are happy to welcome you to the Bearys fold & hope that you will stay & grow with us & contribute a great deal for the continued success of self & the Bearys Group.

Please sign the duplicate copy of this letter as a token of your acceptance.

Yours truly,

**For BEARYS INFRASTRUCTURE & CONSTRUCTION ENGINEERING PVT. LTD.**

**SYED MOHAMED BEARY**

Ref: JC/HR/115  
Date: Mar 25, 2019

**Mohammed Noufal**  
Passport No.:  
Mobile: +971 522378376

Email: noufalmohammed898@gmail.com

**Subject: Appointment Letter – Software Engineer Trainee**

Dear Mr.Mohammed Noufal,

Further to your application and the interview, we, **Juran Consultants (the Employer)**, are pleased to offer you, **Mr. Mohammed Noufal (the Employee)**, the position of **Software Engineer (Trainee)** as per the following terms and conditions:

**1. Operative**

1.1The Employer employs, and the Employee accepts full time employment with the Employer, to work for the Employer as **Software Engineer - Trainee** (the “**Employment**”). The Employee will be based in Employer’s Office, Dubai.

**2. Date of Commencement of Employment**

Date of Commencement of Employment shall be from Mar 26, 2019.

**3. Remuneration**

3.1In consideration of the Employee undertaking the Employment for the Employer, the Employer shall pay the Employee a **Gross Salary of UAE Dirham Two Thousand Only (AED 2000.00)** per month, split as follows:

- Basic salary of Dirhams per month: 1200.00
- House rent allowance of Dirhams per month: 500.00
- Transportation & Telephone allowances of Dirhams per month: 300.00

The amounts set out in this Clause are collectively referred to hereafter as the “**Remuneration**”.

3.2The Employer shall pay the Employee the Remuneration monthly in arrears during the Employment.

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3.3 The Remuneration is subject to review based on the performance of the Employee during the probation and shall be made at the sole discretion of the Employer.

3.4 There will be a commission based on if any new businesses brought in, which can be discussed and confirmed based on each deal.

#### **4. Roles and Responsibilities**

Descriptions on job functions shall be provided during the signing of the contract and it shall be an integral part of the contract.

#### **5. Working Hours**

5.1 Working hours shall be as follows:

Sunday to Thursday 8:30am to 6:00pm

Working hours will also depend on business needs and the requirements of the work that the employee is assigned to.

#### **6. Probation**

The Employee shall be on probation for Six (6) calendar months of continuous service calculated from the commencement date of this Employment. The Employer has the right, during the probation period to immediately terminate the Employment Contract without any obligation to state reasons. In the event of termination during the probation period, the Employee will not be entitled to receive any end of service benefits or other compensation whatsoever.

The Employee also has the right to terminate the Employment Contract with immediate effect for whatsoever reason during the probation period. However in such case of contract termination from part of the Employee, for reasons other than those provided for under Article (121) of UAE Labor Law, the Employee becomes liable for compensating the Employer for the expenses and losses incurred by him in consequence of such contract termination. The amount of such compensation shall be calculated based on the actual cost of recruitment, visa, work permit, residency and any related expenses, if any plus compensation not exceed one month full salary of the Employee

#### **7. Annual Leave**

7.1 The Employee will be entitled to a fully paid annual leave of thirty (30) calendar days in every cycle of twelve (12) calendar months. Annual leave must be applied for in writing one (1) month in advance, and the Employer will be entitled to grant annual leave in accordance with its operational requirements.

7.2 Air Ticket expenses for travelling during annual leave shall be borne by the employee

#### **8. Gratuity**

8.1 Upon completion of one (1) year of continuous service, the Employee shall be entitled to gratuity in accordance with Article 132 of the U.A.E. Labour Law.

#### **9 Governing Law**

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9.1 This Employment Contract and the Employment shall be governed by and construed in accordance with the U.A.E. Federal Labour Law for the Private Sector (Federal Law No. 8 of 1980 as amended)

## **10. Employment Duties**

10.1 It is a requirement that the Employee during the employment period shall:

- Comply with all reasonable and/ or lawful duties and instructions given to her by the Employer.
- Respect the dignity of other employees and support the Employer's policies and practices on employment equity, non-discrimination and cultural diversity.
- Observe confidentiality and professionalism in dealing with customers, clients, fellow employees and third parties.
- Promote the business and reputation of the Employer.
- Perform duties relevant to the position assigned and as dictated by the Employer.

## **11. Specific Work Place Rules**

11.1 Duplication of any of the Employer's developed or licensed computer software or using it for any purpose other than that for which the license was issued is prohibited. Loading of software other than approved by the Employer, is prohibited.

11.2 The unauthorized private use of the Employer assets is not permitted.

## **12. Termination of the Employment**

12.1 After completing the probation period successfully, not less than three (3) calendar months' notice shall be required by either party in writing in order to terminate the Employment Contract, unless lawful grounds for summary termination exist.

12.2 Should the Employee, for any reason whatsoever, not be permitted to work or continue working in the U.A.E., this Employment Contract will automatically terminate.

12.3 Should the Employee be found guilty of any criminal offence; or abstain from work without a valid reason for more than 7 consecutive days or 20 non- consecutive days; or does not comply with the Company's code of Business Conduct and Ethics, Rules and Regulations, the Employer will have the option to immediately terminate the Employment Contract.

12.4 If any information furnished in the attached curriculum vitae submitted by the Employee, including but not limited to, previous employers and duration of employment, official roles taken and duties performed, field of expertise and/ or familiarity, details related to education/ certification/ training etc. is found to be false, the Employer will have the right to terminate the Employment Contract with immediate effect.

12.5 On termination of the Employment Contract, the Employee shall immediately return to the Employer all Employer assets, including but not limited to the following: records, documents, accounts, letters, notes, memoranda, stationery, computer etc. within his/her possession or under his/her control relating to the affairs and business of the Employer and its clients.

12.6 Any other employment of whatever nature during the course of the Employee's Employment with the Employer is prohibited.

12.7 While the Employer employs the Employee, he/she shall neither supply nor receive goods nor gifts nor render any services to the Employer's clients, their employees, or representatives.



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### 13. Confidentiality

13.1 During the existence of the Employment Contract and subsequent thereto, the Employee will not make use of, directly or indirectly, and shall not disclose any of the Employer's trade secrets or confidential information, including but not limited to technical know-how and data, plans, systems, methods, software, processes, client lists, business affairs, vendor lists, marketing information, financial information, or those of its associate companies or those of other persons who have made such available to the Employer under conditions of confidentiality, other than to persons authorized by the Employer or those employed by the Employer who are required to know such information or to have such information for the purposes of their employment with the Employer.

13.2 If the Employee is uncertain as to whether any information is confidential or is a trade secret, the Employee shall in writing request a ruling from the Employer.

13.3 Any breach of the Employer's confidentiality or any fraudulent or dishonest act shall be grounds for summary dismissal.

### 14 Procedures and Regulations

14.1 It is the Employee's responsibility to acquaint herself with the Employer practices, codes and procedures.

### 15 General

15.1 Subject to consultation, the Employer may from time to time, for operational requirements effect amendments to the terms and conditions of the Employment Contract and the practices, codes and procedures of the Employer.

15.2 This Employment Contract constitutes the entire agreement between the parties and any situation, provision or condition not detailed within this document, is to be dealt in terms of U.A.E. Labour legislation.

**Offer Issued by**

**Offer Accepted by**

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**Padmaja Nambiar**  
(On behalf of the "Employer")

---

**Mohammed Noufal**  
(The "Employee")

Name: DEEKSAITHA

Address: MANGALORE

22/05/18

Dear Deekshitha

**Subject: Offer Letter**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the Position of "Trainee" effective from 14/06/18 provided you confirm the appointment made under this Offer Letter within a period of 03 days on receipt of this Offer Letter.

The location of your initial reporting will be Mangalore, India. The date of your joining would be 14/06/18. Your Total Salary on cost to company basis would be 1,20,000/- PA (Rupees One Lakh Twenty Thousand Only) as discussed and agreed pursuant to the Offer Letter. Apart from the compensation package, you will also be eligible for other benefits as applicable to your grade.

A formal Skill Development letter indicating the terms and conditions of employment will be issued to you at the time of joining our organization, including your observance to Non- Compete / Non-Solicit / Letter of Undertaking and execution of Non-Disclosure Agreements.

As a part of the joining process, you are advised to submit the following documents at the time of joining by way of true and correct disclosure:

- Service certificate and relieving letter from your previous employer
- Salary certificate/latest pays slip from your previous employer.
- All relevant educational qualification certificates.
- PAN Card and 5 five passport size photograph
- Adhaar Card Xerox copies 2.

Kindly return the duplicate copy of this letter signed as a token of your acceptance with in 03 days of receipt of this Offer Letter.

Welcome to Magnasoft. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

**For Magnasoft Consulting India Private Limited**



**Priya Fernandez**  
**Head - Human Resource**

On 29-Nov-2018, at 7:05 PM,  
<[info@rnt.ai](mailto:info@rnt.ai)> <[info@rnt.ai](mailto:info@rnt.ai)> wrote:

Dear Haseena,

Hearty congratulations and welcome to Rabbit and Tortoise Technology Solutions.

We urge you to also know more about us and the culture we aim to foster here by going through our website [www.rnt.ai](http://www.rnt.ai). You can reach out to us for any queries you may have on [020 27012345](tel:02027012345).

So, wish you luck and let's make this engagement more interesting by diving into our passions. Welcome Aboard!!!

Cheers,  
RNT Team

P.S. Kindly acknowledge this email to confirm your joining and the joining date. Please carry your laptop along.

**Mr. Muhammed Althaf**

**Employment Offer**

Referring to your interview with us in the month of May 2018, we are pleased to offer you employment as per the following terms

**Designation:** Software Engineer

**Joining Date:** June 01, 2018

**Job Location:** Mangalore

**Salary Details:** Gross CTC 3,00,000 INR Per Annum

**Relevant employment details are as provided below:**

1. Your Date of Joining will be on or before June 01, 2018, failing which Mangalore Infotech Solutions Pvt. Ltd. has the right to revisit the offer.
2. You will be on probation for 3 months from DOJ. Your confirmation will be due in 3 months from DOJ and will be based on your performance during this probation period.
3. You will be eligible for gratuity at applicable rates, in case the company decides to implement a gratuity scheme for its employees.
4. You will be eligible for provident fund programs as applicable and as per the relevant statutory requirements at that time.
5. Professional tax and income tax deduction at source (TDS) will be deducted based on individual declarations made and as per regulations prevailing from time to time.
6. Annual Performance review is conducted as per HR policies
7. Notice period for leaving the organisation is 30 days from the date of resignation
8. Management reserves the right to restructure salary components.

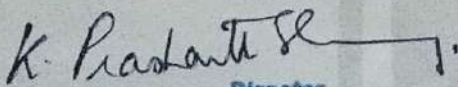
Kindly acknowledge with your acceptance for this offer letter in 1 day. You can do it by sending us the scanned copy with your acceptance signature.

Please provide us the following below document with Original for verification on the date of joining

- Education qualification Mark card copy
- Previous Employer Experience Letter copy , If any
- Local address proof copy (Must)
- Aadhar Card Copy(Must)
- PAN Card Copy(Must)
- 3 Passport size photos

Thanks & Regards  
K Prashanth Shenoy

For **MANGALORE INFOTECH SOLUTIONS PVT. LTD.**

  
**Director**



HRD/3T/18-19/12431502

Mr. Zulqarnain Ahmed  
Candidate ID: 12431502  
24/85  
1St Floor, Opp. Police Club, Barline Road  
Chikmagalur - 577101  
Karnataka  
India  
Ph: (91) 95915 08082

June 29, 2018

Dear Zulqarnain,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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

Warm regards,

**RICHARD LOBO**  
**EVP - Head HR**

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

Digitally signed by RICHARD LOBO  
Date: 2018.06.29 18:27:49 +05:30  
Reason: Offer Letter  
Location: Bangalore

HRD/3T/18-19/12431502

June 29, 2018

Mr. Zulqarnain Ahmed  
Candidate ID: 12431502  
24/85  
1St Floor, Opp. Police Club, Barline Road  
Chikmagalur - 577101  
Karnataka  
India  
Ph: (91) 95915 08082

Dear Zulqarnain,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **July 30, 2018**.

### **Location**

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

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

### **Training Period:**

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

### **Probation and confirmation**

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

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

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

## Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be **INR 22,500 per month** and Total Gross Salary post training will be **INR 27,084 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 15% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2018-19 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

### **Notice period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.



When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other terms and conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment programme 2017-2018. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.



This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP - Head HR**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_                      \_\_\_\_\_  
Print your name                      Location

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

**ANNEXURE - I**  
**(Compensation during the Training Period)**

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	<b>Mr. Zulqarnain Ahmed</b>
ROLE	<b>Systems Engineer</b>
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	6,420
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,429
PERSONAL ALLOWANCE	2,935
<b>MONTHLY GROSS SALARY</b>	<b>21,161</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	75

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of (Basic + FDA)	902
GRATUITY - 4.81% of (Basic + FDA)	362
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>22,500</b>

<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount in INR</b>	<b>Interest</b>	<b>Monthly Installments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil

\*All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance policy is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.

**ANNEXURE- II**  
**(Compensation post Training)**

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	<b>Mr. Zulqarnain Ahmed</b>
ROLE	<b>Systems Engineer</b>
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	7,730
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)	11,470
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,678
<b>MONTHLY GROSS SALARY</b>	<b>21,978</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	88

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of (Basic + FDA)	1,060
GRATUITY - 4.81% of (Basic + FDA)	425
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>23,551</b>

<b>4. INCENTIVE COMPONENTS</b>	<b>At an indicative Payout of 5%</b>	<b>At an indicative Payout of 10%</b>	<b>At an indicative Payout of 15%</b>
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,178	2,355	3,533
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)</b>	<b>24,729</b>		
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)</b>	<b>25,906</b>		
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)</b>	<b>27,084</b>		

<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount in INR</b>	<b>Interest</b>	<b>Monthly Installments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil

\*All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance policy is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.



Dated: 15<sup>th</sup> June 2018

**OFFER LETTER**

**To,**  
**Ahamad Irfan**  
Manjeshwar, Kasargod

**Dear Irfan,**

With reference to your application and the subsequent interview you had with us, we are pleased to employ you as Software Developer, Mindstack process on the following Terms and conditions.

**TERMS AND CONDITIONS**

Your probation period will be for a period of 6 months. After the completion of probation your services will be confirmed. During this period, you will be paid CTC of **Rs. 10,000/-per.month (Ten thousand only)**. After completion of 1 year of service, based on performance, enhancement rates of pay will be decided by the management and intimated to you.

1. On joining, you will undergo a basic training on various technologies, at our office. Learning is a continuous process and the company makes substantial investment on training, for the benefit of its employees. You shall be given training as and when required, to enhance your knowledge base, and to keep you abreast of the latest technologies. These trainings will ensure that your skill sets are in tune with the Company's business requirements and you are capable of undertaking the tasks that may be assigned to you. Therefore, these trainings will be of immense value to you as a professional, and it would be in your interest that you take the training seriously and acquire the required skills. Thus, the training and the tasks assigned to you form a critical part of your employment with the Company. It is your commitment and dedication towards due completion of the tasks assigned, decide your progress in the Company.
2. During your employment with our company, we invest in your training on various software tools and processes to align you with the business.
3. If you desire to leave the services of the Company, you are liable to give at least one month notice of resignation. Other statutory deductions such as tax, Provident Fund, ESI, will not be applicable.

mindstack

4. During the period of probation, the company shall assess your performance evaluation, code of conduct and discipline periodically. If your performance is not satisfactory or that you commit any acts of misconduct, the Company may terminate your services.
5. You can avail 21 holidays during the period 18<sup>th</sup> June 2018 – 31<sup>st</sup> March 2019.
6. After satisfactory period of probation, your services shall be confirmed in writing to you.

With immense gratification we take this opportunity once again to welcome you aboard to Mindstack Technologies Pvt Ltd family. We assure you of our support in aligning you quickly to our organization roles and culture that is based on core values and quality oriented. You shall also contribute providing true value for money and high quality services delivered on time.

Please confirm your acceptance and date of joining by signing the duplicate copy of this letter.

**Best Regards,  
For Mindstack Technologies Pvt Ltd  
Arun Bhat  
Director**

P.S: This is a computer generated letter and does not require a signature.

**ACCEPTANCE**

I, \_\_\_\_\_, hereby confirm that I have understood the Terms and Conditions of employment above, and confirm my agreement to them and hereby accept the company's Letter of Offer .

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

mindstack

4. During the period of probation, the company shall assess your performance evaluation, code of conduct and discipline periodically. If your performance is not satisfactory or that you commit any acts of misconduct, the Company may terminate your services.
5. You can avail 21 holidays during the period 18<sup>th</sup> June 2018 – 31<sup>st</sup> March 2019.
6. After satisfactory period of probation, your services shall be confirmed in writing to you.

With immense gratification we take this opportunity once again to welcome you aboard to Mindstack Technologies Pvt Ltd family. We assure you of our support in aligning you quickly to our organization roles and culture that is based on core values and quality oriented. You shall also contribute providing true value for money and high quality services delivered on time.

Please confirm your acceptance and date of joining by signing the duplicate copy of this letter.

**Best Regards,  
For Mindstack Technologies Pvt Ltd  
Arun Bhat  
Director**

P.S: This is a computer generated letter and does not require a signature.

**ACCEPTANCE**

I, \_\_\_\_\_, hereby confirm that I have understood the Terms and Conditions of employment above, and confirm my agreement to them and hereby accept the company's Letter of Offer .

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

Dated: 15<sup>th</sup> June 2018

**OFFER LETTER**

To,  
Ahmed Nizamuddin  
Talapady, Kasargod

Dear Nizamuddin,

With reference to your application and the subsequent interview you had with us, we are pleased to employ you as Software Developer, Mindstack process on the following Terms and conditions.

**TERMS AND CONDITIONS**

Your probation period will be for a period of 6 months. After the completion of probation your services will be confirmed. During this period, you will be paid CTC of **Rs. 10,000/-per.month (Ten thousand only)**. After completion of 1 year of service, based on performance, enhancement rates of pay will be decided by the management and intimated to you.

1. On joining, you will undergo a basic training on various technologies, at our office. Learning is a continuous process and the company makes substantial investment on training, for the benefit of its employees. You shall be given training as and when required, to enhance your knowledge base, and to keep you abreast of the latest technologies. These trainings will ensure that your skill sets are in tune with the Company's business requirements and you are capable of undertaking the tasks that may be assigned to you. Therefore, these trainings will be of immense value to you as a professional, and it would be in your interest that you take the training seriously and acquire the required skills. Thus, the training and the tasks assigned to you form a critical part of your employment with the Company. It is your commitment and dedication towards due completion of the tasks assigned, decide your progress in the Company.
2. During your employment with our company, we invest in your training on various software tools and processes to align you with the business.
3. If you desire to leave the services of the Company, you are liable to give at least one month notice of resignation. Other statutory deductions such as tax, Provident Fund, ESI, will not be applicable.



May 24, 2018

**Ms. Aysha Aqeela,**

**Darul Ishq, Rahmath Manzil  
Mailthotty, Uppala  
Kasaragod district,  
Kerala.**

Dear Ms. Aysha Aqeela,

Based on the technical test and subsequent discussions we had with you, we are pleased to offer you the position of a Product Engineer Trainee in our Development Group at NimbusParc TechnoLab Private Limited, Bangalore on following terms and conditions:

1. You will be paid a stipend of Rs. 15000/- (Rupees Fifteen Thousand Only) per month during the period of your training.
2. Your training will be for a period of six months during which your performance will be closely evaluated.
3. Upon successful completion of training, you are required to continue your employment with the company for a period of two years.
4. You are required to report to your training on or before July 5, 2018 and this offer stands automatically withdrawn thereafter.
5. Please sign the duplicate copy of the letter and return it to us as a token of your acceptance of this offer.
6. At the time of reporting for training, you are requested to submit the following:
  - o Two colour passport size photographs
  - o Copies of certificates supporting your educational qualifications from tenth standard upwards along with mark sheets.

We are an organization that values its people. We look forward to a long and mutually fruitful association with you, as a member of "NimbusParc" family.

Yours sincerely,  
*for NimbusParc TechnoLab Private Limited*



**Srinivas Reddi**  
Director

# Royalworld

Facilitators Private Limited.

20 June 2018

Ms. Fathimath Nasira K  
Katte Minnath Manzil  
Majibail, Hosangadi  
PO Manjeshwar  
Kasargod - 671322  
Kerala  
India

Dear Fathimath,

**Sub: Offer Letter**

Further to your application for employment and subsequent interview you had with us, we are pleased to offer you the role of **Trainee - FIT Leisure** at **Royalworld Facilitators Private Limited**, on the following terms and conditions.

**Employee's Position and Performance**

Your role designation will be **Trainee - FIT Leisure**. You will be expected to perform all duties connected with this position, as well as any other duties, which the Company assigns you based on the Company's needs. You will perform your assigned duties to the best acceptable standards, in a loyal and honest manner, in accordance with the policies and procedures of the Company.

**Emolument**

Your gross monthly package will be **Rs.12,000.00** (Twelve Thousand Indian Rupees only) as mentioned hereunder.

Basic Salary	- Rs. 7500.00
HRA	- Rs. 3000.00
Travel Allowance	- Rs. 1000.00
Medical	- Rs. 500.00

**Total - Rs. 12,000.00**

Your salary will be reviewed with an amount of Rs.3000/- after the successful completion of 3 months of training and your designation will be changed to **Junior Tour Executive - FIT Leisure** if the Management is satisfied with your performance.

**Statutory deductions**

According to the laws, taxes like TDS, PT and other benefits like ESI and PF will be deducted from your monthly emoluments as per the salary limit.

**Commencement and duration of employment**

Your services shall remain in force unless terminated at any time by either party by giving the other party a month/s notice in writing.

**Probation**

You will be on probation until your successful completion of the probationary period is confirmed in writing. The probation period is 6 months and maybe extended at your manager's discretion. At any time during this period, either you or the Company may terminate your service without any notice, after which termination/resignation of services will have to be followed up by one month notice pay in lieu thereof.

Door No.1-1-90/3(1), Padavinangadi Junction, Airport Road, Konchady Post, Mangalore - 575 008.  
Tel:+91 824 2485201, Fax:+91 824 2485202, Email: info@royalworld.net  
CIN: U63040KA2014PTC073073

# Royalworld

Facilitators Private Limited

## Leave Policy

Leaves, i.e. Causal Leave, Sick Leave and Privilege Leaves will be based on the Indian Labor Law.

## Public Holidays

Public holidays will be announced by the Company, considering rotational staff duty and international working days.

## Employees Obligations

You shall observe Employer's Company rules, policies and regulations. You shall also abide by the pertinent laws of India and respect its customs and traditions.

## Non-Disclosure

You, as an employee, are not to disclose any information regarding the company to a third party during and after your period of employment with Royalworld Facilitators Pvt Ltd. While you may work with another company including competitors in any capacity or start an enterprise after your employment with us, you will not do so in such a manner that would compromise the information of the company and create a business disadvantage for the company. You will be required to sign a Non Disclosure Agreement accordingly.

## Others

Your appointment will be bound by all policies, rules and regulations of the Company and the Labour Law in India that are in force or may be introduced from time to time. All the other benefits will be as per Indian Labour Law.

If the above terms and conditions are acceptable to you, the duplicate copy of this letter shall be returned to us by endorsing "**Terms and Conditions are accepted**" and duly signed as a token of your acceptance.

We are truly pleased to welcome you to **Royalworld Facilitators Private Limited** and wish you continued success.

Thanking you,

For Royalworld Facilitators Private Limited

*Naveen Saldanha*

**Naveen Saldanha**  
Director

Door No.1-1-90/3(1), Padavinangadi Junction, Airport Road, Konchady Post, Mangalore - 575 008.

Tel:+91 824 2485201, Fax:+91 824 2485202, Email: info@royalworld.net

CIN: U63040KA2014PTC073073

# Royalworld

Facilitators Private Limited

20 June 2018

Ms. Mainaz  
Baliyoor (H)  
Manjeshwar, Charia (PO)  
Kasargod – 671323  
Kerala  
India

Dear Mainaz,

## Sub: Offer Letter

Further to your application for employment and subsequent interview you had with us, we are pleased to offer you the role of **Trainee – FIT Leisure** at **Royalworld Facilitators Private Limited**, on the following terms and conditions.

### Employee's Position and Performance

Your role designation will be **Trainee – FIT Leisure**. You will be expected to perform all duties connected with this position, as well as any other duties, which the Company assigns you based on the Company's needs. You will perform your assigned duties to the best acceptable standards, in a loyal and honest manner, in accordance with the policies and procedures of the Company.

### Emolument

Your gross monthly package will be **Rs.12,000.00** (Twelve Thousand Indian Rupees only) as mentioned hereunder.

Basic Salary	- Rs. 7500.00
HRA	- Rs. 3000.00
Travel Allowance	- Rs. 1000.00
Medical	- Rs. 500.00

**Total** - Rs. 12,000.00

Your salary will be reviewed with an amount of Rs 3000/- after the successful completion of 3 months of training and your designation will be changed to **Junior Tour Executive – FIT Leisure** if the Management is satisfied with your performance.

### Statutory deductions

According to the laws, taxes like TDS, PT and other benefits like ESI and PF will be deducted from your monthly emoluments as per the salary limit.

### Commencement and duration of employment

Your services shall remain in force unless terminated at any time by either party by giving the other party a month/s notice in writing.

### Probation

You will be on probation until your successful completion of the probationary period is confirmed in writing. The probation period is 6 months and maybe extended at your manager's discretion. At any time during this period, either you or the Company may terminate your service without any notice, after which termination/resignation of services will have to be followed up by one month notice pay in lieu thereof.

Door No.1-1-90/3(1), Padavinangadi Junction, Airport Road, Konchady Post, Mangalore - 575 008.

Tel:+91 824 2485201, Fax:+91 824 2485202, Email: info@royalworld.net

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# Royalworld

Facilitators Private Limited

## Leave Policy

Leaves, i.e. Causal Leave, Sick Leave and Privilege Leaves will be based on the Indian Labor Law.

## Public Holidays

Public holidays will be announced by the Company, considering rotational staff duty and international working days.

## Employees Obligations

You shall observe Employer's Company rules, policies and regulations. You shall also abide by the pertinent laws of India and respect its customs and traditions.

## Non-Disclosure

You, as an employee, are not to disclose any information regarding the company to a third party during and after your period of employment with Royalworld Facilitators Pvt Ltd. While you may work with another company including competitors in any capacity or start an enterprise after your employment with us, you will not do so in such a manner that would compromise the information of the company and create a business disadvantage for the company. You will be required to sign a Non Disclosure Agreement accordingly.

## Others

Your appointment will be bound by all policies, rules and regulations of the Company and the Labour Law in India that are in force or may be introduced from time to time. All the other benefits will be as per Indian Labour Law.

If the above terms and conditions are acceptable to you, the duplicate copy of this letter shall be returned to us by endorsing "**Terms and Conditions are accepted**" and duly signed as a token of your acceptance.

We are truly pleased to welcome you to **Royalworld Facilitators Private Limited** and wish you continued success.

Thanking you,

For **Royalworld Facilitators Private Limited**

For *Banhamana*

**Naveen Saldanha**  
Director

*Private and Confidential*

## LETTER OF OFFER

October 9, 2018

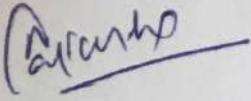
Dear Thouseef,

Property Crow Services Pvt Ltd (Company) is pleased to offer you the role of a **Trainee – Engineering Team (Data)** based at Props{AMC}, 702- Janki Center, Jeevan Nagar, Veera Desai Road, Andheri West, Mumbai 53 on the following conditions.

- 1) Your tenure will commence from **October 22, 2018**
- 2) Your reporting will be to **Tech Lead – Engineering Team (Data)**
- 3) Your Cost to Company will be **INR 3,00,000 pa (Rupees Three Lacs per annum)**.
- 4) The Company will deduct the necessary tax as per Income Tax laws with effect from time to time.
- 5) The Company will help in income tax if any, as applicable during the period of work.
- 6) Your job responsibility would include:
  - Develop a deep understanding of our vast data sources on the web and know exactly how, when, and which data to scrap, parse and store this data in Database
  - Apply knowledge set to fetch and extract data from multiple online sources, cleanse it, segment and understand and build APIs on top of it
  - Develop frameworks for automating and maintaining constant flow of data from multiple sources
- 7) You will not disclose any information regarding the affairs of the Company which may come to you during your period of contract. The disclosure of which will be prejudicial to the interest of the company. Any such activity will be considered against the responsibility entrusted and call for severe action by the Company
- 8) During the subsistence of this period you shall not work for any other company in any capacity
- 9) Your probationary period would be for three-months
- 10) The agreement shall be terminated by either party by giving a 60-day notice period from the date of resignation
- 11) The management reserves the right to immediately terminate contract if you are unable to perform the tasks or if company find / realize the capabilities were wrongly represented during the interview.
- 12) Leave taken during your probation and/or resignation period will be considered leave without pay. All leaves will start after the duly completion of probationary period.
- 13) If you wish to get dis-engage from Property Crow Services Pvt Ltd, you shall return / handover all the source codes, credentials, documents/right/data/intellectual property that might come into your possession during the course of your assignment with the company and you will not retain any copies or extracts thereof.
- 14) The salary will be given between 1st - 5th working day of the following month
- 15) You will be required to work as per the company standard working policy and time set by management including all Saturdays.
- 16) On any grounds if Company finds any such acts which you can do/have done, damaging ethics and loss of monetary or non-monetary value of the Company, the Company reserves the right to terminate the contract without giving any notice.

Kindly return a duplicate copy thereof duly signed by you as confirmation of your having accepted the terms and conditions herein.

Thanking you



(Natasha Moorthy)

Authorised Signatory

Accepted and Agreed by

(Name): Muhammad Thouseet Signature: nd. Thouseet

Date: 22/10/2018

# Royalworld

10 May 2018

Facilitators Private Limited

Ms. PM Muhsina  
Belma Badyar House,  
Derlakatte (Po)  
Mangalore (TK)  
Dakshina Kannada (Dt)  
Karnataka - 575018  
India

Dear Muhsina,

**Sub: Offer Letter**

Further to your application for employment and subsequent interview you had with us, we are pleased to offer you the role of **Trainee – FIT Leisure** at **Royalworld Facilitators Private Limited**, on the following terms and conditions.

**Employee's Position and Performance**

Your role designation will be **Trainee – FIT Leisure**. You will be expected to perform all duties connected with this position, as well as any other duties, which the Company assigns you based on the Company's needs. You will perform your assigned duties to the best acceptable standards, in a loyal and honest manner, in accordance with the policies and procedures of the Company.

**Emolument**

Your gross monthly package will be **Rs.12,000.00** (Twelve Thousand Indian Rupees only) as mentioned hereunder.

Basic Salary	- Rs. 7500.00
HRA	- Rs. 3000.00
Travel Allowance	- Rs. 1000.00
Medical	- Rs. 500.00

**Total** - Rs. 12,000.00

Your salary will be reviewed with an amount of Rs 3000/- after the successful completion of 3 months of training and your designation will be changed to **Junior Tour Executive – FIT Leisure** if the Management is satisfied with your performance.

**Statutory deductions**


According to the laws, taxes like TDS, PT and other benefits like ESI and PF will be deducted from your monthly emoluments as per the salary limit.

**Commencement and duration of employment**

Your services shall remain in force unless terminated at any time by either party by giving the other party a month/s notice in writing.

**Probation**

You will be on probation until your successful completion of the probationary period is confirmed in writing. The probation period is 6 months and maybe extended at your manager's discretion. At any time during this period, either you or the Company may terminate your service without any notice, after which termination/resignation of services will have to be followed up by one month notice pay in lieu thereof.

  
(P.M. MUHSINA)



# Royalworld

Facilitators Private Limited

## Leave Policy

Leaves, i.e. Causal Leave, Sick Leave and Privilege Leaves will be based on the Indian Labor Law.

## Public Holidays

Public holidays will be announced by the Company, considering rotational staff duty and international working days.

## Employees Obligations

You shall observe Employer's Company rules, policies and regulations. You shall also abide by the pertinent laws of India and respect its customs and traditions.

## Non-Disclosure

You, as an employee, are not to disclose any information regarding the company to a third party during and after your period of employment with Royalworld Facilitators Pvt Ltd. While you may work with another company including competitors in any capacity or start an enterprise after your employment with us, you will not do so in such a manner that would compromise the information of the company and create a business disadvantage for the company. You will be required to sign a Non Disclosure Agreement accordingly.

## Others

Your appointment will be bound by all policies, rules and regulations of the Company and the Labour Law in India that are in force or may be introduced from time to time. All the other benefits will be as per Indian Labour Law.

If the above terms and conditions are acceptable to you, the duplicate copy of this letter shall be returned to us by endorsing "Terms and Conditions are accepted" and duly signed as a token of your acceptance.

We are truly pleased to welcome you to Royalworld Facilitators Private Limited and wish you continued success.

Thanking you,

For Royalworld Facilitators Private Limited



Naveen Saldanha  
Director



(P.M. MUHSINA)

Name: MUZAMIL H A

Address: MANGALORE

22/05/18

Dear Muzamil

**Subject: Offer Letter**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the Position of "Trainee" effective from 14/06/18 provided you confirm the appointment made under this Offer Letter within a period of 03 days on receipt of this Offer Letter.

The location of your initial reporting will be Mangalore, India. The date of your joining would be 14/06/18. Your Total Salary on cost to company basis would be 1,20,000/- PA (Rupees One Lakh Twenty Thousand Only) as discussed and agreed pursuant to the Offer Letter. Apart from the compensation package, you will also be eligible for other benefits as applicable to your grade.

A formal Skill Development letter indicating the terms and conditions of employment will be issued to you at the time of joining our organization, including your observance to Non- Compete / Non-Solicit / Letter of Undertaking and execution of Non-Disclosure Agreements.

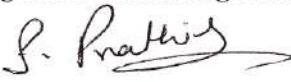
As a part of the joining process, you are advised to submit the following documents at the time of joining by way of true and correct disclosure:

- Service certificate and relieving letter from your previous employer
- Salary certificate/latest pays slip from your previous employer.
- All relevant educational qualification certificates.
- PAN Card and 5 five passport size photograph
- Adhaar Card Xerox copies 2.

Kindly return the duplicate copy of this letter signed as a token of your acceptance with in 03 days of receipt of this Offer Letter.

Welcome to Magnasoft. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

For Magnasoft Consulting India Private Limited

*for* 

Priya Fernandez  
Head - Human Resource

Date: **23<sup>rd</sup> April 2018**

Date of Joining: **02<sup>nd</sup> July 2018**

## **Subject: Offer Letter and Terms of Employment**

Dear **Firoz Ahammed**,

**Congratulations!** We are delighted to offer you a position of “**Software Engineer**”, with **Novigo Solutions Private Limited**. Your total compensation cost is **Rs. 2,40,000** per annum.

Kindly confirm your acceptance of this offer and proposing your tentative date of joining to **hr@novigosolutions.com**. If not accepted within 7 days, this offer is liable to lapse at the discretion of Novigo. On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by Novigo.

1. **Unauthorized absence from work:** Your unauthorized absence from work for a continuous period of more than three days without leave or obtaining your manager’s approval, will be treated as absconding from duty, and in the event that you do not report for work within ten days from the date of absence, it will be treated as “voluntary abandonment of service” and shall be deemed that you are no longer interested in the employment and have resigned from the services of the company of your own accord. In such an event you shall be liable to refund the salary in lieu of shortfall in notice period and other dues payable to the company, as specified.
2. **Location:** Your initial posting will be in Mangalore. However, your services are transferable anywhere in India as also anywhere abroad, where the affiliates of the Company do business. In case your services are transferred to any of our group Companies, you are required to abide by the rules and regulations pertaining to that company. You will carry out your duties as per the instructions of your superiors from time to time.
3. **Compensation:** Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills, specific background and professional merit. This information should be treated as personal and confidential and should not be shared with anyone.
4. **Probation Period:** You will be on probation for three months from the start date of your employment and your confirmation will be communicated to you in writing after the probation period. During this period, either party may terminate the employment by providing 30 calendar days prior notice to the other party.



5. **Notice Period:** After the three months' probation, the prior notice period required by either party for future termination will be 90 calendar days.

Subject to terms and conditions set forth herein below.

- The employment offered under this agreement shall be valid until either party terminates it by giving to the other party the number of days of prior notice specified above. Such notice may be given at any time during the course of employment. You are employed by Novigo Solutions "at will" and not for any specific term.
  - In the event an employee requests for adjustment of his/her un-availed casual leave against the stipulated notice period then the company may in its discretion agree to do so.
  - Novigo Solutions reserves the right, at its sole discretion, to terminate your employment without providing the required period of notice, by paying 3 months Basic salary in lieu of notice.
  - In the event an employee's performance is not satisfactory and does not meet company's expectation, the company reserves the right to terminate the employment by providing 90 calendar days' notice.
  - In the event you do not provide the required period of notice, before voluntarily terminating your employment, Novigo Solutions reserves its right to forfeit your salary as per the requisite notice period duration. In addition, Novigo Solutions will also be entitled to adjust any amounts outstanding against you from your salary, accrued vacation or expense reimbursements, as may be legally permissible.
  - You acknowledge that if you fail to provide the agreed notice period, Novigo Solutions is bound to suffer substantial damages caused due to improper transition of work, delay in completion of project, hiring and training of your replacement as per our client's requirements. Therefore, considering the gravity of damages that could be suffered by the company, the company reserves its right to assess and recover such damages from you as it deems fit.
  - In case of breach of these Terms of Employment or misconduct (which includes failure to return to work after vacation, absconding from work, taking actions injurious to Novigo Solutions business or reputation, undertaking fraudulent acts, obtaining a criminal conviction), Novigo Solutions may terminate your employment during probation or after, without prior notice and without any payment in lieu of notice, and all benefits shall be withdrawn with immediate effect.
  - There will be no waiver of the aforesaid notice period requirements unless otherwise specified in this letter or subsequently communicated to you.
6. **Service Bond:** You will have to sign a service bond of **Rs 1,00,000/-** which is for a period of 1 year from date of joining.
  7. **Working Hours:** Office working hours will be 9.00 AM to 6.00 PM and 5 working days in a week except Novigo mentioned holidays (Including National holidays and Regional holidays). Client location work timings and holidays will be applicable in case of travel.
  8. **Code of Conduct:** It is imperative for you to go through and fully comprehend Novigo Solutions Code of Conduct and abide by it. This shall require you to read the Code of Conduct and signifying your acceptance in writing.



9. **Background Check:** This clause is applicable during your probation period also. Your appointment is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application at the time of your appointment. If the particulars given by you are in any way found to be inaccurate or misleading, your employment shall be deemed to be automatically cancelled and your services will be terminated. If required, Novigo Solutions may also conduct client specific background checks regarding you after the commencement of your employment, in the event that a Novigo Solutions client requires background checks to be conducted as an eligibility condition for working on projects if you are to be staffed to any such project. In the event any client prescribed background checks are to be conducted, you will be required to cooperate fully in the exercise and disclose the relevant information required from you for successfully completing such background check. Based on the results of such background check, Novigo Solutions reserves the right to withdraw your staffing on such project, or to take disciplinary action against you as appropriate.

This letter supersedes all other communication or commitments, if any, made during the selection process.

To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in on all the pages & in the space specified below.

**We look forward to having you in our team.**

Yours Sincerely,  
For **Novigo Solutions**

SHIHAB KALANDAR - Director - Human Resource

**Date: 23<sup>rd</sup> April 2018**

**Place: Mangalore**

I have read the terms and conditions of employment and also the contents of the employment agreement and in token of my acceptance I duly acknowledge the receipt of the letter of employment. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

*(Signature of the employee)*

**Date:**

**Place:**

## Annexure- A: Salary breakup Monthly, Annually and other benefits.

Novigo Solutions Private limited Empire Building, 4 <sup>th</sup> Floor, MG Road, Mangalore-575003		
Private & Confidential		
SALARY DETAILS		
Annexure A		
NAME	Firoz Ahammed	
DESIGNATION	Software Engineer	
	Monthly Salary	Annual Salary
PARTICULARS	AMOUNT (INR )	
BASIC	3,917	47,004
DA	3,917	47,004
HRA	3,134	37,608
CONVEYANCE	1,600	19,200
MEDICAL ALLOWANCE	1,250	15,000
STATUTORY BONUS	653	7,836
SPECIAL ALLOWANCE	255	3,060
<b>MONTHLY GROSS (MG)</b>	<b>14,726</b>	<b>1,76,712</b>
RETIREMENT BENEFITS		
Company Contribution to PF	940	11,280
<b>FIXED GROSS = MG + RETIRALS</b>	<b>15,666</b>	<b>1,87,992</b>
Annual Variable	3,334	40,008
Joining Bonus	1,000	12,000
<b>TOTAL COST TO COMPANY</b>	<b>20,000</b>	<b>2,40,000</b>

- Annual Variable amount will be paid after completion of 1 year in the company and is linked to the individual performance and company performance for the financial year.
- Joining bonus will be paid at the end of 6 month's completion from the date of joining.

### Benefits / Flexible Reimbursements

You will be covered under the medical insurance coverage policy for self & dependents for expenses related to hospitalization due to illness, disease or injury. This covers self and Dependents (spouse & maximum of two children). You are also covered under the Accident Life Insurance Policy.

Accidental Life Insurance Cover of INR 10,00,000

Medical Insurance Cover of INR 2,00,000

# Royalworld

Facilitators Private Limited

10 May 2018

**Ms. Raeesha R**  
**Fathima Cottage**  
**Green ground**  
**Deralakatte**  
**Mangalore**  
**Karnataka - 575018**  
**India**

Dear Raeesha,

**Sub: Offer Letter**

Further to your application for employment and subsequent interview you had with us, we are pleased to offer you the role of **Trainee – FIT Leisure** at **Royalworld Facilitators Private Limited**, on the following terms and conditions.

**Employee's Position and Performance**

Your role designation will be **Trainee – FIT Leisure**. You will be expected to perform all duties connected with this position, as well as any other duties, which the Company assigns you based on the Company's needs. You will perform your assigned duties to the best acceptable standards, in a loyal and honest manner, in accordance with the policies and procedures of the Company.

**Emolument**

Your gross monthly package will be **Rs.12,000.00** (Twelve Thousand Indian Rupees only) as mentioned hereunder.

Basic Salary	- Rs. 7500.00
HRA	- Rs. 3000.00
Travel Allowance	- Rs. 1000.00
Medical	- Rs. 500.00

**Total - Rs. 12,000.00**

Your salary will be reviewed with an amount of Rs.3000/- after the successful completion of 3 months of training and your designation will be changed to **Junior Tour Executive – FIT Leisure** if the Management is satisfied with your performance.

**Statutory deductions**

According to the laws, taxes like TDS, PT and other benefits like ESI and PF will be deducted from your monthly emoluments as per the salary limit.

**Commencement and duration of employment**

Your services shall remain in force unless terminated at any time by either party by giving the other party a month/s notice in writing.

**Probation**

You will be on probation until your successful completion of the probationary period is confirmed in writing. The probation period is 6 months and maybe extended at your manager's discretion. At any time during this period, either you or the Company may terminate your service without any notice, after which termination/resignation of services will have to be followed up by one month notice pay in lieu thereof.

# Royalworld

Facilitators Private Limited

## Leave Policy

Leaves, i.e. Causal Leave, Sick Leave and Privilege Leaves will be based on the Indian Labor Law.

## Public Holidays

Public holidays will be announced by the Company, considering rotational staff duty and international working days.

## Employees Obligations

You shall observe Employer's Company rules, policies and regulations. You shall also abide by the pertinent laws of India and respect its customs and traditions.

## Non-Disclosure

You, as an employee, are not to disclose any information regarding the company to a third party during and after your period of employment with Royalworld Facilitators Pvt Ltd. While you may work with another company including competitors in any capacity or start an enterprise after your employment with us, you will not do so in such a manner that would compromise the information of the company and create a business disadvantage for the company. You will be required to sign a Non Disclosure Agreement accordingly.

## Others

Your appointment will be bound by all policies, rules and regulations of the Company and the Labour Law in India that are in force or may be introduced from time to time. All the other benefits will be as per Indian Labour Law.

If the above terms and conditions are acceptable to you, the duplicate copy of this letter shall be returned to us by endorsing "**Terms and Conditions are accepted**" and duly signed as a token of your acceptance.

We are truly pleased to welcome you to **Royalworld Facilitators Private Limited** and wish you continued success.

Thanking you,

For **Royalworld Facilitators Private Limited**



**Naveen Saldanha**  
Director





**PRASANNA POLYTECHNIC (Center Code: 492)**

(Affiliated to BTE, Bangalore and Approved by AICTE, New Delhi & Recognized by Govt. of Karnataka)

Laila, Belthangady, D.K Dist - 574214, Karnataka State, India

Tel No. 08256-234688, Email: hmpateel@gmail.com, Fax No: 08256-234688

PET/PPT/2018-19/584

29.12.2018

OFFER LETTER

Dear Sir/Madam,

This is to certify that Ms.Ranjitha D is presently working in our Prasanna Polytechnic college in Computer Science & Engineering Department. She has been working since 01.07.2018.

Date: 29-12-2018

Place:Laila

  
Principal 29/12/18  
PRINCIPAL  
PRASANNA POLYTECHNIC  
UJIRE - 574 240



HRD/3T/18-19/12431371

Ms. Zainabath Mashhudha M  
Candidate ID: 12431371  
Asmabi Manzil, Mannamkuzhi  
Uppala,  
Kasaragod - 241322  
Kerala  
India  
Ph: (91) 79947 96543

June 29, 2018

Dear Zainabath,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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

Warm regards,

**RICHARD LOBO**  
**EVP - Head HR**

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

Digitally signed by RICHARD LOBO  
Date: 2018.06.29 18:27:38 +05:30  
Reason: Offer Letter  
Location: Bangalore

HRD/3T/18-19/12431371

June 29, 2018

Ms. Zainabath Mashhudha M  
Candidate ID: 12431371  
Asmabi Manzil, Mannamkuzhi  
Uppala,  
Kasaragod - 241322  
Kerala  
India  
Ph: (91) 79947 96543

Dear Zainabath,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **July 30, 2018**.

### **Location**

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

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

### **Training Period:**

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

### **Probation and confirmation**

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

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

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

## Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be **INR 22,500 per month** and Total Gross Salary post training will be **INR 27,084 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 15% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2018-19 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

### **Notice period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other terms and conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment programme 2017-2018. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.



This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP - Head HR**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_                      \_\_\_\_\_  
Print your name                      Location

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

**ANNEXURE - I**  
**(Compensation during the Training Period)**

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	<b>Ms. Zainabath Mashhudha M</b>
ROLE	<b>Systems Engineer</b>
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	6,420
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,429
PERSONAL ALLOWANCE	2,935
<b>MONTHLY GROSS SALARY</b>	<b>21,161</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	75

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of (Basic + FDA)	902
GRATUITY - 4.81% of (Basic + FDA)	362
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>22,500</b>

<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount in INR</b>	<b>Interest</b>	<b>Monthly Installments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil

\*All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance policy is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.



**ANNEXURE- II**  
**(Compensation post Training)**

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	<b>Ms. Zainabath Mashhudha M</b>
ROLE	<b>Systems Engineer</b>
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	7,730
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)	11,470
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,678
<b>MONTHLY GROSS SALARY</b>	<b>21,978</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	88

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of (Basic + FDA)	1,060
GRATUITY - 4.81% of (Basic + FDA)	425
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>23,551</b>

<b>4. INCENTIVE COMPONENTS</b>	<b>At an indicative Payout of 5%</b>	<b>At an indicative Payout of 10%</b>	<b>At an indicative Payout of 15%</b>
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,178	2,355	3,533
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)</b>	<b>24,729</b>		
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)</b>	<b>25,906</b>		
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)</b>	<b>27,084</b>		

<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount in INR</b>	<b>Interest</b>	<b>Monthly Installments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil

\*All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance policy is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.



# Royalworld

Facilitators Private Limited

07<sup>th</sup> March 2020

## To whomsoever it may concern

This is to certify that **Ms. Samreena F** was employed with us from 02<sup>nd</sup> July 2018 until 07<sup>th</sup> March 2020.

**Ms. Samreena** was last working with us in the position of **Junior Tour Executive - FIT Leisure operations**.

Royalworld Facilitators Pvt Ltd serves as a back office to Royal Arabian Destination Management DMCC.

During her tenure, we found her to be honest and sincere towards the assignments entrusted to her.

**Ms. Samreena** has decided to leave our Company on her own accord for better prospects and we have no objection in her taking up other assignments.

We wish her all the success in her future endeavors.

Yours Sincerely,

For Royalworld Facilitators Private Limited

  
Nayana P

Senior Executive - HR





## **EMPLOYMENT OFFER**

Date : 14 April 2021  
Name : Mrs.Fathima Fazal  
Nationality : India  
Mobile Number : +971 553219654  
Email Address : fathimasalam404@gmail.com

---

**Dear Fathima,**

We are pleased to offer you employment in the position of **ERP Developer**, with Black Box Integrated Systems LLC, subject to your Work Permit and Residence Visa being issued by the competent local authorities in the Emirate of Abu Dhabi.

This Letter is issued on the understanding that all the information given by you during the interview or data provided prior to and/or at the time of joining are true and entirely accurate. If it is found at any time that the information given by you is/are not correct or true and/or you have concealed any information, the Employer will have the right to terminate your appointment any time without any notice or compensation.

- ❖ Date of Joining : TBA
- ❖ Designation : **ERP Developer**
- ❖ Salary : A total monthly salary of **AED 4,000.00**

### **Salary Package:**

Basic Salary	AED 2,000.00
Accommodation	AED 1,200.00
Transportation	AED 0,800.00
Total Salary	AED 4,000.00



<b>Additional Benefits:</b>	
Health Insurance	Medical insurance for employee only
Leave	Only after completing one year
Air Ticket	Only After Completing one year

### **Job Responsibilities:**

- Collect requirements from different departments
- Draft system requirements document
- Software development using the most appropriate computer language Java, Odoo/Python, and others if needed
- Customization to existing software
- Collect source code, information, charts, design files, ..etc. from existing Odoo supplier
- Participate as team member following existing processes and procedures.
- Guide and train less experienced team members.
- Develop and maintain productive working relationship with team members and project leadership.
- Learn effectively business functions to participate in analysis, design, and implementation.
- Participate in special projects as assigned.
- Develop code solutions to problems using structured approach considering long term maintainability and accessibility.
- Update consistently and accurately documentation on all application projects.
- Guide and train associate and intermediate level developers.
- Implement knowledge of business functions to effectively lead in analysis, design and execution.
- Implement existing and emerging technologies seeking innovative solutions to common problems at system level.

### **Probation Period :**

Your Employment is Subject to an initial probation period of three months (3) months that can be extended to six Months (6) months during which your services may be terminated without notice or severance pay.

If your actions at any time constitute a serious breach of Employer's standards of behavior, the Employer may terminate your employment immediately, without notice.



### **Period of Contract :**

Six Months (6) Months starting from date of joining. In case you decide to terminate the contract before completing the 6 months period as per agreement, you need to pay BBIS all costs paid by the company for any specialized trainings/certifications in any location, for company work.

### **Verification:**

Your appointment is subject to no adverse information being obtained during reference checking with previous employers, validation of educational qualifications or background checks.

### **Non-Disclosure Agreement:**

Your employment with BBIS creates a relationship of confidence and trust between you and the company with respect to certain information which may be confidential, proprietary or trade secrets. You shall not, at any time, whether during the subsistence of the Contract of Employment or after its expiry/termination, disclose the Information of the company, which is confidential and proprietary to any third party, except for the fulfilment of your obligations as an employee of BBIS.

All materials produced are company sole legal property during the employment period and afterward, any leak or misuse of information is subject legal courts. You are required to sign the “Non-Disclosure Agreement” and strictly abide by its terms and conditions.

### **Terms and Conditions:**

1. In case of early termination of your employment contract, you will be paid salary only up to the actual days you have worked.
2. Must be able to work on shifts and during holidays.
3. Your schedule will 8 Hours per day from Sunday to Thursday
4. You are expected to arrange your personal transport for commuting to work. The transport allowance is being paid for this purpose.
5. This offer is subject to your declaration that you are suitably qualified, medically fit and experienced to perform the duties as per the job description in a competent manner.



6. This offer is subject to your declaration that we can obtain work permit and employment visa for you. Company will not hold any responsibility if due to existing visa or violation status with the A/D immigration, we cannot grant you visa.
7. Please read this Letter carefully before you agree to its terms by signing it on all pages, including the Appendix A, and the place marked below.
8. Please send your acceptance of this Letter by return mail or in person to the Human Resources Department of BBIS.
9. You are expected to join BBIS and commence work upon fulfilling all the Joining Formalities as stipulated under Appendix A.

**For & on Behalf of Black Box Integrated Systems LLC:**

**BASSAM ALKASSAR**  
Managing Director

**Read, Agreed and Accepted on .../.../2021**

\_\_\_\_\_  
Fathima Fazal



## Appendix A

### Joining Formalities:

You are requested to report at the following address on or before ...../...../2021, to complete your Joining Formalities:

BBIS  
Tamouh Tower, 22-C1  
Marina Square, Abu Dhabi, UAE

which will include the provision of the following:

- a) Clear copy of Passport
- b) Attested copies of your degree/diploma certificate
- c) 3 Passport size Photographs
- d) Filled Visa Application Form

NB: All documents issued from a foreign country should be attested by the Ministry of Foreign Affairs and the Embassy of UAE in the relevant country, and then legalised by the Ministry of Foreign Affairs of UAE.

Read, Agreed and Accepted on .../.../2021

---

Fathima Fazal



Company is registered &  
Licensed as a FREEZONE  
Company under the Rules &  
Regulations of DMCCA

4 March 2021  
Muhammed Abdulla  
Dubai, UAE

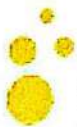
This is to confirm our intention to appoint you in the position of Digital Marketing Executive with communi8 DMCC, effective no later than 7 March 2021 under the following terms & conditions:

**SALARY PACKAGE:**

Your total monthly remuneration package will be broken down as follows:  
You will be entitled to 22 working days leave per 12 calendar months of service

Basic Salary	AED 2500
Housing Allowance	AED 1000
Transportation Allowances	AED 500
<b>Total</b>	<b>AED 4,000</b>

A more detailed contract will be provided to you in due course outlining all other additional benefits and confidentiality and non-competition conditions that are binding which you will need to sign.



**Communi 8 JLT**

Unit No. 2H-08-170, Floor No.8,  
Bldg No 2, Plot No.550-554 J&G,  
DMCC Dubai- UAE

[www.communi8.net](http://www.communi8.net)





**07/06/2022**

**Mr. Mohammed Afham**  
**EMP Id: 12757**

**Sub: -Relieving from Service of Diya Systems (Mangalore) Private Limited**

Dear Mohammed Afham,

At the outset we would like to thank you for being with us for a good tenure.

This is with reference to your resignation letter dated **22 February 2022** we hereby confirm that your resignation has been accepted.

We also certify that, you have been associated with our organization from **25 June 2020** and relieved from services on **23 April 2022**. Your designation at the time of your relieving was **Junior Support Engineer - Technical Support Tier 1**.

During your association with us, we found that, you were highly motivated individual, self-starter and incredibly committed team player with strong conceptual knowledge in your area.

We wish all the best and success in all your future endeavors.

Yours sincerely,

**Shyamprasad Hebbar**

**Disclaimer: Since this is a system-generated letter, signature is not required.**

Date: **28/09/2020**

Name: **AKBAR ALI**

We are pleased to offer your employment contract in Teksilicon Technologies Private Limited with below terms & conditions. Job responsibilities will be to execute all tasks assigned under your division. Work will commence from the date of agreement signing.

Below terms & conditions stand active once you join the company.

1. Position	JAVA DEVELOPER
2. Employment Term	2 years (renewable with consent of both parties)
3. Place of Work	Richmond Road, Bengaluru
4. Working hours	09:30 - 18:30 (IST)
5. Basic Salary	18,000 INR
6. Accommodation	4,000 INR
7. Transportation	1,800 INR
8. Bonus	1,200 INR
9. Notice Period	One month notice
10. Connectivity	As per company provision (Internet connection)
11. Holidays	15 Days Paid leave/Year*

Terms & conditions apply\*

Please sign the original copies of this contract to signify your understanding of agreement to the above terms and conditions.



**Mohammad Suhail**

Director

Teksilicon Technologies Pvt. Ltd.

**I accept the above offer:**

Signature:

Name in bold letter:

**AKBAR ALI**

Date of acceptance:

01 / 10 / 2020



+91 80 4977 9777



info@teksilicon.com



www.teksilicon.com



January 8, 2020

Subject: Employment Offer Letter

Dear Ms. Uroosa Khan,

Danke Bio Market is pleased to offer you the position of **Supply Chain Coordinator**. Your skills will be an ideal fit for the above-mentioned role in our Supply Chain Team.

As discussed during your interview, your monthly salary will be **KWD 250** (Kuwaiti Dinar Two Hundred and Fifty). The increment, promotion and annual bonus will be decided by the management after the completion of your first year.

All other benefits, facilities and rules will be applicable as per Kuwait's Labour Law

There will be a probation period of 100 working days during which the company can terminate your contract without any prior notice (and vice-versa). However, after the completion of the probation period, a notice of three months should be given (by either of the two parties) before the contract is terminated. The initial contract is for two years from the date of joining.

This offer letter is valid for 10 days, therefore we request you to confirm your joining date within this period.

Regards,

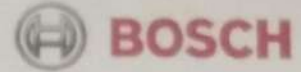
HR – Danke Bio Market

A handwritten signature in blue ink, appearing to be 'Amber', written over a large, stylized blue scribble.

Manager  
(Danke Bio Market)

A handwritten signature in blue ink, appearing to be 'M. B. Al-Falasi', written over a large, stylized blue scribble.

Chief Executive Officer  
(Bavaria Group & Danke Bio Market)



\* Private & Confidential \*

To,  
Mr. Mahamad Anif D  
S/O S Dadpeer  
# Noorain manzil Talale Singanabidre Thirthahalli  
Shivamoogga -577220  
Karnataka

Bosch Automotive  
Electronics India Pvt. Ltd.  
Building 703, Naganathapura  
P.B. No. 10029  
Electronics City Post Office  
Bangalore - 560 100  
India

PAN No. AADCB4330L  
CIN No. U29221KA2008PTC045987

16.07.2018

NhP1/HRL

**Graduate (Engineering) Apprenticeship Program 2018 - 19**

Dear Mahamad Anif D

Please refer to the Written Test and Personal Interview you had with us for the above program. We are pleased to inform you, that you have been selected for the position of Graduate Apprenticeship Program in our Company at Naganathapura. Your appointment as a Graduate Apprentice is subject to your completing the Engineering course (BE/B.Tech) successfully. The Training Program starts with effect from 16.07.2018

The duration of the training will be one year from the date of your reporting for training.

- 1 During the training period, you will be paid a consolidated stipend and will also be entitled to certain allowances/benefits as follows:

Sl.No	Particulars	INR per annum
1.1	Consolidated Stipend	1,30,200/-
1.2	Special Allowance	1,52,400/-
	Total	2,82,600/-

- 2 Please note that you will not be entitled to annual bonus or any other allowances/perks/benefits, Other than what is mentioned in clause above.
- 3 You will have to enter into a Contract of Apprenticeship with the Company for a period of one year, as required under the Apprentices Act 1961 and Apprentices (Amendment) Act, 1973 & 1986.

- 4 Please note that you will have no right or claim for employment in the Company's Bangalore unit or in any other units of the Company, after completion of your training.
- 5 Your engagement as "Graduate Apprentice" will automatically cease at the end of the stipulated period of your training as per this contract.
- 6 You will be governed and shall abide by the Rules and Regulations of the Company & Apprentices Act in force from time to time.
- 7 This appointment letter is issued on the understanding that all the information given by you in the prescribed application form is correct, true and complete. If it is found at any time that the information given by you in the prescribed application form is not correct, not true or you have knowingly suppressed any information, the Company will have the right either to withdraw this letter before you commence your training with us or to terminate your training, at any time and without any notice or compensation, after you have taken up training with us. This offer of appointment is provisional, subject to your being declared medically fit by Company's Medical Officer.
- 8 In accordance with the provisions of the Companies Act, 1956, as amended by the Companies (Amendment) Act, 1960, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are requested to make the declaration in the enclosed form and submit it to us.
- 9 Please sign and return the duplicate of this letter in token of your having read, understood and accepted the above terms and conditions.

Yours Faithfully,  
For **Bosch Automotive Electronics India Private Limited**,



**(Girish Lobo)**  
Deputy General Manager  
Human Resources

I accept the above terms and conditions.

Name:

Signature:

Mobile No:

Date:

HR/ATPL/006/18

4/10/18

Dear Mr Kiran Kumar Kapikad  
Sub: Appointment.

Further to your application for a suitable post in our organisation and the subsequent interview you had with us, we are pleased to offer you a post as per the terms and conditions below:

- Title: Intern
- Salary: You will be paid a salary of Rs.7,500 gross per month.
- Internship period: 6 months from the date of joining
- On satisfactory completion of your internship you may be placed on probation for a period of six months extendible to 12 months as a Trainee. Your salary will be Rs 15,000 during your probation period.
- If your performance or conduct is below our expectations your services may be terminated at the end of the Internship/ probationary period.
- During the Internship & probationary period, you will not be entitled to any PF or ESI deductions.
- During the Internship & probationary period you are not entitled to any Earned Leave. However you will be entitled to a total of 3 days casual leave for every 6 months of working. Any leave of absence beyond this will be treated as leave without pay.
- While you are on our rolls you are not permitted to work with any other firm or agency on part time or casual basis. Please note that violation of this condition can lead to your dismissal from the company.

We welcome you to the Ananya family and wish you a rewarding career with us.

With warm regards,

S.Natarajan,  
Chief Operations Officer

Ref No: 14524576

12-Jun-2020

Akshatha LNU



Dear Akshatha,

With reference to the discussions that we had with you, we are pleased to offer you the role of **Process Executive - Voice** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Mangalore**.

Your Annual Total Compensation will be **Rs.215,001**. The other details about your compensation is presented in **Annexure A**. We would like to inform you that Cognizant has considered **0** months of your experience as relevant, which would be updated in our records.

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

We request you to join us on or before **16-Jun-2020**.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer **Annexure B** for more details.

Please note:

- This appointment is subject to satisfactory professional reference checks
- This offer from Cognizant is valid for 3 months only from the date of offer, any extension in said validity shall be at the discretion of the company and shall be communicated to you in writing
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request

We look forward to your joining us. Should you have any further questions or clarifications, please feel free to contact us.

Yours sincerely,

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

Suresh Bethavandu

**Global Head-Talent Acquisition**

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

Signature :

Date:

### Annexure A

<b>Name:</b>	Akshatha LNU	<b>Designation:</b>	Process Executive - Voice
--------------	--------------	---------------------	---------------------------

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1426.785714	17,121
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	4934	59,208
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	456	5,472
	<b>Annual Gross Compensation</b>		<b>215,001</b>
	<b>Annual Total Compensation</b>		<b>215,001</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	<b>Annual Total Remuneration</b>		<b>231,001</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

#### **Provident Fund Wages**

- For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

#### **ESI**

- Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month which includes any recurring (or) adhoc special payouts during the month
- Contribution to ESI shall be continued till end of the contribution period, if the Associate contributes even for one month in a contribution period

\* Flexible Benefit Plan: Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

#### **Note:**

- Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.
- Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details.



**December 18, 2018**

**Mr Arshad Ali**

13-369(H)3, Mithabail House,  
BC Road, Bantwal (TK),  
Karnataka.

Dear Arshad Ali,

Further to our interactions with you, we are pleased to offer you an Internship position in Training Department at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

In addition to the duties that were outlined during your interview, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability. You agree not to engage in any other employment, occupation or consulting activity for any direct or indirect remuneration during your internship. You are required to be in formals (formal sari for women/business formals for men) for the period of the induction training and subsequently when you travel as a trainer. Your base location is **Coimbatore** and date of joining is on **24-Dec-18**.

This internship is strictly full-time. During your internship, you will be paid stipend of Rs.8,000/- per month plus an accommodation allowance (depending upon your base location). A full time offer of employment with CTC of Rs.2.64 lacs per annum may be made based on your performance during the period of internship. It is possible that you may be posted to other base locations (different from your base location during internship) when being made a full-time offer.

Thank you.

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



**Arumugam N Vadivelu**

Manager-Human Resources

---

**ACCEPTANCE OF OFFER**

*I hereby confirm that I accept the above offer with all its terms and conditions of employment.*

**Name & Signature of the candidate with date of acceptance**

# BIT POLYTECHNIC

Approved by AICTE New Delhi, Recognized by Govt. of Karnataka.  
Affiliated to Department of Technical Education, Bengaluru.  
Lands End, Innoli, Boliyar Village, Near Mangalore University,  
Mangalore-574199, T: +91 824 2235000/2235100, F: +91 824 2235775  
E-mail: info@bitmangalore.com, Website: www.bitmangalore.com



BIT  
POLYTECHNIC  
MANGALURU

INSTITUTION CODE : 593

BITP/AO/2022-23

15.11.2022

Ref. : .....

Date : .....

To,  
Ms. Khateeja Samreen  
#2-6/2, Gadi Chauka  
Ullala Kotepura Road  
Ullala, Mangalore-575020.

## APPOINTMENT ORDER

Dear Ms. Khateeja Samreen,

Sub: Appointment letter for the post of Lab Instructor in the Department of Mechanical Engg.- reg.

With reference to the above subject, we are pleased to appoint you as **Lab Instructor** at **BIT Polytechnic, Mangalore** with a salary of **Rs. 12,000/-p.m.** Your appointment is subject to the following terms and conditions.

- You shall be governed by the service rules which are in force and which may be framed from time to time by our Institution/Trust.
- Your appointment is subject to the approval of DTE & Government of Karnataka.
- You will be on probation for a period of one year from the date of joining.
- As agreed kindly note that you cannot resign your job during the first year of your service and after one year if you decide to leave the service you shall give two months notice in advance (excluding vacation period) or two months' salary in lieu of it but you shall not leave in the middle of any semester. However, management reserves the right to terminate your service any time if your service not found satisfactory.
- You are required to report for duty on or before 24.11.2022.
- Kindly produce all relevant certificates in original to evidence your date of birth and educational qualifications at the time of reporting for duty.

We take this opportunity to welcome you to BIT and we hope you will contribute significantly for the overall development of BIT to make it world renowned institution.

As a token of your acceptance kindly sign the duplicate of this letter and return.

Yours truly,

For BIT Polytechnic

Principal

I accept this letter

PRINCIPAL

**B.I.T. Polytechnic**  
Lands End Innoli, Boliyar Village  
Near Mangalore University

**भारत इलेक्ट्रॉनिक्स**  
**भारत इलेक्ट्रॉनिक्स**

**BHARAT ELECTRONICS**  
QUALITY, TECHNOLOGY, INNOVATION.

(A Govt. of India Enterprise, Ministry of Defence)

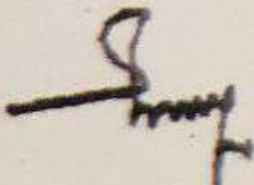


**ASGAR ALI**

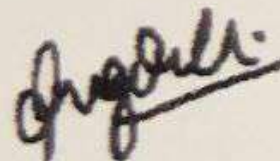
**Tr.No : 831058**

**Category : GAPP**

**SBU : NS(R&FCS)**



**Head of Security**



**Holder's Signature**



Ideas. People. **WelkinWits** Models.

**WelkinWits**  
Technologies LLP

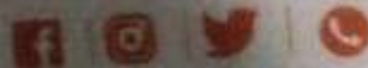


**Thanveera K**  
Project Co-ordinator  
(Developer)

**ID: WT0019**



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



# TECHSOL

## Letter of Appointment

February 18, 2019

Mr. Hathim Sinan  
Fathima compound Nandavara kote house,  
Panemangalore Post, Sajipamunnur  
Village, Bantwal Taluk, Dakshina Kannada,  
Karnataka

Dear Mr. Hathim,

Welcome to Techsol.

Further to our recent discussions, we are pleased to issue this letter of appointment to you for the post of Sales Engineer. You may report to duty on 18-Feb-19 as discussed.

### Terms of appointment:

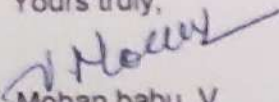
1. You will be under probation for a period of 3-months. During this time, we expect you to develop your skills set to suit to the company needs. A formal review will be done by end of 3-months and based on the review the management will be deciding on your retainment, salary revision and designation change etc. whichever deemed necessary.
2. Your gross salary is Rs. 12,000 per month during probation and Rs. 15000 per month on confirmation. An one time allowance of Rs. 9000 will be paid on successful completion of probation. In addition to this you are also eligible for Company Mobile SIM, Conveyance and Lodging allowances at actuals. PT, PF, TDS and ESI deductions will be done as per statutory requirements.
3. You will be given official mobile SIM card and you are requested to use the same strictly for office usage only.
4. Your office hours are Monday to Friday/ Saturday, 09:00 AM to 06:00 PM with a lunch break of 1-hour. We have 1<sup>st</sup> and 3<sup>rd</sup> Saturdays as working days.
5. Your dress code is business formals with shoes.
6. We have zero tolerance on employees who do not follow ethics, self-discipline and honesty. In an unlikely event of such, the employment will be terminated with immediate effect without any prior notice. The decision on termination is sole discretion of management and no negotiations are possible.
7. During probation, no leave is permitted and upon confirmation you will be informed on your eligible leave days. In case of leave taken during probation, your salary will be deducted on pro-rata basis.
8. Your job profile involves Products Sales, Customer Visits, Customer Presentation, Marketing, Service, Customer Support etc.

# TECHSOL

9. In view of time and money to be invested by the company on the employee, the company has decided that the employee should work with the company for a minimum period of 2-years from the date of confirmation. In case you decide to resign from the company before 2-years of confirmation, you may do so by paying a compensation of 3-times your gross monthly salary.
10. In case you prefer to leave the company after 2-years from the date of confirmation, you should give a written notice of 60-days in advance. Any reduction in the notice period can be compensated by you paying the salary amount pro-rated to the lapsed period.  
i.e. Compensation amount to be paid by the employee =  
(60 days – served days) x per day salary.
- In case the company decides to terminate you, a written notice will be given to you 30-days in advance with an exceptional case detailed under point No. 6.
11. Our general terms and conditions that change time to time are also applicable to you.

Wishing you all the best.

Yours truly,

  
Mohan babu .V  
Partner

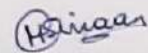


Acceptance by employee:

Accepted

Date: 18/02/2019

Place: BENGALURU

  
\_\_\_\_\_



# Professional Diesel Power Engineers

**powerol**  
by Mahindra

- Authorised Service Dealer
- Authorised Sales Dealer

Date: 04.08.2018

To,  
MR. AHMED REFAI A M  
S/o. Mansoor Ahmed A S  
Aragagate, Hiregadde,  
Arga Post, Thirthahalli  
Shimoga - 577414  
Email : ahmedrefai313@gmail.com  
Mob: +91- 9449473024

## Sub: Appointment Letter

We refer to your application-dated 03<sup>rd</sup> August 2018 and subsequent interview you had with us, we are pleased to inform you that you are selected as "SERVICE ENGINEER TRAINEE" in our establishment w.e.f. 06<sup>th</sup> AUGUST 2018 on the following terms and conditions:

1. Your appointment as SERVICE ENGINEER TRAINEE in our establishment will remain same unless you are informed in writing.
2. The period of your training in our establishment is for six months effecting from the date of you reporting to the training.
3. During your training period you will be paid a Stipend of Rs. 11005/- and it will be paid to you on 7<sup>th</sup> of every succeeding calendar month. You are not entitled for any other monetary benefits other than the Stipend.

Sl. No	Name of the Employee	No of Days	New Basic+ DA	Att. Bonus	Travel Conveyance	Monthly Bonus (8.33%)	HRA	Spl. Allowance	Food Allowance	Gross Salary	ESI	PF	Total Deduction	Monthly Net Payable
1	AHMED REFAI A M	31	9000	150	900	750	600	300	600	12300	215	1080	1295	11005

(Rupees Eleven Thousand and Five Only)

4. During your training period you will report at the place of training at the specified hours, which will be intimated, to you from time to time. The hours of training are subject to change as per the training needs.
5. During your training period you will undergo training either in the Office, at Unit -2 Office or in any other units of our establishment or on job training in any other place where the company wants you to undergo training, under the supervision and / or instruction of your HOD/ HR/ Proprietor.
6. During your training period you will receive all documents in connection with your selection as trainee that may be issued to you as and when necessary.
7. During your training period you will be governed by the Karnataka Model Standing Orders, Code of Conduct existing in the establishment, standing instructions and the general rules and regulations that are prevailing in our establishment which are given to you or made from time to time.

*A. K. Refai A. M.*

Contd. 2/-


Head Office : # 161/1, 12th Cross, Mahalakshmi Layout, Bangalore - 560 086  
Call/SMS : +91-78299 01033 / 98867 54337, Tel : +91-80-2359 7576 / 567  
Branch Office : # 163, Ground Floor, 12th Cross, Opp. Anjaneya Temple Park, Mahalakshmi Layout, Bangalore - 560 086  
Call/SMS : +91-98861 06121 / 93430 61610, Tel : +91-80-2319 5463 / 72  
Factory : # 6, Karihobanahalli, Maruthi Industrial Estate, Peenya 2nd Stage, Bangalore - 560 058.  
Call/SMS : +91-78299 01033 / 98867 54337  
E-mail : professionaldiesel@rediffmail.com, gensetservice@professionaldiesel.co.in

Strong & Dedicated Team, to take care of your Diesel Generator Sets  
We have no argument on our competitors who charge less..... They realize what quality & Service backup is worth

8. During the period of your training, if the management found that your learning is not at the satisfactory level, and that the management wants to extend your training for a minimum period of 3 months or a maximum period of 6 months, accordingly your training will be further extended and the same will be intimated to you.
9. You will be covered under the Employees State Insurance Act and Employee's Provident Fund and Miscellaneous Act and the schemes made there under.
10. It is hereby made clear that if the establishment finds difficulty to impart training for any reason whatsoever during your training period, the management will have a right to terminate your training and put an end to your training in our establishment before the specified period, by giving one month advance notice in writing OR by paying you one month's Stipend in lieu of such advance notice, such termination shall be within the meaning of Section 2(oo)(bb) of the Industrial Dispute Act, 1947.
11. Similarly, if you find any difficulty to continue or intend to discontinue your training for any reason whatsoever before the specified period, you may terminate your training and put an end to your training in our establishment by giving one month advance notice in writing to the management OR by paying the management one month's Stipend in lieu of such advance notice.
12. In case if your training is terminated either by the management or by you before the completion of specified period, you will not be issued Training Certificate unless you have completed your training for a minimum period of 6 months.
13. It is made clear that your selection is purely for the purpose of imparting you training and nothing else. You will not claim for absorption in the establishment against any permanent vacancy either during or after successful completion or on termination as stated in clause 9 and 10 above.
14. You are informed that, in the event of your absorption in the establishment against a temporary or permanent vacancy at the discretion of the management, the period of your training in our establishment will not count for the length of your service for any statutory claim of whatsoever.

If the above terms and conditions are acceptable to you, you are required to affix your signature on the office copy of this letter and report for the training.

Thanking you,  
For Professional Diesel Power Engineers

  
PRASHANTH SHETTY  
Proprietor



**ACKNOWLEDGEMENT**

I hereby acknowledge my acceptance to the terms and conditions as set out in this letter and affix my signature as token of my acceptance. I will report for training on 06<sup>th</sup> August 2018.

Thanking you,  
Yours faithfully,

  
AHMED REFAI  
Date:





PLACEMENT BIT &lt;placements@bitmangalore.edu.in&gt;

---

**Fwd: ETHNUS || OFFER EMAIL**

1 message

---

**BITPlacements Mangalore** <bitplacementsmangalore@gmail.com>

Thu, Dec 15, 2022 at 11:58 AM

To: placements@bitmangalore.edu.in

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

From: **mohammed swabir** <mohammedswabir64@gmail.com>

Date: Thu, 28 Jun, 2018, 7:28 pm

Subject: Fwd: ETHNUS || OFFER EMAIL

To: BITPlacements Mangalore &lt;bitplacementsmangalore@gmail.com&gt;

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

From: ETHNUS &lt;careers@ethnus.com&gt;

Date: Thu 28 Jun, 2018, 11:52 AM

Subject: ETHNUS || OFFER EMAIL

To: Mohammedswabir &lt;mohammedswabir64@gmail.com&gt;

Dear Mohammed Swabir,  
Congratulations!

We are pleased to inform that you have been selected for the post of "TYRO-L1" for our Academics Team through the recruitment drive conducted at your campus on 06/02/2018 .

At the outset, we wish to release this confirmation letter of selection, subject to the acceptance of the below terms and conditions.

- Your date of joining will be communicated shortly in a follow-up email after we receive your acceptance for this offer
- You will be eligible for a salary package of Rs. 2,40,000/- (Two Lakh Forty Thousand Only) per annum. This represents the total cost of employment to the company (CTC)
- A detailed letter of employment with ETHNUS outlining the break-up of your salary would be given to you at the time of joining
- The confirmation of your employment with ETHNUS is subject to your antecedents being verified as correct and your performance during the probation period of 4 months
- Bond period of 18 months shall be applicable

Please acknowledge the receipt and acceptance of this offer mail by responding to the same on or before 01/07/2018.

The below-mentioned documents need to be submitted at the time of joining.

- Age & Address Proof – Photocopy
- ID Proof – Photocopy
- Marks Cards/ Degree Certificates (10th, 12th, Highest Degree Certificate) – Originals & Photocopy
- 3 Passport size photograph

For any further clarifications, please contact Mr. Narthan Poovanna on +91- 8296968012

We look forward for you to join ETHNUS. We hope this association would be long lasting and mutually beneficial.

Note: Response to this email only shall be considered as a formal acceptance of the offer given.

Thanks and Regards,  
HR Team

This e-mail and any attached files are confidential, proprietary, and may also be legally privileged information, and are intended solely for the use of the individual or entity to whom they are addressed. If you are not the intended recipient of this e-mail, please send it back to the person who sent it to you and delete the e-mail and any attached files and destroy any copies of it; you may email us at [reachus@ethnus.com](mailto:reachus@ethnus.com)

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Unauthorized reading, reproduction, publication, use, dissemination, forwarding, printing or copying of this e-mail and its attachments is prohibited.

We have checked this message for any known viruses; however we decline any liability, in case of any damage caused by a non-detected virus.

**Offer Letter SANRIA / HR-REC-005-V1**

Dear Mr.Mohammad Shabheeth,

Greetings from SANRIA.

Subsequent to the interviews and discussions with the Management, we are pleased to offer you Trainee Engineer position in our company. Please find the details of the job offer.

Position: Trainee Engineer  
Location: SANRIA Engineering & Consulting Pvt Ltd., 338 KIADB  
Industrial Area, Hebbal, Mysore  
Reporting Date: August 04, 2018  
CTC per Month: Rs. 10000/- Per Month for first Six months and Rs.12000/- Per Month  
from Seventh to Twelfth Month

Upon successful completion of your 12 month training and on being confirmed as an employee confirmation, you will become eligible for the statutory bonus and performance linked bonus.

On the day of your joining, you are required to provide the documents shown below.

1. All Educational certificates (Originals and Copies) - Mandatory
2. ID Proof - Mandatory
3. Address Proof - Mandatory
4. Two Passport size photographs – Mandatory

Please treat this offer letter as confidential and this offer letter should not be used for any other purposes outside the organization including any salary negotiations / collateral security/etc., without a written consent from us.

Please confirm your acceptance through email.

Please feel free to contact us if you have any further questions or need assistance.

Human Resources Department  
SANRIA Engineering & Consulting Pvt. Ltd.,

**APPOINTMENT LETTER - SANRIA/HR-REC-006-V0**

May 17, 2018

To,  
Mr. Abid Hussain  
1-4-88/110,  
Ramlingeshwar Layout,  
Raichur - 584101

**B.E Mechanical**

SL. NO	NAME OF THE EMPLOYEE	Designation	INSTITUTION NAME	USN	Mobile
1	MOHAMMED HISHAM	TRAINEE ENGINEER	BIT MANGALORE	4BP14ME039	9164778053
2	MOHAMMED THANSEEF	TRAINEE ENGINEER	BIT MANGALORE	4BP14ME062	8050129698
3	AHMED REFAI A.M	TRANIEE ENGINEER	BIT MANGALORE	4BP14ME012	9449473024
4	MOHAMMAD SUHAIL	TRANIEE ENGINEER	NMAMIT NITTE	4NM11ME089	9880406869
5	MOHAMMED SIMAB	TRAINEE ENGINEER	PA COLLEGE OF ENG	4PA13ME056	9916275864
6	ABDUL RAZAK ASHIQ	TRAINEE ENGINEER	PA COLLEGE OF ENG	4PA14M6006	8197030950
7	MUZAMIL M	TRAINEE ENGINEER	SHREE DEVI COLLEGE		9663398943
8	DANIAL DISOUZA KJ	TRANIEE ENGINEER	SRINIVAS COLLEGE MUKKA	4ES14ME030	9947493999
9	SANDESH K	TRAINEE ENGINEER	SRINIVAS COLLEGE MUKKA	4ES14ME096	8792417838
10	PRATIK BHANDARY	TRANIEE ENGINEER	SRINIVAS INSTITUTE OF TECHNOLOGY VALACHIL		7899383488
11	LIKITH D SHETTY	TRANIEE ENGINEER	SRINIVAS INSTITUTE OF TECHNOLOGY VALACHIL		9731091191
<b>Diploma - Polytechnic</b>					
1	DAVEN NIGEL REGO	SBM+FW	P. A POLYTECHNIC	493ME14038	8951504044
2	ABDUL HAFIL	SBM+FW	P. A POLYTECHNIC	493ME14004	9108589746
<b>TOTAL-13</b>					

**Expertise Contracting Co, Saudi Arabia** 

Campus Placements – 2019  
Venue: PA College of Engineering  
Nadupadav, Mangalore

**List of Selected Candidates**

Bangalore  
05-09-2018

**Mr. Mohammed Irshad  
S/O Mr. Yousuf  
Kadkar House, Barebettu Post, Kolnadu Village  
Bantwal Taluk, Dakshina Kannada  
Mangalore.**

Dear Mr. Mohammed Irshad,

Sub: Appointment Letter

Further to the interview you had with us, we are pleased to appoint you as **"Designer - Trainee"** in our organization. You are required to join for duty on or before **6th September 2018**.

Please note that you will be paid a remuneration of **Rs. 12,000/-** per month. Your training will be for a period of 3 months and your salary will be reviewed on successful completion of the training period.

You will be responsible for Costing & Drawing of **Bearys Innomarketing Pvt. Ltd. for Herman Miller & allied products** and shall support the project execution team and perform any other related tasks assigned to you from time to time.

You will be entitled for Health Insurance as per company policy. Kindly note that TDS/PT and other statutory deductions, will be as per applicable laws from time to time.

You shall be on probation for a period of 1 Year after the completion of your training after which you shall be entitled for Leave, incentives & any other benefits as per company rules & entitlements amended from time to time.

Kindly note that you will be required to give one months notice in the event of leaving the organization.

*Your appointment and continuance is subject to your remaining medically fit at all times.*

*During your employment with us, you will abide by the working hours of the office without any extra remuneration and shall keep confidentiality in all company matters for which you shall be liable.*

*You will be responsible for the safe keeping and return in good condition all company property which may be in your use, custody, care or charge.*

*Your services are also transferable to any of our company's offices (either existing or to be set up in future) purely at the discretion of the management on the same terms & conditions.*

2/-

: - 2 - :

You will be governed by the rules & regulations of the organization as formulated from time to time.

Please note that you need to submit the relieving letter and service certificate from the previous employer along with Address Proof.

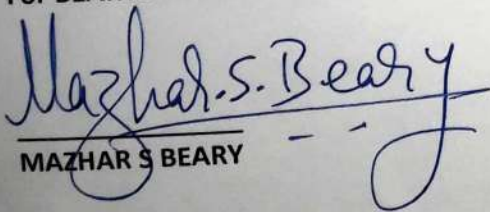
For over 2 decades we have passionately delivered excellence in our products & services in keeping with our motto of 'Delivering Excellence Consistently'. All throughout our pursuit of excellence has been with a single minded mission of leaving behind a great legacy of works. While we have achieved a great deal of recognition in marketing & property development, our Endeavour is to forge ahead & achieve a lead position in the retail market with world class green products like Herman Miller, CBS etc. It is also our Endeavour to add complementing green products to our list. We believe you will drive this organization & ably assist us in achieving our goal of becoming a foremost Retail Management Company.

With this aspiration and confidence in your ability to deliver, we are happy to welcome you to the Bearys fold & hope that you will stay & grow with us & contribute a great deal for the continued success of self & the **Bearys Group**.

Please sign the duplicate copy of this letter as a token of your acceptance.

Yours truly,

For BEARYS INNOMARKETING PVT. LTD.

  
MAZHAR S BEARY

  
ACCEPTED BY ME

## SANRIA-HR-REC-001-V0

Hi Altaf,

Greetings from SANRIA Engineering & Consulting Pvt. Ltd.,

Subsequent to the interviews and discussions, we are pleased to offer you as Trainee position in our company.

Position: Trainee  
Location: Sanria Engineering & Consulting Pvt Ltd., 338 KIADB Industrial Area,  
Hebbal, Mysore  
Reporting Date: September 29, 2018  
Reporting Time: 10.00 AM  
Training start Date: October 03, 2018

You will be on the training period for 1 month or less, where you will be not availing any salary during the training period. Based on your performance during the training period, you will be inducted as Trainee Engineer with CTC of Rs.10,000/- per month (Rupees Ten Thousand Only).

If you are unable to clear the test conducted post training, you will be not continuing with employment in SANRIA.

On the day of your reporting, you are required to submit below listed documents to the Company;

1. All Educational certificates ( Original & copies) - Mandatory
2. ID Proof (copy) - Mandatory
3. Address Proof (copy) - Mandatory
4. Two Passport size photographs – Mandatory

Please treat this offer letter and confirm your acceptance through email by 27 September 2018.

**Note: Please find attached Employment Agreement Document. Please get the document printed on Executive Bond paper with Parent Signature and submit on the date of reporting.**

Please feel free to email HR team if you have any further questions or need assistance.

Regards,  
HR team

**B.E Mechanical**

SL. NO	NAME OF THE EMPLOYEE	Designation	INSTITUTION NAME	USN	Mobile
1	MOHAMMED HISHAM	TRAINEE ENGINEER	BIT MANGALORE	4BP14ME039	9164778053
2	MOHAMMED THANSEEF	TRAINEE ENGINEER	BIT MANGALORE	4BP14ME062	8050129698
3	AHMED REFAI A.M	TRANIEE ENGINNER	BIT MANGALORE	4BP14ME012	9449473024
4	MOHAMMAD SUHAIL	TRANIEE ENGINNER	NMAMIT NITTE	4NM11ME089	9880406869
5	MOHAMMED SIMAB	TRAINEE ENGINEER	PA COLLEGE OF ENG	4PA13ME056	9916275864
6	ABDUL RAZAK ASHIQ	TRAINEE ENGINEER	PA COLLEGE OF ENG	4PA14M6006	8197030950
7	MUZAMIL M	TRAINEE ENGINEER	SHREE DEVI COLLEGE		9663398943
8	DANIAL DISOUZA KJ	TRANIEE ENGINNER	SRINIVAS COLLEGE MUKKA	4ES14ME030	9947493999
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<b>Diploma - Polytechnic</b>					
1	DAVEN NIGEL REGO	SBM+FW	P. A POLYTECHNIC	493ME14038	8951504044
2	ABDUL HAFIL	SBM+FW	P. A POLYTECHNIC	493ME14004	9108589746
<b>TOTAL-13</b>					

**Expertise Contracting Co, Saudi Arabia** 

Campus Placements – 2019  
Venue: PA College of Engineering  
Nadupadav, Mangalore

**List of Selected Candidates**



**LETTER OF UNDERTAKING**

I, **Jamaluddeen Ahamad K**, Aged 23 Years, Koradka House, Aithoor Village, Puthur TQ. Pursuant to my selection & appointment as SBM/FW/PR for onsite Plant Shut down assignment at Expertise Contracting Co. in Saudi Arabia, for a basic salary of SAR 1200 + OT, per Month, do hereby execute this Letter of Undertaking in favor of M/s Cygnus Solutions agree and hereby giving my full consent as follows

1. I hereby agree to serve the company for a minimum period of 6 months commencing from the date of execution of this LOU.
  - a) If I fail to travel after the Visa Stamping, I undertake to compensate the company by payment of Rs. 100,000/- .
  - b) If I wish to come back before the completion of project, at my own will, then I undertake to compensate the company by the payment of Rs 200,000 /-
  - c) In case if the shutdown project ends before the stipulated time, company has the liberty to relieve the employee and will send them back from work.
2. I do hereby agree to the existing rules and regulations of the "Expertise Contracting Co." and rules and regulations framed / amended from time to time.

3. If I want to leave the company before completion of said period it is the management discretion to relive me. However, if the company is not satisfied with my performance the company is at liberty to terminate my service at any time.

4. I do hereby undertake that during the tenure of my working with the "Expertise Contracting Co.", I shall serve the company faithfully and diligently, devote my whole time and shall comply with all directions and orders of the company and / or its Officers and / or authorities under whom my services are placed by the Company from time to time. Further I shall not divulge or disclose any of the secrets of the Company and engage myself and / or have any concern with any other firm / Company or business or organization at any time during the tenure of my service with the company. In case I found guilty of committing insubordination, insult or disobedience to any of my superiors, gross neglect of work, non-performance, carelessness, damage of equipment, interfering with the records of the Company etc., I shall be liable for any disciplinary action including dismissal by the "Expertise Contracting Co." and in such event the "Expertise Contracting Co." shall not liable to pay to me any compensation.

5. The Expertise Contracting Co. will be bearing the following expenses on behalf of the employee for onsite assignments.

- a) Visa    b. 2-way Travel Expenses    c. Food & Accommodation

I declare that I am executing this LOU in favor of Cygnus Solutions with my own will and consent in presence of the following witnesses on 24-12-2019 at Cygnus Solutions, Mangalore.

*Dave Syll* (Jamaluddeen Ahamad K)  
Signature with Name, address & PP number

Koradka (H), Aithoor (V) Sunbadaballe (P), Puthur TQ (574 230)  
Witnesses (with address & Relationship to the candidate)

1. Mr. Ibrahim M.P [Father]  
Koradka (H), Aithoor (V)  
Sunbadaballe (P) Puthur T.Q  
574 230

2. BIFATHUMA [mother]  
Koradka (H) Aithoor (V)  
Sunbadaballe (P) Puthur T.Q  
574 230



**JSWPPL/General/L07/18-19/030**

**Corp. Office :** JSW Centre,  
Bandra Kurla Complex,  
Bandra (East), Mumbai - 400 051  
CIN. : U24200MH2016PTC273511  
Phone : +91 22 4286 1000  
Fax : +91 22 4286 3000  
**Date:** February 28, 2019

**Mr. Rizwan L**

Door no 8-8-693, Alim house,  
Near kandathpalli, Kudroli road  
Mangalore 575001

**Email ID:** mohammedrizwan44@gmail.com

**Mobile:** 9008696658

Dear Rizwan

**Sub: Letter of Offer**

With reference to the interview you had with us, we are pleased to offer you the post of "Customer Relationship Officer" at JSW Paints Private Ltd. You will be initially posted at Calicut. However, all our jobs are transferable and you may be posted to any other locations based on company requirements.

This officer is subject to the following terms and conditions:

1. Salary and Benefits as per the Annexure attached
2. Your offer is valid subject to Medical fitness duly certified by a Medical Officer
3. You are requested to report for duty on **11 March 2019** and submit the following documents in original with a copy at the time of your joining duties.
  - i. 2 passport size photograph
  - ii. PAN card copy
  - iii. Birth certificate
  - iv. Aadhaar Card copy
  - v. Qualification certificates (10th, 12th, Graduation etc.) - original and Xerox
  - vi. Cancelled Cheque
4. Any wrong information/ suppression of information shall be liable for termination of the offer of appointment
5. You will be on probation for a period of six months effective from the date of your joining duties
6. A detailed appointment letter will be issued to you after your joining.

This letter is being issued in duplicate. Please return the duplicate copy duly signed by you as a token of your having received, understood and accepted the terms and conditions of this Appointment.

Yours faithfully,

For JSW Paints Private Ltd,

**Amit Kumar Das**  
Vice President – HR

AG



Annexure

Compensation Structure - Rizwan L				
	Organisation	JSW PAINTS PRIVATE LIMITED		
	Designation	Customer Relationship Officer		
	Grade	L07		
Monthly Benefits		Monthly	Annual	
	Basic	8,820	105,840	
	HRA	2,690	32,280	
	Conveyance Allowance	2,920	35,040	
	Supplementary Allowance	8,755	105,060	
	Meal Voucher	1,500	18,000	
	Medical Allowance @ 8.333% (on Basic)	735	8,820	
	<b>A</b>	<b>Sub Total (monthly)</b>	<b>25,420</b>	<b>305,040</b>
	Annual Benefits	L.T.A. @ 8.33% (on Basic)	735	8,820
Bonus @ 20% (on Basic)		1,764	21,168	
<b>B</b>		<b>Sub Total - Annual Components</b>	<b>2,499</b>	<b>29,988</b>
Retirals	Provident Fund - 12% (on Basic)	1,058	12,696	
	Gratuity - 4.8%	423	5,076	
<b>C</b>	<b>Sub Total - Retirals</b>	<b>1,481</b>	<b>17,772</b>	
<b>D</b>	<b>Total without Sales Incentive (A+B+C)</b>	<b>29,400</b>	<b>352,800</b>	
<b>E</b>	<b>Sales Incentive (As per company policy)</b>	<b>8,100</b>	<b>97,200</b>	
<b>G</b>	<b>Grand Total [D+E]</b>	<b>37,500</b>	<b>450,000</b>	

Benefits:

- **Group Term Life Insurance:** The extent of financial assistance for death due to any reason shall be limited to 6 times the average annual cost to company of the grade of the employee subject to a minimum of INR 22.5 Lakhs and a maximum of INR 1.0 Crore
- **Group Personal Accident Insurance:** The extent of financial assistance for disability due to accident shall be limited to 6 times the average annual cost to company of the grade of the employee subject to a minimum of INR 22.5 Lakhs and a maximum of INR 1.0 Crore
- **Group Medclaim Policy:** Critical Ailment Rs. 4 Lacs (per family, per annum) and Non Critical Ailment Rs. 3 Lacs (per family, per annum)
- **Reimbursement of Telephone Expenses:** As per company policy
- **Reimbursement of Field Travel Expenses:** As per company policy



AG

10/15/2021

Abdul Farhan Yousuf  
Mangalore, India

Dear Abdul Farhan,

We are pleased to offer you the full-time position of **Planning Engineer** at Doosan Enerbility Co. Ltd with a start date of **11/01/2021**, contingent upon background check, Interview. You will be reporting directly to Planning Manager at Doosan HQ, Dammam, KSA. We believe your skills and experience are an excellent match for our company.

You will be handling all the required roles as briefed during the interview.

The annual starting salary for this position is as discussed and to be paid on a monthly basis by direct deposit.

Your employment with Doosan Enerbility Co. Ltd will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time.

As an employee of Doosan Enerbility Co. Ltd, you are also eligible for our benefits program, which includes Food, Accommodations, Travel Expenses, Medical Insurance, vacation time and other benefits which will be described in more detail in the orientation package.

Please confirm your acceptance of this offer by signing and returning this letter by **10/31/2021**.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Abdul Farhan Yousuf

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

Sang Jo Park

General Manager,

Doosan Enerbility.



Snamprogetti Saudi Arabia Co. Ltd.

FORM-SPSA-HR-001-E

Rev. 05

Date 29 Jun 22

## EMPLOYMENT OFFER

Page 1 of 1

Ref. Doc: WI-SPSA-HR-014-E

		Date	5-Sep-22
Candidate Name	Mr.	AHMED SHUHAIB	
Nationality	INDIAN		
Date of Birth / Age	02-Aug-96	26	
Contact Number	+91 8714307966 shuhaaib@gmail.com		
Address	India		
Department	ONSHORE OPERATIONS		
Cost Center/Project Code	H02609	H02583	

## DETAILS OF EMPLOYMENT OFFER

DESCRIPTION		CONTRACTUAL TERMS & CONDITIONS	
1	Employment Start Date	Actual Joining Date	
2	Work Location	HARADH PROJECT	
3	Position	SYSTEM COMPLETION ENGINEER	
4	Professional Role (Job Code)	430006L2	
5	Employee Classification & Grade	WHITE COLLAR	B1
6	Contract Status	BACHELOR	
7	Contract Duration	12 Months	
8	Weekly Working Hours/Schedule	To gurantee project requirement, minimum 48 Hours	
9	Work/Leave Rotation	14 Days Paid Leave for 120 days of Site Presence + 2 Travel days	
10	Consolidated Monthly Salary		
11	Monthly Basic Salary	SAR	Monthly
12	Open Overtime	NA	
13	Monthly Extra Work Allowance	(Lump sum amount for project guaranteed service, this amount will compensate any extra hours performed on normal working days, weekends & holidays, payable for site presence only (not paid during vacation)	
14	Housing Allowance	Company provided accomodation	
15	Food Allowance	Food Provided by the Company	
16	Transportation	Transportation Provided by the Company	
17	Other Allowances (pls. specify)	NA	
18	End of Service Benefit	As Per Saudi Labour Law	
19	Mode of Payment	Only to Employee Bank Account	
20	Air Ticket	Economy class ticket as per Work Rotation	
21	Medical	Covered by Local Insurer	
22	Accidental Death and Dismemberment	USD 75,000.00	
23	Notice Period	30 Working Days	
24	Probationary Period	3 Months	

## Remarks:

- 1.This employment offer is valid only if the applicant is medically "Fit to Work"
- 2.The activation of this employment is subject to the employee obtaining work permit and/or visa from the appropriate KSA authorities before the employee's designated date of departure to the work location. Not applicable to local nationals
- 3.This employment offer is not considered as a final approval of employment, until you have signed the final employment contract.\*
- 4.This employment offer will be considered null and void if no response from the candidate within 5 days

Prepared By	Verified	Approved By (HR Manager)	Employment Offer Accepted by the Candidate
	Mohamed Adlene ABDERRAHIM Digitally signed by Mohamed Adlene ABDERRAHIM Date: 2022.09.06 20:29:58 +03'00'		
Date, Name and Signature	Date, Name and Signature	Date, Name and Signature	Date, Name and Signature



Dubai,  
31-03-2022

2637

**TO WHOMSOEVER IT MAY CONCERN**

It is our pleasure to write about **Mr. ABDUL HAKEEM, (Indian Passport No: S5297760)**, who has worked with V Zone International LLC, at our Dubai office, in the below positions from 04/03/2020 to 03/03/2022.

- **Sales and Field Service**

During the tenure of his work here, we found him active and competent in executing all assigned tasks. He is professionally sound, hard-working, and a devoted and motivated employee whose dedication in taking initiative and contribution for the realization of organizational goals and objectives has proven helpful in the advancement of our establishment repeatedly. Moreover, the conduct during his stay with us is exemplary. During his service period, he has been found sincere, sociable, pleasant, and open to challenges. His decision to terminate his services with us is solely his own and we wish him all the best in his future endeavours.

Sincerely,

في زون انترناشيونال (ش.ذ.م.م.)  
**V ZONE INTERNATIONAL L.L.C**  
Tel.: 04 2389906, Dubai - U.A.E.

For, Shabeer Ali

Business Development Manager  
Email: [business@vzoneinternational.com](mailto:business@vzoneinternational.com)