

**Victoria Institution (College)**  
**78-B, Acharya Prafulla Chandra Road, Kolkata-700009**

**5.2.1 Number of placement of outgoing students**  
**2023-2024**

**Supporting Documents**

## SUB – CONTRACTOR AGREEMENT

This Sub-Contractor Agreement (“**Agreement**”) is executed on this Issue **15th July 2024**

By And Between

**For Paradigm IT Technology Services Pvt. Ltd.** a company incorporated under the companies act 1956 and having its registered office at **1<sup>st</sup> Floor Innovative House, 6-3-663/G/4, Panjagutta, Hyderabad, Telangana - 500082**, hereinafter referred to as “**Contractor**” which expression shall unless it be repugnant to the context, mean and include its successors and assigns) of the One Part;

**AND**

**Mr. / Ms. Sharmistha Bhowmick (ESMA-71646)**

Having Aadhaar number 385027647164 (hereinafter referred to as “**SUBCONTRACTOR**”, which expression shall unless it be repugnant to the context or meaning there of mean and include his heirs, administrators, associates, authorized representatives and permitted assigns) of the Other Part;

Sub-Contractor & Contractor are hereinafter, wherever the context so requires, are referred to collectively as “**Parties**” and individually as “**Party**”.

### **1. SCOPE OF WORK**

The Parties agree that the detailed scope of the Services to be provided by the Sub-Contractor shall be set out in the Scope of Work as Annexure A to this Agreement.

**1.1 The Sub-contractor (in designated nos.) will be appointed by contractor who will be doing Work for IIMI Image Management Private Ltd.**

**1.2 The payout for the same will be completely variable and paid as Annexure A**

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and promises contained herein and other good and valuable considerations, the receipt and adequacy of which is hereby acknowledged by both the Parties, intending to be bound legally, agree as follows:

### **1. DEFINITIONS AND CONSTRUCTION**

**1.1. AGREEMENT:** Shall mean this Agreement and shall include any modifications of this Agreement as may be mutually agreed in writing;

**1.2. TERM:** Shall mean the period of 1 year beginning with effect from date of agreement and ending on To unless this Agreement is terminated earlier as provided hereinafter.

**1.3. TERRITORY:** Shall mean the geographical area with specified pin code locations in which Sub-Contractor shall provide the Services.

### **2. LIABILITIES OF SUB-CONTRACTOR**

**2.1.** Without prejudice to any other rights Sub-Contractor may have in law or under this agreement, the liability of Sub-Contractor for any loss or damage shall be paid by Sub-Contractor pursuant to an order /judgment /decree passed by a Court and/or Consumer Forum or Tribunal, whichever is higher

**2.2.**

#### **a. TERMINATION**

i. Either party may terminate this Agreement by giving 15 days’ notice in writing to the other Party to this effect without cause.

**ParadigmIT Technology Services Pvt Ltd**  
[www.paradigm.com](http://www.paradigm.com)

(formerly known as E Centric Solutions Pvt Ltd)

ii. Contractor may terminate this Agreement forthwith by written notice effective immediately if Sub-Contractor commits any breach of any term/terms of this Agreement. Contractor may at its sole discretion give fifteen (15) days' notice to Sub-Contractor for rectifying any breach, and in the event

Sub-Contractor rectifies the breach to the satisfaction of Sub-Contractor, Contractor may, at its option, elect not to terminate this Agreement.

iii. Upon termination of this agreement in any manner, the following provisions shall take effect.

iv. Each party shall immediately cease its activities concerning the Services under this Agreement, except that Sub-Contractor shall complete all the hand over/activity has commenced prior to the termination

v. During the term of this Agreement the Sub-Contractor shall not enter into a similar arrangement with any third party which is in direct competition of IIMI or engaged in Media Business without the prior written consent of Paradigm IT. If any point it is known that the Sub-Contractor has done so , it will be treated as the Breach of Agreement and may be terminated without any notice.

**b. CONFIDENTIALITY**

Sub-Contractor shall ensure that the confidential information disclosed to him during the Term of this agreement shall be only on "need to know" basis and for fulfillment of obligation contained herein.

**c. AMENDMENTS**

This Agreement can be altered/ amended/ modified at any point of time during the term of the Agreement by mutual consent of both the parties in writing.

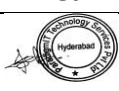
**a. ARBITRATION**

Any dispute, difference, claim, counter claim arising out of under or in connection with this Agreement or any other breach thereof shall be resolved by mutual negotiations by and between the parties. Any unresolved dispute claim, counter claim or difference shall be finally settled by an arbitrator to be nominated by the parties mutually. The arbitration shall be conducted in accordance with the Arbitration and Conciliation Act, 1996. The venue of Arbitration shall be Hyderabad. The language of arbitration shall be English. The Award passed by the Arbitrator shall be final and binding on both the Parties.

**b. NOTICES**

Any notice, report, demand, acknowledgement or other communication which under the terms of this Agreement or otherwise must be given or made by either party shall, unless specifically otherwise provided in this Agreement shall be in writing and shall be given or made by the respective parties at the address mentioned above or any other form of written communication which is acceptable in normal parlance and accepted by both the Parties.

IN WITNESS WHEREOF, the parties hereto have sent and subscribed their respective hands to these presents the day and year hereunder written:

<b>For Paradigm IT Technology Services Pvt Ltd</b>	<b>Delivery Partner</b>
	
<b>Authorized Signatory</b>	<b>Name: Sharmistha Bhowmick</b>

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	Sub-Contractor
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### ANNEXURE A

1. The Sub-Contractor shall be paid consideration on the work assign by client as per the rate card shared by the Company on a monthly basis.
  - The Sub-Contractor (in designated nos.) will be appointed by Contractor
  - The payout for the same will be completely variable on the project basis.
  - TDS will be applicable as per norms.

**ParadigmIT Technology Services Pvt Ltd**  
[www.paradigmmit.com](http://www.paradigmmit.com)

(formerly known as E Centric Solutions Pvt Ltd)

Regd. Office : 1st Floor, Innovative House, 6-3-663/G/4, Panjagutta, Hyderabad - 500 082. T.S. India.  
Work:+91 40 446000; | CIN - U72200TG2002PTC040141

**Jeshmin Khatun**  
12,PALTAPARA SAYAMNAGAR NORTH 24 PARGANAS,PALTAPARA  
SAYAMNAGAR NORTH 24 PARGANAS  
West Bengal,India

**Offer-cum-Appointment Letter**

Dear Jeshmin,

This is with reference to your application and subsequent Test and Interviews you had with us.

We are pleased to offer you an appointment as **Customer Service Associate** in the employment of the company subject to your joining on or before **31.03.2024**. The offer shall automatically lapse if you do not join.

Reliance Projects & Property Management Services Ltd is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are assigned to our client to work as **Customer Service Associate** in Grade **K1** and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 128400/- per annum** as below:

	Rs. per month
Basic	6500
HRA	4200
Conveyance Allowance	
<b>Monthly Gross</b>	10700
<b>Annual Gross</b>	128400

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

Yours faithfully,

For **Reliance Projects & Property Management Services Ltd**



**Authorised Signatory**

Signature of the Employee:

Encl: Terms and Conditions of Employment - **Annexure - I**

**Annexure - I**

**TERMS & CONDITIONS OF EMPLOYMENT**

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.
2. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
3. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.
4. All the above emoluments should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. You are required to submit the following documents, if the same have not been submitted earlier
  - i. Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof;
  - ii. Copies of your passport photographs with white background;
  - iii. Copy of Passport / Ration Card / Voter's ID / driving license / aadhaar or any other document as proof of your residence and photo identity;
  - iv. Copy of your PAN;
6. You have hereby given no objection in the Company(Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Reliance Retail has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.
7. You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, reference s, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.
8. You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.
9. Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.
10. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.
11. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.

12. During your tenure with the company and based on your job profile, you might be granted access to various IT applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.
13. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the client or Company as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the client's establishment of your posting.
14. You shall be entitled to leave and other benefits as per the rules and regulations governing client's establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roaster.
15. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.
16. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
17. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
18. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
19. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
  - i. Return to work within 8 days from the commencement of such absence and
  - ii. Give an explanation to the satisfaction of the Management regarding such absence.
20. You will be on probation for a period of Six Months from the date of your joining, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving 30 Days' notice in writing by either side or payment of 30 Days Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment is liable to be terminated by giving One Months' notice in writing by either side or payment of One Month Basic Salary in lieu thereof. You shall attend duties till you are relieved from the service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
21. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
22. You will be bound by the code of conduct, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions and terms of employment.
23. You may be laid-off on payment of 50% wages on account of shortage of work, materials, electricity and similar other reasons.
24. You shall extend all cooperation to the client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the client and perform all the duties entrusted to you from time to time.

We expect you to work with the high standard of initiative, efficiency and economy.

25. You shall engage yourself exclusively in the work assigned by the client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the client / company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the client / company. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
26. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
27. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
28. As we are manpower service providers to others, in case of any eventuality of our business being closed or terminated, your job is also liable to be ended automatically.
29. You will not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
30. You may be selected and sponsored by the Company / or Client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
31. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
32. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the company or client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
33. All proprietary information / material of the client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the client or by us are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the client or company, as the case may be.
34. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.
35. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.





36. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.
37. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

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I have read and / or have been explained the contents of the above contract of employment in \_\_\_\_\_ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically.

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

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

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



**BT Provisional Offer (India) - DEBASMITA SAHA**

1 message

**Diptashree Mondal** <system@successfactors.eu>

Wed, 20 Nov, 2024 at 10:45 am

Reply to: Diptashree Mondal <correspondencebritisht01P1@productseupr.successfactors.eu>

To: DEBASMITA SAHA <debasmitasaha612@gmail.com>

Cc: Diptashree Mondal <diptashree.mondal@bt.com>

~~~~~ **Important:** Please add your response above this line ~~~~~

For successful processing of your response, do not delete the *CorrespondenceCode* and other content in this email.

**BT Group**



1202828

Dear DEBASMITA SAHA

**PROVISIONAL OFFER OF APPRENTICESHIP**

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of Trainee Business Service Support Advisor with BT (PROD) (Company/ BT/ We), for a period of 12 months, commencing on 09/12/2024. Based on your performance during and successful completion of, your apprenticeship/training, we may offer you employment subject to our policies.

Please read the offer and its attachments carefully, as they contain information about your apprenticeship/training and the steps you need to take to accept this offer.

**Full Terms - Training Contract**

This provisional offer is conditional on you meeting the Apprenticeship Pre-Engagement Conditions set out below, and signing a contract of apprenticeship with us (this includes registering as our apprentice with the relevant government authority, as may be advised to you). Once you have confirmed that you wish to accept this provisional offer, we will share with you two hard copies of the contract of apprenticeship containing the full terms and conditions of your apprenticeship/training, for your acknowledgment and signatures at the time of joining.

## The Apprenticeship Pre-Engagement Conditions

This provisional offer of apprenticeship is conditional upon you completing and fulfilling certain conditions, as set out below:

- a) Confirmation that you are able to join BT on 09/12/2024 for a period of 12 months.
- b) Satisfactory completion of your background verification, as may be required for your role by BT, including but not limited to the following:

Identity check (including satisfactory evidence of your identity and residence in India).

Immigration check (including satisfactory evidence of you holding a valid work permit: If you do not have the permanent right to work in India, this offer and any contract based upon this offer is subject to you holding/retaining a valid work permit/ immigration clearance (or other appropriate documentation) at all times during your apprenticeship/training).

Criminal record check.

Educational qualifications check.

- c) Confirmation that you are able to carry out the work (i.e. you are medically fit and not under any legal restriction imposed by a current or former employer);

- d) Confirmation that you have cleared your qualifying examination of Bachelor's Degree. Please note that you are required to share a copy of your academic degree within 6 months from commencement of your apprenticeship/training with us, if as of the date of joining your final results have not been declared.

- e) Confirmation that you have provided complete and accurate information and records to us in relation to your candidature and have not concealed any information, the disclosure of which could have impacted our decision to extend this provisional offer.

- f) Confirmation that you have willingly signed and shared the Data Collection Statement evidencing your consent to the Company sharing the documents collated under (b) above and any other information collected from you (in relation to considering your candidacy) with the BT Group and third parties for official purposes.

g) Confirmation that your cumulative training or work experience does not exceed one year, after attaining your qualification.

h) Confirmation that you have not previously registered as an apprentice under the Apprentices Act, 1961.

i) If considered appropriate, a medical check, at the cost of the Company, to certify you are fit to carry out the requirements of your role. In this respect, you consent to the disclosure of the result of the medical examination to the Company/BT group, as required and acknowledge that this offer shall be revoked if the result is not to the satisfaction of the Company.

j) Confirmation of your willingness to work in a shift system basis, this may include working on night shifts, holidays and on weekends as the Company considers may be necessary for your apprenticeship/training.

k) Confirmation that you have provided accurate information on your current address and a further confirmation from the Company's transport team that your current address falls within the service zone within which the transport services are extended. Please refer to the attached "Pan India Transport Service and No Service Zone" list to check if your current residential address falls under our service zone.

l) Confirmation that if you are allowed to commence apprenticeship/training pending any such information / documentation (as requested in relation to considering your candidature for apprenticeship), then you must share the same within 1 month of commencement of your apprenticeship/training.

It is important for you to understand that this offer will be withdrawn immediately if any of the above conditions are not satisfied. If you are permitted to commence apprenticeship/training before all enquiries have been completed or requirements fulfilled and they subsequently prove unsatisfactory for BT's purposes then, you acknowledge and understand that BT reserves the right to terminate any contract based upon it.

Stipend and benefits

Apprentice/Trainee position is based out of Kolkata. The key terms of such provisional offer are attached as Annexure 1, this includes the details of your stipend and other benefits

Transport Service

You have the opportunity to avail our transport services, if applicable to your work location and in accordance with the BT Transport Policy (the Policy). The Policy amongst other things also sets out the transport deduction made applicable on the basis of FTE slabs and work location. Accordingly, please note that:

If you are based out of Gurugram or Kolkata, and your annual FTE is -

- below INR 10 Lakhs – you will receive 100% subsidy on transport;
- between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 4500 per month subject to applicable law;
- above INR 15 Lakhs – you agree to incur salary deduction of INR 6000 per month, subject to applicable law.

If you are based out of Bengaluru and your annual FTE is -

- below INR 10 Lakhs – you will receive 100% subsidy on transport;
- between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 1000 per month subject to applicable law;
- above INR 15 Lakhs – you agree to incur salary deduction of INR 2000 per month, subject to applicable law.

BT provides free and secure transport to its women employees working at Night. This transport is provided to women residing in Service Zones or in No Service Zones that lie within the serviceable limit specified under the Transport Policy i.e 44 kms from BT's NCR and Kolkata offices and 35 kms from the Bengaluru offices. If you live in or intend to move residence to a No Service Zone which lies beyond the serviceable limit, you must let your line manager know and await their confirmation prior to commencing work and work commute.

Night means between 7 PM to 7 AM. These timings are subject to change from time to time.

Please note that your employment is conditional on your residing in a Service Zone during your time at BT. This is because BT will be unable to comply with its legal obligations in relation to provision of transport during Night as Transport Service cannot be extended to such individuals that reside (temporarily/permanently) in a No Service Zone. Accordingly, if you move residence to a No Service zone, for any reason whatsoever, either prior to or after commencement of your employment, BT will be constrained to withdraw this provisional offer of employment and if your employment has commenced then BT will terminate the employment relationship with you.

Please note that the Policy is subject to review and based on our operational requirements it may be revised from time to time. This also means that we may withdraw / suspend transport services at any point in time.

## Acceptance

We hope that you will accept this offer of apprenticeship. Please communicate your acceptance by counter signing below, to "[diptashree.mondal@bt.com](mailto:diptashree.mondal@bt.com)" within the next 24 hours beyond which time it will be deemed to be withdrawn. If you miss this date and still wish to undergo training with BT then please contact "[diptashree.mondal@bt.com](mailto:diptashree.mondal@bt.com)".

Please note that this provisional offer overrides anything said to you during your interview or any other discussion about this role or your apprenticeship/training with BT.

## Questions

If having read this provisional offer of apprenticeship you have any questions then please feel free to reach out at "[diptashree.mondal@bt.com](mailto:diptashree.mondal@bt.com)".

We look forward to hearing from you.



Ritesh Agarwal

Senior Manager - Talent Acquisition

For and on behalf of the BT (PROD)

## ACCEPTANCE OF PROVISIONAL OFFER OF APPRENTICESHIP

I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_, residing at \_\_\_\_\_ accept apprenticeship/training with BT (PROD)

under the terms and conditions as set out herein above and undertake to fully comply and abide by the same.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name: DEBASMITA SAHA

Note: Do not attach files when replying to this email.

Please do not include any sensitive information in this email.

CorrespondenceCode #e1e40d424cbf84f1b6c65694118b651dad14bd32a9a0736ae2372766d0ceff23\$



BT Group

BT Group

Debasmita  
SAHA



BTG65178



BT Group

Placement  
Sl. 2

**INDIRA  
SAHA**

Indian → Female → 25-Aug-2001

Valid Till: 18-Oct-2028

Blood Group: **B+**

**85003804  
Flight Crew**

**AIR INDIA  
express**



# FLOATINGCHIP

Placement Sl.3

Appointment Letter

FloatingChip Internet Technologies

CF-277, CF Block, Sector 1, Bidhannagar, Kolkata, West Bengal 700064

Date: 26<sup>th</sup> August 2024

Sub: Appointment for the position of Academic Content Writer

Dear Ms. Homsikha Ghosh,

We are delighted to inform you that we would like to appoint you in the position of Academic Content Writer within the department of Academic writing.

1.

CF-277, CF Block, Sector 1,  
Bidhannagar,  
Kolkata, West Bengal 700064

+91 98310 39592

info@floatingchip.com

www.floatingchip.com



**Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20234519580/Kolkata/BPS/BTN**  
**Date: 05/11/2024**

Ms. Koninika Karmakar  
19  
Halderbagan,Rahara  
Rahara  
Kolkata-700118  
West Bengal  
Tel# -

Dear Ms. Koninika Karmakar,

**Sub: Letter of Offer and Terms of Traineeship**

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **10,660/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

Your appointment is subject to completion of your course within stipulated time and scoring minimum aggregate marks as per TCS Selection Guidelines, as most specifically stated in the Offer of Employment.



## **OTHER BENEFITS**

### **1. Health Insurance Scheme**

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for Rs. 5, 00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail . For further details, please refer to the policy document

### **2. Professional Memberships:**

You will be eligible for reimbursement of expenses towards professional membership as per **TCSL** 's policy.

### **3. Social Security - Employees' State Insurance:**

The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

### **4. Compensation Benefits under ESI Act / Employees' Compensation Act:**

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

### **5. Night Shift Stipend:**

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.

### **6. Process Specific Stipend:**

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

## **TERMS OF TRAINEESHIP**

### **1. Traineeship Pre-requisites**

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.



It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with **TCSL** will be discontinued without any notice or notice pay

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

## 2. **Traineeship Period:**

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, **TCSL** may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

## 3. **Hours of Training:**

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

## 4. **Leave:**

You will be entitled for leaves as per the company's policy.

## 5. **Transport:**

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

## 6. **Alternative Occupation / Traineeship:**

During the period of your traineeship at **TCSL** , you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

## 7. **Confidentiality, Data and Intellectual Property Protection:**

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of **TCSL** and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

## 8. **TATA Code of Conduct:**

You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as a trainee of **TCSL** .



**9. Notice Period:**

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

**10. Medical Test:**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by **TCSL**), issued by a registered medical practitioner having a minimum qualification of MBBS, to the Induction coordinator.

**11. Background Check:**

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

**12. Submission of Documents:**

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
  - Degree certificate and mark sheets for all semesters
  - Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
  - Birth Certificate / Proof of Age
  - Passport
  - 6 photographs - passport size
  - An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.
- Your original documents will be returned to you after verification.

**13. Initial Learning Programme (ILP)**

On joining **TCSL** as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as **TCSL** may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. **TCSL** continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As **TCSL** progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

**14. Letter of Appointment**

Your will be issued a letter of appointment on your joining and after completing joining formalities as per **TCSL** policy

**15. Personal Data Processing:**

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.



After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**16. Terms and conditions:**

The above terms and conditions of traineeship are specific to your traineeship period in India.

**17. Rules and Regulations of the Company:**

Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

**18. Compliance to all clauses:**

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle **TCSL** in withdrawing this letter of traineeship at its sole discretion.

**Withdrawal of Offer**

If you fail to accept the offer from **TCSL** within 7 days, it will be construed that you are not interested in the **Traineeship** and this offer will be automatically withdrawn. Post acceptance of **TCSL** offer letter if you fail to join on the date provided in the **TCSL** joining letter, the offer will stand automatically terminated at the sole discretion of **TCSL**.

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited**.

**Girish V. Nandimath**  
Global Head, Talent Acquisition & Academic Interface



Encl: Annexure 1: Acceptance  
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms





## ANNEXURE 1

### For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20234519580/Kolkata/BPS/BTN** on \_\_\_\_\_ (MMM/DD/YYYY).  
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



## Annexure 2

### Confidentiality, Data and Intellectual Property Protection Terms

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as TCS) (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS)

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

#### 2. Associate's Obligations

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

#### 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by



TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

#### **6. Security policies and Guidelines.**

6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

## **7. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **8. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

## **9. Equitable Rights**

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat



thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

**10. General**

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

**Please complete and return these documents to the TCS HR executive, within 7 days of receiving this offer.**

This is to confirm that I have received the Letter of Offer on \_\_\_\_\_ .

I hereby accept this Offer and intend to join service on \_\_\_\_\_ .

Name:

Address:

Signature:

Date:



**Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20234512239/Kolkata/BPS/BTN**  
**Date: 27/09/2024**

Ms. Payel Dutta  
Madhymgram Harisova Ward No. 19  
Rishi Aurobindo Road  
Madhymgram, Harisova, Kheyatori  
North Parganas-700130  
West Bengal  
Tel# 91-9674956279

Dear Ms. Payel Dutta,

**Sub: Letter of Offer and Terms of Traineeship**

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **10,660/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

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

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It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

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  - Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
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  - Passport
  - 6 photographs - passport size
  - An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.
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**13. Initial Learning Programme (ILP)**

On joining **TCSL** as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as **TCSL** may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. **TCSL** continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As **TCSL** progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

**14. Letter of Appointment**

Your will be issued a letter of appointment on your joining and after completing joining formalities as per **TCSL** policy

**15. Personal Data Processing:**

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.



After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**16. Terms and conditions:**

The above terms and conditions of traineeship are specific to your traineeship period in India.

**17. Rules and Regulations of the Company:**

Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

**18. Compliance to all clauses:**

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle **TCSL** in withdrawing this letter of traineeship at its sole discretion.

**Withdrawal of Offer**

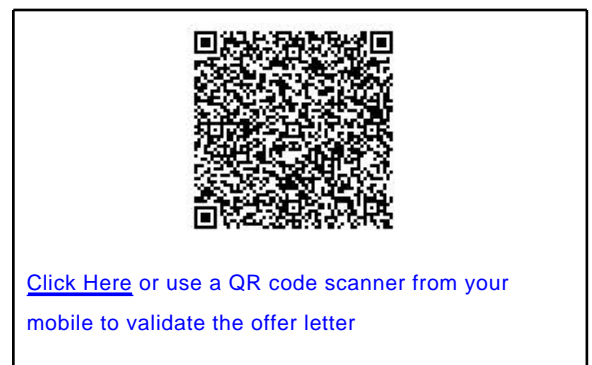
If you fail to accept the offer from **TCSL** within 7 days, it will be construed that you are not interested in the **Traineeship** and this offer will be automatically withdrawn. Post acceptance of **TCSL** offer letter if you fail to join on the date provided in the **TCSL** joining letter, the offer will stand automatically terminated at the sole discretion of **TCSL**.

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited**.

**Girish V. Nandimath**  
Global Head, Talent Acquisition & Academic Interface



Encl: Annexure 1: Acceptance  
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



## ANNEXURE 1

### For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20234512239/Kolkata/BPS/BTN** on \_\_\_\_\_ (MMM/DD/YYYY).  
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



## Annexure 2

### Confidentiality, Data and Intellectual Property Protection Terms

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as TCS) (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS)

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

#### 2. Associate's Obligations

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

#### 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by



TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

#### **6. Security policies and Guidelines.**

6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

## **7. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **8. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

## **9. Equitable Rights**

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat



thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

**10. General**

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.
- (e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

**Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.**

This is to confirm that I have received the Letter of Offer on \_\_\_\_\_ .

I hereby accept this Offer and intend to join service on \_\_\_\_\_.

Name:

Address:

Signature:

Date:



November 10, 2023

Ms. Tripti Mondal  
Rajapur, South 24 Parganas,  
West Bengal - 743376

Dear Ms Tripti,

This has reference to the interviews you had with us.

We are pleased to offer you the position of 'CARGO ASSISTANT' located at **BANGALORE** in Grade **II**.

Your remuneration will be as follows:

|                      |   |                       |
|----------------------|---|-----------------------|
| Basic Salary         | : | Rs. 2800.00 per month |
| House Rent Allowance | : | Rs. 6000.00 per month |
| Personal Pay         | : | Rs. 9000.00 per month |
| PF                   | : | Rs. 1416.00 per month |
| Gratuity             | : | Rs. 135.00 per month  |

During your probation, the services can be terminated on either side by Fifteen days' notice or, payment in lieu thereof. You are expected to join the Company on **November 15, 2023**. Your appointment letter will be handed over to you in due course, subject to you being medically fit. If you do not join the organization on **November 15, 2023** this offer will stand withdrawn. Kindly acknowledge the copy of the letter as your agreement to the terms and conditions.

Our Bangalore Office Address is Cargo Terminal – III, Kempegowda International Airport, Devanahalli, Bengaluru – 560 300. You are requested to contact **Mr Chetan V, General Manager – Airport Operations**.



Canning II ICDS Project,

1 South 24 Baganua

Sir/Madam,

I do hereby affirm that, I have been appointed to the post of Supervisor, Canning II ICDS Project, vide Order No 2269/ICDM dated 11/07/24 of the Director of ICDS, West Bengal ; and that I have joined the aforementioned post in the forenoon/afternoon of 16/07/24 11:00 A.M.

I further affirm that, all documents and testimonials produced by me in support of my age, educational qualification, address, and caste/tribe/class status (where applicable) are authentic; and if any of the aforementioned documents are found to be fake, counterfeit, or forged in future, my appointment will be liable to be cancelled, and I shall be liable to be summarily dismissed from service, along with legal actions as per government rules and regulations

Yours faithfully

*Supriya Mahato*

Signature of the Supervisor

Date: 16/07/24

Place: Canning II

*Seen & Allowed*

*P. Paul*  
*16.7.24*

*ICDS, Canning II*



Government of West Bengal  
Directorate of ICDS Scheme  
Shalshali Complex, 1<sup>st</sup> & 2<sup>nd</sup> Floor,  
DF Block, Salt Lake City, Kolkata - 700 064  
Ph: (033) 2350 0160, Email Id - [icdswestbengal@gmail.com](mailto:icdswestbengal@gmail.com)

No. 2269/ICDM - Dte

Dated, Kolkata, the 11<sup>th</sup> July, 2024

**ORDER**

In pursuance of recommendation of public service commission West Bengal vide their memo number A-19-PSC dated 08.02.2023 and in terms of memo number. 948/WCD/21019/2/2023/-2023 Selection (WCD & SW) dated 20/02/2023 of the additional secretary to the government of West Bengal department of Women and Child Development and Social Welfare following 42 (Forty Two) candidates are hereby appointed on temporary basis to the post of supervisor of Integrated Child Development Service scheme under the Directorate of ICDS Government of West Bengal as per WB (ROPA) Rules 2019 corresponding to Pay Band -3, Rs. 7100/- to Rs. 37600/- with Grade Pay Rs. 3600/- as per WB ROPA Rules 2009, plus other allowances as admissible by the government time to time with effect from the date of joining and posted in the ICDS project offices as noted against each of them the candidates must join to their place of posting within 10 days from the date of receipt of this order.

| Sl No | Name of the Candidate | Address of the Candidates                                                                                                      | Place of Posting              |
|-------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 1     | NILANJANA CHATTERJEE  | NILANJANA CHATTERJEE, C/O: CHANCHAL CHATTERJEE, MAJHER RASTA, SANKOMORE WEST, PO-Buroshibatala, Dist : Hooghly, PIN : 712105   | Sreerampur Uttarpara, Hooghly |
| 2     | NILANJANA MANDAL      | NILANJANA MANDAL, C/O: SIDDHARTHA SANKAR MANDAL, VILL-SANTOSHBATI, PO-MAJU, PS-Jagatballavpur, Dist. : Howrah PIN : 711414     | Uluberia (U), Howrah          |
| 3     | ANKITA HAZRA          | ANKITA HAZRA, 22, Ramchand Mukherjee Lane, Rishov Apartment, 3 <sup>rd</sup> Floor, PO+PS-Baranagar, North 24 Pgs, PIN--700036 | Panihati (U), North 24 Pgs    |
| 4     | ANTARA SUR            | ANTARA SUR, C/O: MADAN MOHAN SUR, Vill Khanyan, Po Khanyan, Dist. : Hooghly, PIN : 712147                                      | Ketugram-I, Purba Bardhaman   |
| 5     | NAZMIN NEHAR          | NAZMIN NEHAR, C/O: AJHARUL Islam, VILL+PO-BAHADURPUR, P.S-MURARAI, Dist. : Birbhum, PIN : 731219                               | Blnpur II, Jhargram           |
| 6     | ANKITA KARMAKAR       | ANKITA KARMAKAR, C/O: ASHIS KUMAR KARMAKAR, 7/43, GREEN PARK, Kamarhati, BELGHARIA, Dist. : North 24 Parganas, PIN : 700056    | Kallachak III, Malda          |
| 7     | SHAISTA NOORIN        | SHAISTA NOORIN, C/O: LATE SHARAFAT HUSSAIN, II NO 12 BL NO 16, JAGATDAL, Dist. : North 24 Parganas, PIN : 743125               | Gazole, Malda                 |

11/7/24

Rb

| Sl No | Name of the Candidate | Address of the Candidates                                                                                                                          | Place of Posting                 |
|-------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| 21    | RIYA DAS              | RIYA DAS, C/O: DEBASISH DAS, VILL- SUBBUDDHIPUR<br>NETAJI PALLY, P.O. + P.S. - BARUIPUR, Dist : South<br>24 Parganas, PIN : 700144                 | Jhaldal I,<br>Purulia            |
| 22    | ANITA MONDAL          | ANITA MONDAL, C/O: TARAK CHANDRA MONDAL,<br>KONNAGAR, WARD NO - 16, P.O.- GHATAL, Dist :<br>Paschim Medinipur, PIN : 721212                        | Barabani,<br>Paschim Bardhaman   |
| 23    | PAYEL DAS             | PAYEL DAS, C/O: SHIBSANKAR DAS, VILL SARAK,<br>P.O. BAHIRGACHIHI, Dist : Nadia, PIN : 741154                                                       | Ratua I,<br>Malda                |
| 24    | MAHASWETA KUNDU       | MAHASWETA KUNDU, C/O: CHANCHAL KUNDU, Shit<br>Pukur Lane, PO+PS-Bankura- , Dist : Bankura, PIN :<br>722101                                         | Mayureshwar I,<br>Birbhum        |
| 25    | N'RUN NESHA           | NURUN NESHA, C/O: MD MOSLEMUDDIN, VILL-<br>JOYENPUR, PO-JOYENPUR, Dist : Malda, PIN : 732201                                                       | Jalpalguri Sadar,<br>Jalpalguri  |
| 26    | MAMI DAS              | MAMI DAS, B.G Road, Ward-20, PO & Dist :<br>Alipurduar, PIN : 736121                                                                               | Goalpokhar-I,<br>Uttar Dinajpur  |
| 27    | RITUPARNA GHOSH       | RITUPARNA GHOSH, C/O: HARU GHOSH, VILL-<br>SOUTH TALDI, PO-TALDI, PS-CANNING, Dist : South<br>24 Parganas, PIN : 743376                            | Baghmundi,<br>Purulia            |
| 28    | SUPRITI MAHATO        | SUPRITI MAHATO, C/O: SUBHAS MAHATO, VIII<br>Bhalagora, P.O Sonajhuri, Dist : Purulia, PIN : 723126                                                 | Canning II,<br>South 24 pgs      |
| 29    | RAHENA AFROJ          | RAHENA AFROJ, C/O: AKRAMUL HOQUE, Vill-<br>Bairgachhi, P. O-Andharia, P. S-Karandighi, Dist-Uttar<br>Dinajpur, Dist : Uttar Dinajpur, PIN : 733201 | Lavpur,<br>Birbhum               |
| 30    | DEBAPRIYA DEBNATH     | DEBAPRIYA DEBNATH, C/O: UTTAM DEBNATH,<br>VILL-BAKSHIRHAT, P.O-BAKSHIRHAT, Dist : Cooch<br>Behar, PIN : 736131                                     | Manikchak,<br>Malda              |
| 31    | SHARMISTHA GAYEN      | SHARMISTHA GAYEN, C/O: AVIJIT GAYEN, VILL-<br>SULTANPUR, P.O-BILATI SULTANPUR, Dist : Birbhum<br>, PIN : 731236                                    | Canning-II,<br>South 24 Parganas |
| 32    | SWATI JANA            | SWATI JANA, C/O: SUKUMAR JANA, BIDHANPALLY,<br>NIRMAL DUTTA KALIBARI, PO+PS-MADHYAMGRAM,<br>Dist : North 24 Parganas, PIN : 700129                 | Khargram,<br>Murshidabad         |
| 33    | LIPIKA SHAW           | LIPIKA SHAW, C/O: SUDHANGSHU SHAW, VILL -<br>CHICHRA, P.O - CHICHRA, Dist : Jhargram, PIN :<br>721503                                              | Rajnagar,<br>Birbhum             |
| 34    | JULI HALDER           | JULI HALDER, C/O: MRINAL KANTI HALDER, VIII-<br>Purba Boalla, PS-Narendrapur, South 24 Parganas, PIN<br>: 700084                                   | Baghmundi,<br>Purulia            |

2  
11/17

RB



# CHANDIGARH GROUP OF COLLEGES

Building Careers. Transforming Lives



To

Ms. Rubi Sarkar

Sub:- Offer Letter

Dear Rubi,

This is in reference to your online interview. We offer you the designation of **Assistant professor in CCE(CSE) - Department** at **Chandigarh Group of Colleges, Jhanjeri, Mohali** with effect from **01<sup>st</sup> July, 2024** at the remunerations as mutually agreed. We will be paying the salary of INR 48,000/- monthly.

You have positively agreed to join the duty on **01<sup>st</sup> July, 2024**. This offer letter would stand cancelled at the discretion of the management, in case you fail to join on the date mentioned herein.

Kindly send the followings scan documents:-

1. Passport size coloured photographs.
2. Qualification Certificates (10th,12th, Graduation, Post Graduation), Experience Certificate (Complete), Salary Certificate, Relieving Certificate of last Organization.
3. PAN Card and Aadhar Card
4. Voter ID
5. UAN No (if any)
6. Medical Certificate
7. Salary Slips
8. Covid Vaccine Certificate.

**Congratulations and welcome to the CGC family.**

Regards

Human Resource Department

CGC Jhanjeri

Date : 19-Feb-24

Name : SINTHI GAYEN

Address : PALPUR, PAULPUR GOSABA , SOUTH 24 PARGANAS, WEST BENGAL, 743611

Employee Code : AS647344

Dear SINTHI GAYEN,

### **APPOINTMENT LETTER**

We are pleased to appoint you in our organization as **JUNIOR RELATIONSHIP OFFICER (Grade – E1 )** in the **RETAIL LENDING CONSUMER LOAN PERSONAL LOAN BRANCH SALES** department subject to the following terms and conditions:

**1.** You are required to join our organization on or before **18-Mar-24** and your place of work shall presently be at **PANIHATI**

You will be on orientation period till Probationary.

The responsibilities and tasks assigned to you under this Appointment letter synchronize with the definite timeline schedules for completion of various project assignments mutually agreed by our Company, with our esteemed client. As our employee, you shall perform your services in a professional manner and shall ensure that the time bound tasks are substantially completed within the specified tenure, as may be mutually agreed, and reviewed on case-to-case basis by your Reporting authority. Depending on your performance and track record to complete the individual assignments within the definite timeline, fresh tasks for completion shall be assigned/renewed. For employee's joining in government / semi government / RBI guided projects; if under any circumstances the operator ID / criteria fulfilment parameter is suspended / barred / disqualified, then the employee's engagement under this appointment letter will come to an end with immediate effect without any liability except for the legitimate dues payable by Qess.

Also, you are supposed to clear all stipulated/mandatory training program assigned to you within stipulated time period failing which your engagement under this Appointment letter will come to an end with immediate effect without any liability except legitimate dues.

**2. Your remuneration would be set as follows:**

**Salary Annexure (Per - Month)**

| <b>Particulars</b>          | <b>Monthly (Rs)</b>                                           | <b>Annual (Rs)</b>                                                    |
|-----------------------------|---------------------------------------------------------------|-----------------------------------------------------------------------|
| Basic                       | 5630                                                          | 67560                                                                 |
| House Rent Allowance        | 2815                                                          | 33780                                                                 |
| Special Allowance           | 1809                                                          | 21708                                                                 |
| Gratuity                    | 271                                                           | 3252                                                                  |
| Employer PF Contribution    | 1163                                                          | 13956                                                                 |
| ESIC Employer               | 407                                                           | 4884                                                                  |
| Mobile Allowance            | 500                                                           | 6000                                                                  |
| Bonus                       | 1750                                                          | 21000                                                                 |
| <b>Total Amount</b>         | <b>14345</b>                                                  | <b>172140</b>                                                         |
| <b>Amount In Words (Rs)</b> | <b>Rupees Fourteen Thousand Three Hundred Forty Five Only</b> | <b>Rupees One Lakh(s) Seventy Two Thousand One Hundred Forty Only</b> |

Salary and grade offered to you as above is based on the representation made by you during Your interactions with the Company officials and/ or documents submitted by you. In case of any discrepancy, company reserves right to alter/modify/withdraw the offer made to you.

**Note: Changes in Remuneration due to change in work location:**

Any change in work location from one state to another state within the Indian geography, you hereby acknowledge and confirm that the company reserves the right to revise your compensation in lines of the Minimum Wages for that particular state. The company reserves the right to revise your salary and other benefits such as incentives and referral bonus, which also includes reducing your Fixed offer salary as per applicable Minimum Wage as per the location of the new working state keeping your statutory contribution and basic salary intact. You shall have no objection and shall not claim for the salary as per the pre-transfer location.

**3. Retirement / Statutory Benefits:**

You will be Eligible for Retirement Benefits of the organization, Namely Provident Fund and Gratuity as per the company policy.

The retirement age is fixed as 60 years. You will accordingly stand relieved from the services on the last day of the month of attaining this age based on the Age certificate furnished by you at the time of joining.

**4. Gratuity :**

You will be eligible for payment of Gratuity subject to fulfilment of the payment of Gratuity Act,1972.

**5. Incentive Scheme:**

You will participate in the Sales Incentive scheme and would receive incentives based on your performance and contribution to the organization as per the scheme. Kindly note that you will not have

any right to claim any performance Incentive from the Company if you resign or abscond or if you are separated from the Company for whatsoever reason.

It is further agreed between the company and you that the incentive, payable if any, based on your performance and productivity is in Lieu of any other bonus including bonus based on profits payable under any law.

**6. Transfer:**

The organization shall have the right to transfer you to any of its offices or group companies in India that is in existence or may come into existence at a future date

**7. Leave :**

You will be eligible for leave, as per Company rules, subject to approval from the competent authority. It may be noted that leaves cannot be deemed as granted unless sanctioned by Competent Authority. No leaves can be taken during probation period. Women employees who have completed 80 working days with the organization shall be eligible for Maternity leave as per the policy.

**8. Unauthorized Leave / Absence :**

If you are on unauthorized Leave and absence for more than Five (5) days without any intimation to the Company, then it would be deemed that you are not interested in continuing with the organization and you would be Automatically Ceased to be an employee of the organization, Necessary action in line with Absconding policy will be taken against to you including termination of the services of the Company.

**9. Job Profile:**

Your duties and responsibilities will be explained to you on your joining the organization. However, you shall execute and perform all such duties that may be assigned to you by the organization and the organization reserves its right to change this at its discretion.

**10. Professional Ethics and Confidentiality:**

While you are in the services of the organization, you are not permitted to carry on any other business or profession or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the company and will not divulge to any person / third party or utilize any of the organization's confidential information or other related information (which you may possess by reason of your association with the organization) outside the organization.

**11. Notice Period:**

During the Probation period either party can terminate the services by giving 3 days' notice or Basic salary in lieu thereof at the organization's discretion.

After successful completion of Probation period either party may terminate the employment under this Appointment letter, by issuing 7 days' notice in writing or payment in lieu thereof at the organization's discretion.

You will be liable to submit all the company's assets, data etc., provided during your tenure in the company for carrying official duties, at the time of separation from the company. Please note that you required to complete exit formalities before your Last working day failing which the organization will take necessary actions including Termination from the services. The company will not be liable to pay the F n F settlement in the event of non-completion of exit formalities.

## **12. Background Verification / Reference Check**

Your appointment will be subject to satisfactory reference check/ BGV. The company reserves the right to have your background verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

## **13. Termination of Employment:**

Your services with the organization are liable to be terminated in the event of:

1. Any breach of the conditions mentioned in this letter on your part;
2. Any incorrect information furnished by you;
3. Suppression of any material information by you; and
4. Your performance level is below the expected level and/or the business target, as set out for you from time to time, has not been achieved by you.
5. Violation of Company's (Client's) Code of Conduct.

## **14. Change in the Personal Details :**

You shall intimate the Company about any change of your residential address (permanent and/or current), mobile no., email ID and other personal details within five days from the date of change of such details. Your residential address records with the company will be treated as official address and will be used for all official communications with you. In case of no intimation of change in your residential address to the company, any correspondence to your last known address will be treated as communication received by the employee.

The terms and conditions of employment set out in this letter of appointment constitute service conditions to your employment in the organization in addition to code of conduct and other laid down guidelines and organization reserves the right to change the terms and conditions of your employment



set out in this letter of appointment. Any future changes in the Company policies, rules, regulations, and your employment terms will super cede the terms and conditions mentioned in this letter. The Courts in **Mumbai** will have exclusive jurisdiction with regards to any dispute.

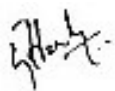
Kindly note that you are required to sign the copy of this letter as a token of your acceptance and return It to us immediately. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, receipt of first salary by you will be conclusive proof of your acceptance of the terms and conditions mentioned herein.

A list of documents to be submitted at the time of joining is given for your information.

1. Updated Resume
2. Resignation letter acceptance
3. Relieving letter from previous employer
4. Copies of educational qualification certificates
5. Copies of pay slips for last three months
6. Copy of AADHAR card
7. Copy of PAN Card.
8. Address Proof: Driving License /AADHAR Card / Election Card
9. Nomination form 1 under the Payment of Wages Act.
10. Nomination Form 2 under the PF Act.
11. Form XI under the PF Act.
12. Declaration form if applicable under the ESIC Act.
13. 3 nos. Passport size photographs.

We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,  
**For Quess Corp Limited**



**Tej Hans Raj Singh**  
**Deputy CEO: Quess Staffing Solutions**

#### **15. Endorsement**

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.  
Any other disclaimer as applicable.

Name: SINTHI GAYEN

Signature:.....

Emp Id: AS647344



Place:.....

Date:.....

Dated: 7<sup>th</sup> May'2024

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Ms. Sharmistha Debnath (EE0109)  
Address: Kolkata

Sub: Letter of Appointment

Dear Sharmistha,

"We @ Underscore believe in building People who in turn will build our Business"

We welcome you to **Team Underscore** and look forward in having a positive professional relationship with you.

There's always a lot to learn from a new job, not only about the work, but also about the culture and certain organizational procedures specific to the organization. Hope you will take this in your stride and adhere to the policies of the organization.

There will be plenty of opportunity for you to learn and grow with this organization. We wish you success in your work profile.

We are pleased to inform you that further to your acceptance of the given offer, you are hereby appointed as Junior UI/UX Developer with effect from **11<sup>th</sup> May'2024**, at a Total Cost to Company of Rs. **1,81,845/- per annum** (Refer attached- Salary Structure).

This appointment is governed by your acceptance of the service terms and conditions given as per

Annexure I -Service Terms and Conditions

Annexure II - Code of Conduct

and the Company rules and regulations already in existence or may be amended from time to time within the Organizational framework.

Welcome aboard!

NOTE: Kindly return a copy of this letter duly counter signed by you in acceptance of the terms and conditions set out therein.

Yours Sincerely,  
For Underscore Technology Private Limited

  
Sushanta Roy  
COO - Chief Operating Officer

*Sharmistha Debnath*

Accepted  
Sharmistha Debnath



**Private & Confidential**

**22<sup>nd</sup> April 2024**

**Rituparna Sengupta**

Employee ID: 894591

Research & Development

Gurgaon.

**Letter of Appointment**

Dear **Rituparna**,

We are pleased to appoint you as "**R&D Officer, Entomology**" with effect from "**22<sup>nd</sup> April 2024**" on the following terms and conditions:

**Date of Appointment and Probation:**

Your period of employment with the Company will begin on "**22<sup>nd</sup> April 2024**" and will be confirmed only pursuant to the expiry of the successful probation period.

You will be initially on probation for a period of six (6) months which shall commence from the day you join your services with the Company. The same may however be extended for a period of three (3) months, if so deemed necessary by the management of the Company.

On completion of probation period, either initial or extended, as the case may be, and upon finding your services satisfactory, the Company may in its sole discretion confirm your employment with the management, by issuing a letter to the said effect. You will be deemed to be on probation till you receive the letter of confirmation from the management.

**Transfer:**

You shall be initially posted at the management's aforesaid Office located at "**Gurgaon**".

However, at the sole discretion of the management, you are liable to be transferred /deputed from one place to another place anywhere in India, Nepal or Bhutan to any of the offices of the management, its affiliates, associates, and /or entities in which the management may be having any interest whether existing or which may be set up in future. You will also work, if required, for the management's affiliates/ associates. The Salary and emoluments mentioned herein cover your services for the management as well as for any of its affiliates and associates.

The nature of the management's requirements/ assignments requires that you are flexible in your approach to work in order to service the best of its interests. Accordingly, you agree that the management may at any time vary your position, scope of duties, and responsibilities, or require you to undertake different duties or change your reporting line in order to take account of the changing needs of the management and your role within it. In any such circumstances, the management will discuss with you any proposed changes and may offer you a new position or altered duties that it considers to be appropriate to your skills and experience at the time of the change.

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W: **Reckitt.com**

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### **Remuneration:**

In consideration of your services rendered, the Company shall pay you remuneration as per the details mentioned in the attached compensation statement.

### **Annual Leaves:**

You shall be entitled to leave of **25 days per annum**, calculated on the basis of calendar year for each year of service.

### **Provident Fund:**

You will be entitled to Provident Fund as per the provisions of the Employees Provident Fund and Miscellaneous Provisions Act, 1952 and the Trust Rules framed thereunder. It is your responsibility to apprise yourself of the applicable Act and the Trust rules. Please approach your HR Representative for the same.

### **Gratuity:**

You will be entitled to the benefits as per the provisions of the Payment of Gratuity Act, 1972 and the Trust Rules framed thereunder. It is your responsibility to apprise yourself of the applicable Act and the Trust rules. Please approach your HR Representative for the same. **Your date of joining for the purposes of calculation of gratuity will be considered as "22<sup>nd</sup> April 2024".**

### **Confidentiality and intellectual property rights:**

The work product generated by you while performing the services during the term of your employment, including all electronic data, pictures, graphics, papers, worksheets, logs, records, reports, documents, training material and other materials developed or prepared by you, shall be the sole and exclusive property of the management. Without limiting the generality of the foregoing, the management will own all intellectual property rights in any work, invention, discovery, improvement or design, which you make or conceive:

- (i) While employed by the management and in connection with the assignments of the management.
- (ii) by using the resources, facilities, or confidential information of the management or its affiliates/associates.

For the purposes of this clause, intellectual property rights include, but are not limited to, rights in relation to or arising from patents, design registrations, trademarks and copyright. You undertake to execute necessary documents and do all such acts as may further be required to be executed at any time during your employment in this regard. You shall return to the management such materials upon the termination of your employment or at the request of the management at any time during the term of your employment.

You will be responsible for the safe custody of all information, documents, manuals and kits and other property belonging to the management that may be entrusted to and/ or placed in your possession by virtue of and/ or during the course of your employment with the management.

You shall not, except as authorized or required by your obligations in terms hereof, reveal to any person or entity any of the trade secrets, secret or confidential information, information contained in any manuals or dealings or any information concerning the organization, assignments/ projects, finances, transactions or affairs of the management and/or its affiliates/associates ('confidential information'), which may come to your knowledge and/ or be imparted to you by the management during your employment hereunder. You

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shall hold in strict confidence, all such confidential information. This restriction shall survive termination of your employment with the management without limit in point of time but shall cease to apply to information or knowledge which may come into the public domain without any of fault on your part.

However, the same will not be applicable if the said information is divulged:

- (i) Pursuant to Court Order, summons or any other legal process or
- (ii) With a prior written consent of the management.

You shall not, during the term of your employment or at any time thereafter, use or permit to be used any information, notes or memoranda relating to the business and/ or transactions of the management and/or its affiliates/associates which may come to your knowledge and/ or possession by virtue of employment with the management for any purpose other than for the benefit of the management.

You acknowledge that the breach of any of the provisions of hereinabove will cause irreparable loss and harm to the management which cannot be reasonably or adequately compensated by damages in an action at law, and accordingly, the management will be entitled, to injunctive and other equitable relief to prevent or cure any breach or threatened breach thereof, but no action for any such relief shall be deemed to waive the right of the management to an action for damages.

#### **Conflict of Interest:**

The Company follows a conflict of interest policy (the "**Conflict Policy**") in respect of its employees. The Conflict Policy is intended to avoid conflict of interest between the personal interest of an employee and that of the management or its affiliates in its dealings with third parties. You will be bound by the Conflict Policy of the management during your employment and honour the same at all times.

#### **Retirement:**

Retirement from service is compulsory on your attaining the age of 58 years.

#### **Termination:**

##### **Termination during Probation Period:**

Notwithstanding anything to the contrary contained in this appointment letter during the probation period, initial or extended, as the case may be, your services may be terminated by the Company by giving you 30 days' notice in writing or on payment of salary in lieu thereof.

##### **Termination for Cause:**

Your employment shall stand terminated forthwith in the sole discretion and judgment of the Company, for you having materially contravened this employment contract and for any of the acts of omissions and commissions by you that would include misconduct specifically defined in the policy of the Company. In this case the Company shall not be liable to issue any advance notice or termination or payment lieu of such notice.

Your employment shall also stand terminated in case you are implicated in any criminal offence and are arrested by the police for the same and the Court rejects your bail for the first instance. Since this shall seriously and adversely affect reputation of the Company and environment in the organization, subsequent acquittal shall not be a ground to re employ or reinstate you in your employment.

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Further, after any background verification, if the information related to your education or past employment as furnished is found to be incorrect or any criminal case(s) are found against you in which you were arrested by the Police and your bail was rejected or you were convicted for such criminal offence, then, your employment with the Company shall be a nullity and liable to be withdrawn and terminated immediately without any notice.

**Termination without Cause:**

The Company may acting in its sole discretion, terminate your services by giving **three month written notice** or on payment of salary in lieu thereof without assigning any reasons therefor.

Similarly, you may resign from the service of the Company (a) by giving **three month's notice ("Notice Period")** in writing or (b) by paying an amount equivalent to your **three month's** last drawn salary in lieu thereof.

Provided that the Company may, at its sole discretion ask you to serve the entire Notice Period or the reduced Notice Period, as the case may be and you will be bound to serve the same. Provided further, for the reduced Notice Period, you shall pay the Company an equivalent amount accordingly. The Company's decision on serving the Notice Period shall be final.

If your employment with **Reckitt Benckiser (India) Private Limited** is terminated at your initiative within two years of your date of joining, any amounts paid or reimbursed as joining, notice pay, traveling or relocation assistance must be repaid on the following basis:

| <b>Period between joining and resignation</b> | <b>Percentage of amount to be repaid</b> |
|-----------------------------------------------|------------------------------------------|
| 0 Months to 12 Months                         | 100%                                     |
| 13 Months to 24 Months                        | 75%                                      |

**Correspondence Address:**

You shall advise the Company of the address to which communications to you shall be sent by post and any communications sent to you at such address shall be deemed to have been properly sent by us and received by you.

Your address shall be as last advised by you to the Company. It is your responsibility to update and inform of any change in your address or relevant personal details.

**General conditions of employment:**

The terms of your appointment shall be treated as confidential and shall not be divulged to any person or authority or organisation.

The company reserves the right to change, vary and adapt the terms and conditions of your employment and the procedural directive for the implementation of any or all the above conditions or any other conditions as applicable to you and breach of procedures ads existing at any particular time on your part will be deemed to be a breach of the conditions of employment.

You shall carry out your duties loyally, diligently and in accordance with the code of conduct, policies and procedures of the management in force from time to time. You shall always give the management the full benefit of your knowledge, expertise and skills, promote and protect its interests and not knowingly or deliberately do anything that is to its detriment.

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You shall always be governed by the Employee Policy/ Rules and Regulations of the management, as amended from time to time, which you are required to strictly follow during your employment with the management. If the terms and conditions contained in this appointment Letter conflict with those with Employee Policy of the Company, this appointment Letter shall have precedence as long as the terms and conditions in this appointment Letter are more favorable to you than those in the Employee Policy. You shall also abide by and carry out operational instructions /procedures as contained in the management guidelines and other administrative instructions or as may be issued by the management from time to time.

You shall attend the office punctually and regularly and you shall devote your entire working time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the management and use your best endeavor to promote the interest and business of the management.

You shall not (without the prior written consent of the management) be engaged, concerned or interested, either directly or indirectly, in any other trade, business or occupation or employment whatsoever (either for remuneration or on a honorary basis) during the course of your employment with the management, provided that this restriction shall not preclude you from purchasing and holding for investment purpose any stocks, debentures or other securities of any public or private company.

You agree to the management's Office holding and processing, both electronically and manually, the data which it collects relating to you in connection with your employment for the purpose of its business, administering and managing its employees and complying with applicable laws, regulations and procedures.

While employed as "**R&D Officer, Entomology**", you will be directly responsible for the successful and timely completion of any job / work assigned to you. You would adhere to the norms of office discipline. You would also be responsible to ensure proper and effective adherence to the norms of office discipline including working hours, systems and procedures by the staff / employees associated with you.

The management shall always have right to subject you to medical tests and examination by the Doctor and in case you are found to suffering from serious illness that includes any illness that disables you to report for your duties for a continuous period of six months, your employment shall be liable to be terminated.

This employment agreement shall stand suspended if it is frustrated for events beyond control of the management.

**Continuation of employment:**

It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the management at the time of recruitment process. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith, without notice. This will be without prejudice to the right of the management to take disciplinary action against you for the same.

Your appointment and its continuation is subject to your being medically fit and the Management reserves its right to ask you to undergo medical examination, as per the policy of the management.

All other terms and conditions of service not specifically referred to or amended or abolished in regard to similar staff will also apply.

Please confirm your acceptance of this appointment on the terms enumerated above by signing all pages of the enclosed copy of this letter as well as the copy of the Annexure.

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We would like to congratulate you on your appointment and look forward to your long, meaningful and satisfying association with us.

Yours faithfully,  
For **Reckitt Benckiser (India) Private Limited**

A handwritten signature in blue ink that reads 'Abhishikta Das'.

**Abhishikta Das**  
**Regional HR Director, South Asia**

**Reckitt Benckiser (India) Private Limited**  
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**Private & Confidential**

**22<sup>nd</sup> April 2024**

**Rituparna Sengupta**

Employee ID: 894591

Research & Development

Gurgaon.

Dear **Rituparna**,

In view of the sensitive nature of work which will be assigned to you, the Company has decided to impose the **NON COMPETE CLAUSE** as an integral part of the terms and conditions of your appointment. This is done solely for the purpose of protecting the Company's interests.

**NON COMPETE CLAUSE:**

- (A) That during the course of employment Employee shall not undertake directly or indirectly any other business or profession and/or an employment or act as an agent of any other firm, Company or other person. Nothing shall be applicable, if Employee takes express permission in writing from Employer.
- (B) That the Employee may have the liberty to hold or acquire by way of bona-fide investment in shares and/or other securities of any other Company listed or dealt in on any recognized Stock Exchange unless Employer expressly puts an embargo for specific Company, which may have direct or indirect competing business interest with the Employer.
- (C) That Employee has agreed that in the event of leaving the service of the Employer or otherwise, he shall not engage him-self in whatsoever manner /capacity directly or indirectly in competing areas of business as that of the Employer, for a maximum period of 6 months. However Employer may at its sole discretion waive all or some of the restrictions stipulated herein at any time
- (D) That the Employee further acknowledges that a breach of this agreement shall cause irreparable harm & damages to the Employer and hereby agrees that Employer may restrain Employee by taking out appropriate legal proceedings against him.
- (E) That Employee further undertakes that he shall: take proper and all reasonable measures to ensure the confidentiality of all Confidential Information; and use his best endeavors to ensure that the acquired information and documents pertaining thereto are protected against theft or unauthorized access and that no-one receives Confidential Information; and use such Confidential information exclusively for the purpose of task assigned by Employer.
- (F) That in the event of termination of employment or leaving the service of the Employer, the Employee shall forthwith return all confidential information, documents, papers, records, tangible or intangible including computer disc and other electronic media, whether prepared by him or able to access during the course of his employment to Employer and shall not use it for the competitors of Employer and /or otherwise.

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(G) The disclosure of the confidential information to the third party by Employee without the prior consent of Employer shall construe as breach of contract on the part of Employee and Employer reserves its rights to take appropriate remedial action against him under the law.

(H) This agreement shall be considered as an integral part of the appointment letter of the Employee.

Yours faithfully,  
For **Reckitt Benckiser (India) Private Limited**

A handwritten signature in blue ink that reads 'Abhishikta Das'.

**Abhishikta Das**  
**Regional HR Director, South Asia**

**Reckitt Benckiser (India) Private Limited**  
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**Private & Confidential**  
**Annexure 1**

**22<sup>nd</sup> April 2024**

**Rituparna Sengupta**

Employee ID: 894591  
Research & Development  
Gurgaon.

Dear **Rituparna**,

This is further to your appointment letter effective "**22<sup>nd</sup> April 2024**". Given below is your total compensation statement:

| <b>Components</b>                                            | <b>Per Annum<br/>(All values in INR)</b> |
|--------------------------------------------------------------|------------------------------------------|
| <b>Basic Salary (A)</b>                                      | 210,000                                  |
| <b>Allowance (B)-payable prorata in monthly installments</b> |                                          |
| Consolidated Allowance                                       | 198,300                                  |
| House Rent Allowance                                         | 120,000                                  |
| <b>Performance Bonus at Target (C)</b>                       | 36,000                                   |
| <b>Retirement Benefit Contributions (D)</b>                  |                                          |
| Provident Fund Contribution (12% of Basic)                   | 25,200                                   |
| Gratuity Fund Contribution (5% of Basic)                     | 10,500                                   |
| <b>Total Potential Cost to Company at Target (A+B+C+D)</b>   | <b>6,00,000</b>                          |

\* Next eligible increment in **January'2025**.

\*\* You will be eligible for Medical Reimbursement's as per policy.

All values are expressed in annualized terms. Actual payment will be on prorated basis for the period that an employee is on the rolls during the year.

All components are subject to prevalent Company policies, clarificatory notes in the body of the appointment letter, and applicable rules and regulations. The components can be changed, merged, withdrawn by the company at its sole discretion without assigning any reason.

The Company may, at its absolute discretion, terminate this appointment at any time by giving **three calendar months' notice** in writing or **three months' salary** in lieu thereof. You may also terminate this appointment by giving the Company **three calendar months' notice** in writing and / salary in lieu of unserved Notice. Salary for Notice period will be computed based on Basic Salary and any all other Allowances that may be payable to you at the time of termination of employment.

Yours faithfully,

For **Reckitt Benckiser (India) Private Limited**

**Abhishikta Das**  
**Regional HR Director, South Asia**

**Reckitt Benckiser (India) Private Limited**  
DLF Cyber Park, 6th & 7th Floor (Tower C),  
405 B, Udyog Vihar Phase III, Sector 20, Gurugram.  
Pin Code: 122016

T: +91 124 4028000 W: [Reckitt.com](https://www.Reckitt.com)

Reckitt refers to entities in the Reckitt Benckiser Group plc group of companies. Reckitt Benckiser (India) Private Limited is registered in India. CIN: U74999HR1951PTC075277. Registered Office: DLF Cyber Park, 6th & 7th Floor (Tower C), 405 B, Udyog Vihar Phase III, Sector 20, Gurugram - 122 016, Haryana, India.





केन्द्रीय कार्यालय

Central Office

**HUMAN CAPITAL MANAGEMENT DEPARTMENT**  
**Recruitment & Promotion Division, Central Office, Mumbai.**

CO: HCM: R&amp;P: 2024-25:2383

16<sup>th</sup> August, 2024.

Mr. / Ms. RIYA MAJUMDER

Address:  
JYOTI COLONY  
RAHARA KHARDAH

Roll No. 3121000682

Dist : NORTH 24 PARGANAS  
State : WEST BENGAL PIN: 700118

Mobile No.

Dear Sir/Madam,

**Reg: Offer of Appointment in our Bank as Probationary Officer in Junior Management Grade Scale-I (Mainstream).**

1. We are pleased to offer you an appointment in Officer Cadre in the Bank's Junior Management Grade Scale I – (Mainstream) as Probationary Officer based on the results of Written Test & Personal Interview conducted through IBPS & subsequent document verification from **24.06.2024 to 28.06.2024**, subject to your clearing the Pre-Recruitment Medical Examination/Biometric/Iris Verification.
2. You are advised to report at **Centre for Learning & Development (CLD), Kolkata** on **09.09.2024 at 9:30 AM** for Induction Training at the below mentioned address. Failure to report on the stipulated date will be treated as refusal to accept the appointment and Bank's offer for your appointment would stand annulled.

(Note – You are advised to come fully prepared since subsequent on the job posting will be given immediately upon completion of induction training).

**Centre for Learning & Development (CLD) Address: - DD 13-18, Sector 1, Near Central Park Metro Station, Salt Lake, Bidhan Nagar Kolkata (WB)- 700064**

**Nodal officer: - Mr. Sibaprasad Mishra**

**Contact no. 9425896166**

**email:- zstckolkzo@centralbank.co.in**

1/4

चंदर मुखी, नरीमन पॉइंट, मुंबई - 400 021 • Chander Mukhi, Nariman Point, Mumbai - 400 021

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[www.centralbankofindia.co.in](http://www.centralbankofindia.co.in)



04-NOV-2024

Letter Of Appointment

To,  
Ms. Soumita Mallick  
Suriyalaya  
138 Rnc Road, (E)  
Subhasgram Railway Maidan  
7003862573

Dear Ms. Soumita,

This has reference to our Offer of Traineeship in TATA Consultancy Services Limited vide TCSL/2256598/CAL/Business Process Outsourcing Services/BTN dated 04-Oct-2024 and your completing joining formalities as per TCSLs policy.

On the terms and conditions detailed in our Offer of Traineeship accepted by you, we are happy to appoint you as BPO Trainee in grade BPOS with effect from 04-NOV-2024.

Your Trainee ID is 2840196.

I take this opportunity to extend you a warm welcome to the TCSL Family !

Yours sincerely,  
For TATA Consultancy Services Limited

GIRISH V NANDIMATH  
Global Head – Talent Acquisition

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

TCS House Raveline Street Fort Mumbai 400 001 Maharashtra India

Tel 91 22 6778 9999 Fax 91 22 6778 9000 website www.tcs.com

Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021

*M*ATRIX INTERIOR AND EXTERIOR

INTERIOR DECORATOR AND FURNITURE ORDER SUPPLIERS  
96, DR. LAL MOHAN BHATTACHARJEE ROAD, KOLKATA - 700014  
■ OFFICE NO: 9830128708  
■ LANDLINE NO: 03340086294  
E-MAIL: [matrix.interior33@gmail.com](mailto:matrix.interior33@gmail.com)  
GSTNO. - 19ABYPN5505A1ZH

Dear , Snigdha Das

I am pleased to inform you that your employment with matrix interior and exterior has been confirmed as trainee interior designer. As agreed your starting date will be 02/12/2023 and your working Time will be 10:00am to 07:00pm

Congratulations on your appointment and welcome to matrix interior and exterior. We look forward to years of fruitful cooperation and success.

Sincerely,

Matrix Interior & Exterior

(SK Mofijuddin)



POULAMI DUTTA &lt;duttapoulami8@gmail.com&gt;

## Appointment Letter for the Post of Office Assistant (Multipurpose)

1 message

HRD BANGIYA GRAMIN VIKASH BANK HEAD OFFICE <managerhr@bgvb.co.in>  
To: duttapoulami8@gmail.com

Thu, Jun 6, 2024 at 7:03 PM

Ref.No: BGVV/HO/HR/2257/2024-25

Date: 06-06-2024

MS. POULAMI DUTTA

C/O - SUDHANGSHU KUMAR DUTTA

VILLAGE DASPARA, P.O. MADARATP.S. BARUIPUR

SOUTH 24 PGSWEST BENGAL-743610

Ph No - 9903292034, (E-Mail:duttapoulami8@gmail.com)

**Re: Appointment Letter for the Post of Office Assistant (Multipurpose)**

**Ref: IBPS RRB-XII Recruitment (Roll No.2843004568 Category: GENERAL)**

We are pleased to inform you that you have been selected for appointment as Office Assistant (Multipurpose) in the Bank.

You are, therefore, advised to report to the Regional Manager of the under-mentioned Regional Office latest by **18.06.2024** for joining in the service of the Bank. You will report for joining alongside complying with the necessary formalities at the designated Regional Office at **9.45 A.M.** on the date of your joining above referred.

|          |                                                                                                    |
|----------|----------------------------------------------------------------------------------------------------|
| Region   | SOUTH 24 PGS REGIONAL OFFICE                                                                       |
| Address  | SOUTH 24 PGS REGIONAL OFFICE, SNEHA DEEP APARTMENT , BALIA,<br>PO : GARIA STATION ROAD, PIN-700084 |
| Email id | rmsouth24pgs@bgvb.co.in/rosouth24pgs@bgvbank.co.in                                                 |

Your service in the Bank will be broadly governed by Bangiya Gramin Vikash Bank Officers and Employees Regulation, 2010 read with subsequent Bangiya Gramin Vikash Bank Service (Amendment) Regulations, 2013 and the terms & conditions as incorporated below:

1. You will be placed in the following Scale of Pay as currently applicable to Office Assistant (Multipurpose) i.e. Rs-17900-1000/3-20900-1230/3-24590-1490/4-30550-1730/7-42660-3270/1-45930-1990/1-47920.





भारत सरकार - GOVERNMENT OF INDIA  
वित्त मंत्रालय - MINISTRY OF FINANCE  
आयकर विभाग - INCOME TAX DEPARTMENT



प्रधान मुख्य आयकर आयुक्त का कार्यालय तमिलनाडु एवं पुदुचेरी

OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME - TAX (TAMIL NADU & PUDUCHERRY)  
121, महात्मा गाँधी रोड / MAHATMA GANDHI ROAD, चेन्नै/CHENNAI - 600 034

e-mail: [chennai.addlctt.hq.admin@incometax.gov.in](mailto:chennai.addlctt.hq.admin@incometax.gov.in)

Telephone: 044 - 28338383, Fax: 044 - 28338317

सी.सं. / C.No.26(1)/Estt/DR-2021/MTS/ 2023

दिनांक / Dated: 22-07-2023

नियुक्ति पत्र - APPOINTMENT LETTER

आयकर संयुक्त आयुक्त (मुख्या)(प्रशा.एवं क.दा.से) की कार्यवाही, चेन्नै  
PROCEEDINGS OF THE JOINT COMMISSIONER OF INCOME-TAX  
(HQRS) (ADMN & TPS), CHENNAI

डॉ. पी.एम सेंदिल कुमार, भा.रा.से.  
DR. P M SENTHIL KUMAR, IRS  
आयकर संयुक्त आयुक्त  
JOINT COMMISSIONER OF INCOME-TAX  
(मुख्या)(प्रशा.एवं क.दा.से), चेन्नै  
(HQRS) (ADMN & TPS), CHENNAI

**विषय:** आयकर विभाग, तमिलनाडु एवं पुदुचेरी, चेन्नै - कर सहायक के पद पर आवेदकों का आबंटन - सीधी भर्ती कोटा के तहत नियुक्ति - संबंधी।

**Sub:** Establishment - Income-tax Department, Tamil Nadu & Puducherry, Chennai - Allotment of candidates for appointment as Multi Tasking Staff - Recruitment under Direct Recruitment Quota - MTS 2021 - regarding

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श्री.कुमा/श्रीमती/ **TANIYA SIKDAR** (DOB: [REDACTED]) [Roll No: [REDACTED]] को कर्मचारी चयन आयोग से चयनित व नामित मल्टी टास्किंग स्टाफ परीक्षा 2021 के आधार पर सीधी भर्ती कोटा के तहत कर सहायक के रूप में प्रधान मुख्य आयकर आयुक्त का कार्य का कार्यालय, तमिलनाडु एवं पुदुचेरी, चेन्नै को आबंटित किया जाता है। आपको उपर्युक्त पद पर अस्थाई तौर पर वेतन मान 1-(7 वें वेतन योग के वेतन मैट्रिक्स के अनुसार) नियुक्त किया जाता है। आप सामान्य तौर पर मिलने वाले अनुमत्य दरों पर भत्तों के भी हकदार होंगे और सरकार द्वारा नियमों और आदेशों में दिए गए शर्तों के समय समय पर ऐसे भत्तों को दिए जाने के हकदार होंगे।

S/Sh/Smt/Ms. **TANIYA SIKDAR** (DOB: [REDACTED]) [Roll No: [REDACTED]] who has been selected and nominated by the Staff Selection Commission for being appointed as Multi Tasking Staff under Direct Recruitment Quota on the basis of MTS 2021 examination is hereby allotted to Office of the Principal Chief Commissioner of Income Tax, Tamil Nadu

& Puducherry, Chennai. You are hereby offered an appointment to the aforesaid post on temporary basis in Pay Level-1 (as per Pay Matrix of 7<sup>th</sup> Pay Commission). You will also be entitled to usual allowances at the rates admissible and subject to the conditions laid down in the rules and orders governing the grant of such allowances in force from time to time.

2. उपर्युक्त पद के लिए यह नियुक्ति नीचे दिए जा रहे नियमों और शर्तों पर आधारित है।

The offer of appointment to the aforesaid post shall be subject to the following terms and conditions.

(i) यह नियुक्ति अनंतिम है और प्रक्रिया के अनुसार सम्बंधित प्राधिकारियों द्वारा चरित्र एवं पूर्ववृत्त के सत्यापन एवं आपके स्वस्थता पर निर्भर है। सांख्यांकन प्रपत्र में किसी तथ्य की झूठी या गलत जानकारी अयोग्य ठहरा सकती है और अभ्यर्थी को सरकारी नौकरी के लिए अयोग्य करते हुए सेवा से निलंबित किया जा सकता है।

The appointment is provisional and subject to verification of character and antecedents from the concerned authorities as per procedure laid and your medical fitness. Furnishing of false information or suppression of any factual information in the attestation form would result in disqualification and would render the candidate unfit for employment under the government with resultant dismissal from service.

(ii) कायदरिम्भ करते समय आपको एक वचननामा देना होगा कि चरित्र एवं पूर्ववृत्त के सत्यापन एवं स्वास्थ्य परीक्षण के समय यदि कुछ प्रतिकूल परिणाम आता है तो तुरंत ही नियुक्ति के लिए आप अनुपयुक्त होंगे और बिना किसी सूचना के सरकारी सेवा से निलंबित कर दिए जायेंगे।

You will have to give an undertaking at the time of joining that if anything adverse comes out in the character and antecedents verification or in the medical examination that would make you ineligible for appointment in the first instance, and, you will be liable to be discharged from Government service forthwith without any further notice.

(iii) आपकी नियुक्ति एक महीने के नोटिस के साथ दोनों तरफ से यानि अभ्यर्थी या नियुक्ति अधिकारी बिना किसी कारण के सेवाएं समाप्त कर सकते हैं। नियुक्ति अधिकारी कर्मचारी की सेवाओं को तुरंत समाप्त करने का अधिकार रख सकते हैं या नोटिस समय की अवधि की समाप्ति के पहले ही नोटिस अवधि के असमाप्त समय के वेतन एवं भत्तों को देकर कर सकते हैं। वह कर्मचारी जो अपने पद को त्याग करना चाहता है उसे एक महीने के नोटिस के बदले एक महीने का वेतन देना होगा यदि वह अभ्यर्थी नोटिस अवधि के भीतर कार्यमुक्त होना चाहता है।

Your appointment may be terminated by a month's notice on either side viz., the appointee or the appointing authority without assigning any reasons. The appointing authority also reserves the right of terminating the services of the appointee forthwith or before the expiry of the stipulated period of notice by making payment to him of a sum

equivalent to the pay and allowances for the unexpired portion of notice period. The official who desires to resign the post will have to pay one month's salary in lieu of one month's notice if the candidate desires to be relieved within the notice period.

(iv) आप दो वर्ष की परीक्षा की अवधि में रहेंगे।

You will be on probation for two years.

(v) परीक्षा की अवधि के दौरान आपको बिना कोई कारण बताए सेवा से निलम्बित किया जा सकता है यदि।

During the period of probation, you will be liable to be discharged from service at any time without any notice, if

(a) आपके कार्यप्रक्रिया के आधार पर या आचरण जो आगे की सेवा के लिए उपयुक्त नहीं समझा जाए या।

On the basis of your performance or conduct you are considered unsuitable for further retention in service, or

(b) आपको अन्य कोई कारण से सेवा में रखने के लिए अयोग्य या अनुपयुक्त समझा जाए।

If you are otherwise found ineligible or unsuitable for being retained in service.

(vi) कार्यारंभ करने के लिए आपको कोई यात्रा भत्ता नहीं दिया जाएगा। यह तभी अनुमत्य है जब आप केंद्र या राज्य सरकार के तहत स्थाई पद धारण कर रहे हों।

You will not be entitled to any Traveling Allowance for joining the appointment, unless you are holding a permanent appointment under the Central or State Government.

3. यदि आप केंद्रसरकार/ राज्य सरकार/ सार्वजनिक क्षेत्र के उपक्रम / स्वायत्त निकाय/ बैंक / निगम आदि में पहले ही कार्यरत हैं तो आपकी नियुक्ति वर्तमान नियोक्ता से सतर्कता प्रमाणपत्र एवं कार्यमुक्ति करने के आधार पर होगी।

If you are already in service in Central Government/State Government/PSU/Autonomous Body/Bank/Corporation etc. your appointment shall be subject to vigilance clearance and relieving by the present employer.

4. अभ्यर्थी को सेवा में कार्यारंभ करने पर तुरंत ही भारत के संविधान के प्रति निष्ठा शपथ लेनी होगी।

The candidate should take an oath of allegiance to the Constitution of India in the form prescribed immediately on joining service.

5. भारत सरकार के अधीन सेवा में भर्ती के संबंध में लागू आदेशों के अनुसार, कोई भी व्यक्ति जिसने किसी ऐसे व्यक्ति के साथ विवाह किया है या अनुबंध किया है, जिसका जीवित पति या पत्नी है या जिसने किसी व्यक्ति के साथ विवाह किया है या अनुबंध किया है, वह भारत सरकार के तहत नियुक्ति के लिए पात्र

नहीं है, परन्तु सरकार, यदि वे इस बात से संतुष्ट हैं कि ऐसा करने के विशेष कारण हैं, तो किसी व्यक्ति को इस नियम के संचालन से छूट दे सकती है। इसलिए, नियुक्ति का यह प्रस्ताव ऊपर उल्लिखित आवश्यकताओं को पूरा करने और इस कार्यालय को कार्यभार ग्रहण करने के समय निर्धारित प्रोफार्मा में इस आशय की घोषणा प्रस्तुत करने पर सशर्त है। यदि, हालांकि, आप किसी विशेष कारण से इस नियम के संचालन से छूट प्राप्त करना चाहते हैं, तो आपको तुरंत इस संबंध में एक अभ्यावेदन देना चाहिए। उस स्थिति में, नियुक्ति के इस प्रस्ताव को रद्द माना जाना चाहिए और भविष्य में आपको एक पत्र भेजा जाएगा, यदि आपके अभ्यावेदन पर विचार करने पर आपको नियुक्ति की पेशकश करने का निर्णय लिया जाता है।

In accordance with orders in force in regard to recruitment to service under the Government of India, no person who has entered into or contracted a marriage with any person having, a spouse living or who having a spouse living has entered into or contracted marriage with any person, is eligible for appointment under the Government of India, provided, the Government may, if they are satisfied that there are special reasons for doing so, exempt any person from the operation of this rule. This offer of appointment is therefore, conditional upon satisfying the requirements mentioned above and also furnishing to this office a declaration to the effect in the prescribed proforma at the time of joining. If, however, you desire to be exempted from the operation of this rule for any special reason(s), you should make a representation in this behalf immediately. This offer of appointment should, in that case, be treated as cancelled and a future communication will be sent to you in due course, if upon a consideration of your representation, it is decided to offer you the appointment.

6. यदि आप अनुसूचित जाति, अनुसूचित जनजाति, या अन्य पिछड़ा वर्ग, या विकलांग व्यक्ति से संबंधित होने का दावा करते हैं, तो आपको सक्षम प्राधिकारी द्वारा निर्धारित प्रारूप में जारी प्रमाण पत्र प्रस्तुत करना होगा। यह ध्यान दिया जा सकता है कि आपकी नियुक्ति अनंतिम होगी और उचित चैनलों के माध्यम से प्रासंगिक प्रमाण पत्र के सत्यापन के अधीन होगी। यदि अनुसूचित जाति/अनुसूचित जनजाति/अन्य पिछड़े वर्ग के होने का दावा असत्य पाया गया तो भारतीय दण्ड संहिता के प्रावधानों के तहत अपेक्षित कार्टवाई पर प्रतिकूल प्रभाव डाले बिना झूठा प्रमाणपत्र के प्रस्तुतीकरण के लिए (भारत सरकार, कार्मिक एवं प्रशिक्षण विभाग का.जा.सं.36012/88/स्था./एस.सी.टी./ (एस.आर.डी-III) दिनांक 24.04.1990 के अनुसरण में) आपकी सेवाएं समाप्त की जाएंगी।

If you claim to belong to a Scheduled Caste, Scheduled Tribe, or Other Backward Classes, or a person with disability you will have to produce a certificate issued in the prescribed format by the competent authority. It may be noted that your appointment shall be provisional and subject to verification of the relevant certificate through proper channels. If the verification reveals that your claim with regard to your belonging to Scheduled Caste / Scheduled Tribe / Other Backward Classes/PwD or not belonging to creamy layer is false, your services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the

provision of the Indian Penal Code for production of false certificate (vide Government of India, DOP & T O.M.No. 36012/88/Estt/SCT/ (SRD-III) dt 24.04.1990).

7. यदि उम्मीदवार आर्थिक रूप से कमजोर वर्ग (ईडब्ल्यूएस) से संबंधित है, तो नियुक्ति अनंतिम है और उचित माध्यम से सत्यापित किए जा रहे आय और संपत्ति प्रमाण पत्र के अधीन है और यदि सत्यापन से पता चलता है कि ईडब्ल्यूएस से संबंधित होने का दावा फर्जी / गलत है, तो सेवाओं को बिना किसी और कारण बताए और ऐसी आगे की कार्रवाई के पूर्वाग्रह के बिना तुरंत समाप्त कर दिया जाएगा, जो फर्जी / गलत पेश करने के लिए भारतीय दंड संहिता के प्रावधानों के तहत की जा सकती है।

If the candidate belongs to Economically Weaker Section (EWS), the appointment is provisional and is subject to Income & Asset certificate being verified through proper channel and if the verification reveals that the claim to belong to EWS is fake/false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal code for production of fake/false certificate

8. सरकार द्वारा समय-समय पर जारी अनुशासन के नियम एवं कार्यालय के आचरणों का अभ्यर्थी को पालन करना होगा।

The candidate should conform to the rules of discipline and conduct prevailing in the office and those imposed by the Government from time to time.

9. भारत सरकार के अधीन सेवा में भर्ती के संबंध में लागू प्रासंगिक नियमों के अनुसार, यदि आपके द्वारा दी गई कोई घोषणा या जानकारी झूठी साबित होती है या यदि आप जानबूझकर किसी भी भौतिक जानकारी को दबाते हुए पाए जाते हैं, तो आपको सेवा से हटा दिया जाएगा और ऐसी किसी भी अन्य कार्रवाई के लिए उत्तरदायी होंगे जो सक्षम प्राधिकारी उचित समझे।

In accordance with the relevant rules in force in regard to the recruitment to the service under the Government of India, if any declaration or information furnished by you proves to be false or if you are found to have willfully suppressed any material information, you shall be liable to be removed from service and to any such other action as the competent authority may deem fit.

10. अभ्यर्थी द्वारा आयकर विभाग, चेन्नै में कार्यरत रहते हुए पूर्व अनुमति के बिना किसी अन्य विभाग में आवेदन करने और/या नियुक्ति स्वीकार की अनुमति नहीं दी जाएगी। सभी आवेदनों को उचित माध्यम से ही भेजना होगा।

The candidate will not be permitted to apply and/or accept any appointment in any other department while serving in the Income-tax Department, Chennai, without prior permission. All applications should be routed through proper channel.

11. कार्मिक एवं प्रशिक्षण विभाग के दिनांक 11 मार्च, 2019 का.जा संख्या 28020/3/2018-स्था.(सी) निर्देशों के अनुसार को सभी सीधी भर्ती करने वालों को कम से कम दो सप्ताह की अवधि का अनिवार्य अधिष्ठापन प्रशिक्षण पूरा करना होगा। परिवीक्षा को पूरा करने के लिए प्रशिक्षण के सफल समापन को एक पूर्व-आवश्यकता बनाया जा सकता है।

As per Instruction of DoPT vide OM No.28020/3/2018-Estt.(C) dated 11<sup>th</sup> March, 2019, all direct recruits shall complete mandatory induction training of at least two weeks duration. Successful completion of the training may be made a pre-requisite for completion of probation.

12. पद में कायमि करणे के समय आप निम्नलिखित दस्तावेज प्रस्तुत करें


At the time of joining the post, you are requested to furnish the following documents:

- (a) वैवाहिक स्थिति से संबंधित घोषणा  
Declaration regarding marital status;
- (b) मूल जाति प्रमाण पत्र  
Original Caste Certificate;
- (c) शारीरिक रूप से विकलांग  
Person with Disabilities;
- (d) मूल शैक्षिक प्रमाणपत्र  
Original educational certificates;
- (e) जन्म तिथि, आयु, आयु से छूट से यदि कोई हो तो प्रमाण पत्र  
Certificate relating to date of birth; age relaxation, if any;
- (f) अनुच्छेद 2(ii) में दिए अनुसार वचननामा  
Undertaking as in para 2(ii) above.

13. यदि आप उपर्युक्त शर्तों को मानते हैं तो दिनांक **04.08.2023** या उससे पहले पद पर कायमि कर लें।  
In case you accept the above terms and conditions, you shall join the post on or before **04.08.2023**.

14. उपर्युक्त अभ्यर्थी का तैनाती आदेश अलग से जारी किया जाएगा।

The posting order in respect of the above candidate will be issued separately.

  
(डॉ. पी. एम. सेंदिल कुमार) (Dr. P M SENTHIL KUMAR)  
(संयुक्त आयकर आयुक्त)/JOINT COMMISSIONER OF INCOME TAX  
(मं.)/ (HQRS) (प्रशा. एवं क.दा.से.)/ (ADMN & TPS) (तना. एवं पु.)/(TN & P), चेन्नै/CHENNAI.



# S.K.S. PUBLIC SCHOOL

TRANSFORMING LIVES THROUGH EDUCATION  
Affiliated to CBSE, New Delhi, Affiliation No. : 2430085, School Code : 15695

## Service Agreement

This agreement is entered into on this 28<sup>th</sup> day of June Two Thousand Twenty Four between the Principal, S.K.S. Public School for and on behalf of the Managing Committee of the said School (hereinafter called the employer) on the one part and **Ms. Moumita Mondal** whose date of birth is 27.11.1997 son/daughter/wife of **Mr. Dhananjay Mondal** (here in after called the employee) on the other part.

The employer has agreed to employ the above mentioned employee and the employee has agreed to serve the School on the following terms and conditions.

1. That the employer hereby engages the employee as **Assistant Teacher** to perform the assigned duties in the interest of the School as may be entrusted to him/her by the Principal/ Secretary or nominee and with effect from **01.07.2024**.
2. That the employee shall be placed in contract period till 30.06.2025 in pay scale of Rs. 9300 – 40500 (GP- 4800/-). The employer shall deduct the statutory deductions as applicable under the rules in force.
3. This agreement is terminable by either party by giving one month's (30 days) notice, or on payment of one month's salary in lieu of notice.
4. No leave is admissible during the notice period. Resignation during leave is not permitted.
5. The employee's appointment and continuance in service is subject to producing of Degree/Diploma or other qualifying certificates in original with attested copies thereof within a period of 15 days from the date of acceptance of this agreement. In case it is found that the employee does not possess the requisite qualifications entitling him/her to serve in the post, his/her services shall be dispensed with, without any further reference to the employee.
6. This offer is a full time assignment, any other assignment whether full time / part time / honorary / contractual outside the School hours is not permitted. The employee will devote his/her whole time to the duties of the school and will not on his/her own account or otherwise, either directly or indirectly carry on or be connected in any trade, business, or hold any office of monetary benefit whatsoever. That he/she will not undertake private tuition, write books or work for examinations without prior permission in writing from the Secretary.
7. The employee shall not ask for any contribution, or otherwise associate himself/herself with the raising of any funds or make any other collections, whether in cash or in kind, in pursuance of any subject whatsoever, or accept subscription from the members of any association of teachers or students.

Contd..P/2



- 8 The employee shall not canvas for any publication or any publishing agency or trader. The employee shall not enter into any monetary transactions with any student or parent, nor shall he/she exploit his /her influence for personal ends; nor shall he/she conduct his/her personal matters in such a manner that he/she has to incur a debt.
- 9 The employee shall not accept, or permit any member of his/her family or any other person acting on his/her behalf to accept any gift from any student, parent or any person he/she may come into contact with by virtue of his/her position in this School.
- 10 The Employee shall conform to all rules and regulations in force from time to time in the School and shall obey all other lawful orders/instructions/directions of the Managing Committee/Principal as are given to him/her in connection with the day-to-day discharge of his/her duties in the School.
- 11 The employee shall not practice, or incite any student to practise casteism, communalism or untouchability; cause or incite any other person to cause any damage to the property of the School or behave or encourage to incite any student, teacher or other employee to behave in a rowdy or disorderly manner in the premises of the School or be guilty of or encourage violence, or any conduct which involves moral turpitude towards guardians, student, teacher or other employee of the School or organize or attend any meeting during the School hours except when required or permitted by the Principal of the School to do so.
- 12 In case of any change in his/her address during the course of employment in the School, it shall be his/her duty to intimate the same in writing to the Managing Committee/ Principal within seven days from the date of such change so effected and recorded in his/her personal record maintained for the purpose by the School and even for temporary change in address he/she shall keep Managing Committee/Principal, informed about the same.
- 13 The employee shall be responsible for the safe custody of the register, books, records and other things entrusted to him/her and in case of any damage or loss, the Managing Committee /Principal shall have the right to initiate disciplinary proceeding against him/her and take such action as deemed appropriate.
- 14 The employee shall maintain integrity and devotion to duty and shall not do anything, which is unbecoming of a School teacher/ staff member. The employee shall not utilize or divulge any matter or affair of the School.
- 15 No employee shall leave the station in which the School is situated without having received the written permission of the Principal.
- 16 That the employee shall be entitled to all the benefits of leave as provided for in the Leave Rules for the teachers/staff of S.K.S. Public School as applicable to the employee concerned. The employee will not absent himself/herself without obtaining the prior sanction in writing of the Principal, or any other officer authorized by the rules of the School except where such absence without prior permission is due to reasons beyond the control of the employee.
- 17 For absence from duty for 7 days without sanctioned leave and without information of reasonable cause the employee shall be deemed to have left the job from the day of last attendance and the employee will be required to pay salary in lieu of notice period.
- 18 That the employee is eligible to all the holidays notified in the School calendar. But it is to be clearly understood that if, on a holiday, the Principal asks the employee to come to the School to attend a meeting or for any purpose connected with the School the employee is bound to come, notwithstanding the fact that is a holiday.



- 19 The Principal has full authority to place the employee under suspension where:
- Disciplinary proceedings against him/her are contemplated or pending, or
  - A case against him/her in respect of any criminal offence is under investigation or trial; or
  - He/she is charged with embezzlement; or
  - He/she is charged with cruelty towards any student or any employee of the School; or
  - He/she is charged with misbehavior towards any parent, guardian, student or employee of the School.
  - He/she is charged with a breach of any other code of conduct for teachers.

Such suspension shall be reported by the Principal to the Chairman / Secretary of the Managing Committee within 24 hours. During the period of suspension the employee will not be entitled to any pay.

- 20 Subject to the approval of the Managing Committee the services of any employee may be terminated by the Principal or any other Officer so authorized on one or more grounds:

- If satisfied on medical evidence that the employee is unfit and is likely for a considerable period to continue to be unfit by reason of ill-health for the discharge of his/her duties.
- General retrenchment decided upon for reason of financial stringency or for any other reason.
- Abolition of subject.
- Abolition of section or class.
- Disciplinary proceedings / Grounds

- 21 The Managing Committee has full authority to dismiss/remove from service, or reduce in rank, the employee or impose the minor punishments of (a) censure, (b) withholding of increment, (c) recovery from the pay of the whole or any part of the pecuniary loss caused by the employee to the School or pupils by negligence or breach of order, after the Chairman/Managing Committee is satisfied as to the need for such order.

- 22 In case of a dispute any other matter, the decision of the Chairman shall be final and binding.

- 23 Besides your normal responsibilities, you may be allotted extra duties or transferred to other location and entrusted responsibilities related to other institutions under the Trust/Society befitting to your position in the larger interest as may be decided upon by the Chairman/Vice-Chairman and the Principal from time to time.



Signature of the Principal

I accept the agreement with all the terms and conditions of appointment and shall join duty on 01.07.2024.



Signature of Employee