



Yashaswi Education Society's

Reg No. Maha. : 417/2007/Pune

INTERNATIONAL INSTITUTE OF MANAGEMENT SCIENCE

An ISO 9001 Certified Institute

(Approved by AICTE Ministry of HRD Govt. of India, Recognised by Govt. of Maharashtra
and Affiliated to Savitribai Phule Pune University)

Campus. : IIMS Bldg, S. No. 169/1/A, Opp. Elpro International, Chinchwad, Pune - 411033, Ph.: (020) 27353730/32/33/34, Fax : (020) 27354731
Website. : www.iims.ac.in E-mail : info@iims.ac.in

Ref. No. IIMS/ Admin / 2830

Date: 12/08/2020

To
The Head Mistress
Zilha Parishad Primary School,
Ranjane, Pune.

Subject: Donation of Two computers to Primary School


We, International Institute of Management Science, Chinchwad as per our MOU with you.

We are sending good condition computers with good configuration that will helps the students to learn and practice to meet the needs of today's world.

We request you accept the computers.

Thank you

Yours


Dr. Shivaji Mundhe
Director-IIMS





Yashaswi Education Society's

Reg No. Maha - 417/2007/Pune

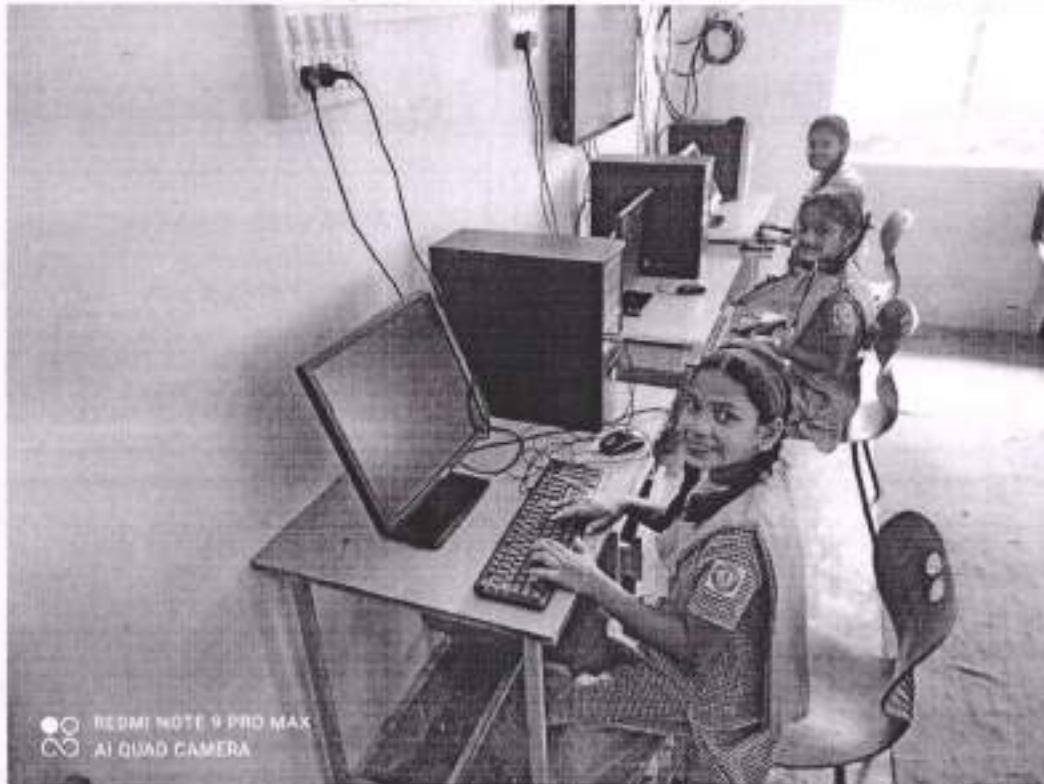
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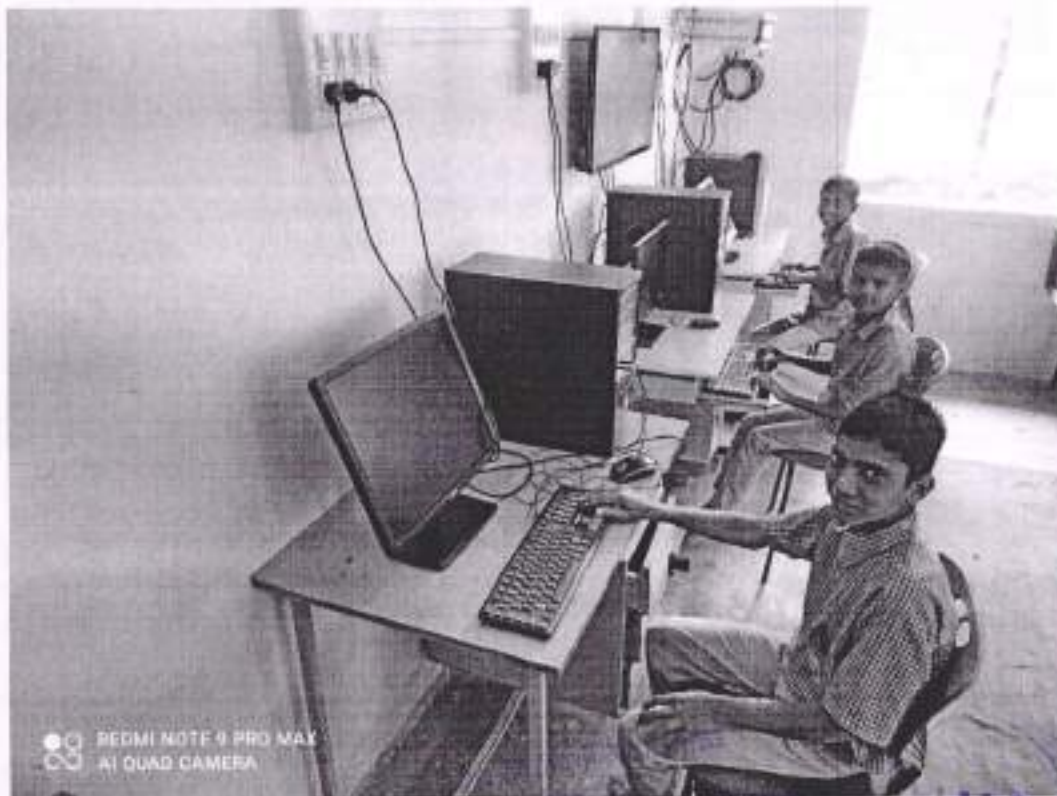
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Website : www.iims.ac.in E-mail : info@iims.ac.in

Photo's Computers Donation to School



● Redmi Note 9 Pro Max
AI Quad Camera



● Redmi Note 9 Pro Max
AI Quad Camera

Corporate Off. : Yashaswi House, Lane No. 15, Prabhat Road, Pune - 411004 Ph.: (020) 87492727





Yashaswi Education Society's

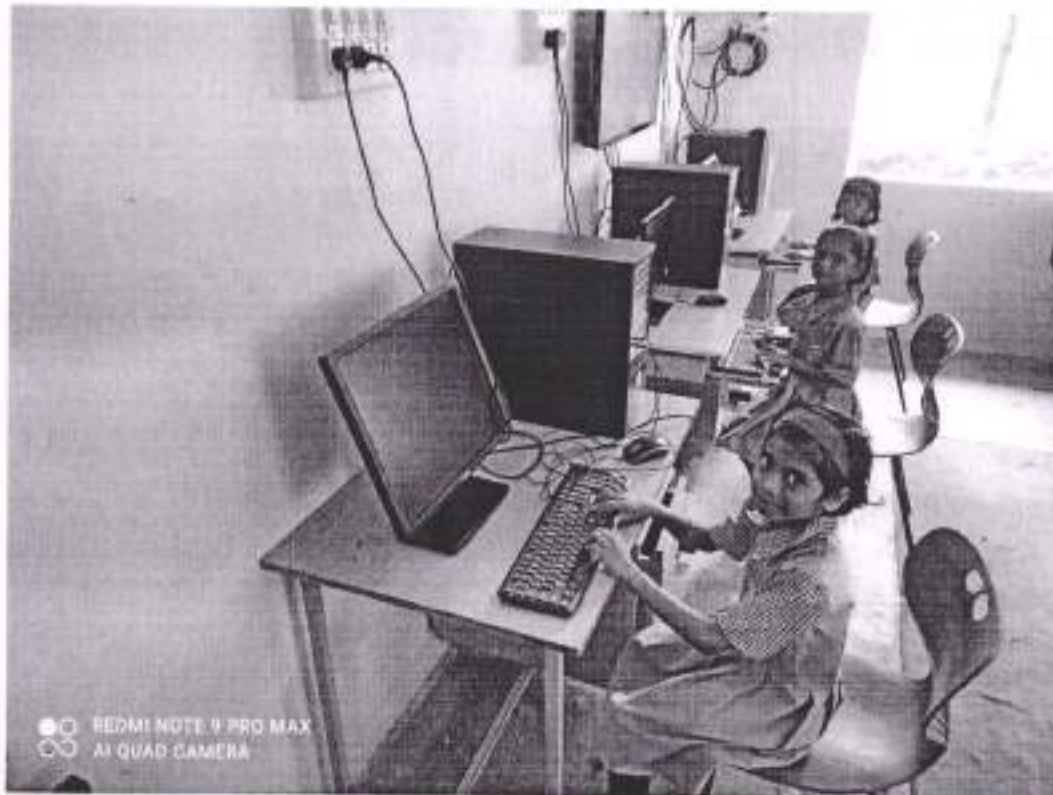
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●○ REDMI NOTE 9 PRO MAX
○● AI QUAD CAMERA

Dr. Shivaji Mundhe
Director
International Institute of Management Science
Chinchwad, Pune - 411 033



Corporate Off. : Yashaswi House, Lane No. 15, Prabhat Road, Pune - 411004 Ph.: (020) 67492727



जिल्हा परिषद प्राथमिक केंद्रशाळा, रांजणे

रांजणे, ता. वेल्हे, जि.पुणे - ४११०२५

श्रीमती राखी बासे
(मुख्याध्यापिका)

श्री. अविनाश दारवटकर
(अध्यक्ष, शाळा व्यवस्थापन समिती)

श्री. दत्तात्रय भडाळे



प्रति,

मा. संचालक,

इंटरनॅशनल इन्स्टिट्यूट ऑफ मॅनेजमेंट सायन्स,
चिंचवड, पुणे.

आपल्या इन्स्टिट्यूट तर्फे आमच्या जिल्हा परिषद प्राथमिक शाळा रांजणे, ता. वेल्हे, जि. पुणे येथे दोन संगणक देख्यात आले.

या संगणकांच्या उपयोग आम्हाला दैनंदिन अध्ययन-अध्यापनासाठी होईल. त्याचप्रमाणे आमच्या सर्व विद्यार्थ्यांना आधुनिक ज्ञान प्राप्त होईल.

याबद्दल आम्ही सर्व शिक्षक, विद्यार्थी आणि व्यवस्थापन समिती तर्फे आपल्या इन्स्टिट्यूटचे आणि आपणा सर्वांचे खूप-खूप आभार मानतो.

धन्यवाद...

कळावे
S. S. Patil
मुख्याध्यापिका

जिल्हा परिषद प्राथमिक केंद्रशाळा - रांजणे

YASHOGURUKUL (MENTOR - MENTEE)

Master of Business Administration (2019-21)

Name of Mentor: Prof. Sarang DaniStudent Information

Student Name (Mentee)	Shinde	Dhanashri	Uday
Division	A	Roll No.	
Date Of Birth	24/04/1999	Student Email Id	dhanashrishinde40@gmail.com
Blood Group	B+	Gender	Male / Female
What's app Mobile No.	8080491745	Linked In Profile ID	733509306615
Strengths:-	Hard working, work under pressure		
Weakness:-	Easily believe on others		
Current Address	Shridhar Nagar, Chinchwad, Pune		
Parent's /Guardian's Name	Uday Narayan Shinde		
Parent's Mobile No.	9561629790	Parent's Email-ID:-	-

Academic Performance

SSC % / Grade	HSC % / Grade	Graduation % / Grade	MBA SEM -I Grade	MBA SEM -II Grade	MBA SEM -III Grade	MBA SEM -IV Grade
79	62	BSC. - the 80.72	SGPA 7.4	SGPA 8.8	SGPA 8.6	SGPA awaiting

Student Attendance

SEM-I Attendance %	SEM-II Attendance %	SEM-III Attendance %	SEM-IV Attendance %
70	76	82	81

Student Achievements

Certification Details (Attach Certificate Copy)	International Business, Recruiting Hiring & onboarding Employees, Inspiring & Motivating Individuals, Psychodiagnosics & Psychological Assessment		
Project / SIP Details (Attach Copy)	Recruitment & selection		
Participation Events/Competition etc. (Attach Certificate Copy)	Intellectual Property Rights - Relevance in Today's Era Stuna 2020 NIPM		
Research Publications /Article (Attach Certificate Copy)	National	-	International
Social Media Appearance	dhanashri - shinde, LinkedIn.com		



YASHOGURUKUL (MENTOR - MENTEE)

Meeting Records			
Sr. No.	Date	Points Discussed	Signature
1.	10/8/19	Discussed the concept of Mentor-Mentee meeting, given the mentor-mentee form	Jen
2.	14/9/19	Discussed about the communication skills	Jen
3.	12/10/19	Discussed about the subjects having difficulties & asked her prepare daily time table	Jen
4.	11/1/2020	Discussed about the summer project	Jen
5.	14/3/2020	Discussed about the career opportunities	Jen
6.	12/9/2020	Discussed about the additional courses.	Jen
7.	10/10/2020	Motivated to take the job first and afterwards discuss the location	Jen
8.	14/11/2020	Discussed the exam related queries	Jen
9.	21/1/2021	Discussed about the final placement	Jen
10.	15/3/2021	Discussed about the current job	Jen
11.	27/3/2021	Discussed about the future prospects of her job.	Jen
12.			





YASHOGURUKUL (MENTOR -MENTEE)

Professional Counselor Remarks				
Sr.No	Date	Name of the Counselor	Remarks	Sign
1	20/10/19	Mrs. Angha Chatterjee	Improve communication	Angha
2	27/02/201	Mrs. Doba	Firstly enter in the corporate world	Doba
3				
4				
Placement / Entrepreneurship Details				
	Drives Attended	Students Feedback	Remarks	
SEM-I				
SEM-II	11/8/2020	Improve in communication	Try to Read daily newspaper (English)	
	17/12/2020	High expectation of salary	fresher will get as per company policy	
	22/12/2020	Location Issue	Always accept the job first then discuss with company	
SEM-III	11/1/2021	Salary too low	accept the job first	
	02/02/201	Faraway from Home	Accept the job first	



YASHOGURUKUL (MENTOR - MENTEE)

	17/2/2021	selected in the company ASK Engineers - Bhasari	Very good
SEM-IV	11/8/2021		

Dr. Shivaji Mundhe
Director
IIMS, Chinchwad, Pune.



Prof. Sarang Parit
Mentor Name & Signature



CAMP EDUCATION SOCIETY'S
Rasiklal M. Dhariwal Institute of Management

Sec. 27/A, Pradhikaran, Nigdi, Pune - 411 044

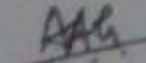


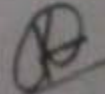
(Youngest NAAC Accredited B++, ISO 9001: 2015 Certified Institute, Gold Rated Institute in AICTE - CII Survey 2018)
(AICTE Approved, Recognized by Govt. of Maharashtra, Savitribai Phule Pune University Affiliated)

Certificate of Participation

This certificate is awarded to Mr. / Ms. Dhanashri Shinde
of TIMS Chinchwad. for attending Two Days State
Level Seminar on "Intellectual Property Rights - Relevance in Today's Era"
on 31st Jan. and 1st Feb. 2020 organized by Camp Education Society's Rasiklal
M. Dhariwal Institute of Management in Association with Savitribai Phule
Pune University (QIP).

We wish him / her brilliant and successful endeavors ahead.


(Dr. Asita A. Ghewari)
Convener


(Dr. Bharat P. Kasar)
Director, CES's RMD IOM

01.Feb.2020



THE UNIVERSITY of
NEW MEXICO

Aug 13, 2020

Dhanashri Uday Shinde

has successfully completed

International Business I

an online non-credit course authorized by University of New Mexico and offered through
Coursera

Douglas E. Thomas, PhD
Associate Professor
Anderson School of Management
University of New Mexico

COURSE
CERTIFICATE



Verify at coursera.org/verify/DM3KCN9AAHVU

Coursera has confirmed the identity of this individual and their participation in the course.



Aug 27, 2020

Dhanashri Uday Shinde

has successfully completed

Inspiring and Motivating Individuals

an online non-credit course authorized by University of Michigan and offered through Coursera

COURSE
CERTIFICATE



A handwritten signature in black ink that reads 'D. Scott DeRue'.

A handwritten signature in black ink that reads 'Maxim Sytch'.

Scott DeRue
Edward J. Fry Dean
Professor of Management
Director-Ranger Leadership Center
Faculty Director-Emerging Leaders Program
Ross School of Business

Maxim Sytch
Michael E. and Mary Kay Hallman Fellow
Associate Professor
Ross School of Business

Verify at coursera.org/verify/B3j47A75XFFC

Coursera has confirmed the identity of this individual and their participation in the course.



National Research
Tomsk State University

Aug 17, 2020

Dhanashri Uday Shinde

has successfully completed

Psychodiagnostics and Psychological Assessment

an online non-credit course authorized by National Research Tomsk State University and offered through Coursera

Валерия Николаевна Петрова
Кандидат психологических наук, доцент
Кафедра организационной психологии

**COURSE
CERTIFICATE**



Verify at coursera.org/verify/BR087G5C2VX

Coursera has confirmed the identity of this individual and their participation in the course.



UNIVERSITY OF MINNESOTA
Driven to DiscoverSM

Aug 27, 2020

Dhanashri Uday Shinde

has successfully completed

Recruiting, Hiring, and Onboarding Employees

an online non-credit course authorized by University of Minnesota and offered through Coursera

COURSE
CERTIFICATE



Specialization - Human Resources HR for People Managers
Course: Recruiting, Hiring and Onboarding Employees
Senior Lecturer, Department of Work and Organizations

Human Resources HR for People Managers specialization
Recruiting, Hiring, and Onboarding Employees
Director, Masters in Human Resources and Industrial Relations program
Carlson School of Management, Department of Work and Organizations

Verify at coursera.org/verify/QWZZH3EQHM7C

Coursera has confirmed the identity of this individual and their participation in the course.



UNIVERSITY OF MINNESOTA
Driven to DiscoverSM

COURSE
CERTIFICATE

Aug 15, 2020

Dhanashri Uday Shinde

has successfully completed

Preparing to Manage Human Resources

an online non-credit course authorized by University of Minnesota and offered through
Coursera



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

John W. Boff
Professor and Director
Center for Human Resources and Labor Studies

Verify at coursera.org/verify/3L843URD3Z4L

Coursera has confirmed the identity of this individual and their
participation in the course.



CERTIFICATE OF PARTICIPATION

This is to certify that ***Dhanashri Shinde***
of ***Yashaswi's International Institute of Management***
Science, Pune participated in the Two day Student
Conference - STUNA 2020 - Conducted virtually on 11th and
12th December 2020 on the theme HR 5.0

A handwritten signature in blue ink, appearing to be "Dhanashri", written over a horizontal line.

Chairman
NIPM Chennai Chapter

A handwritten signature in blue ink, appearing to be "Nishu", written over a horizontal line.

National Chairman
NIPM



ASK ENGINEERS

Date-22/02/2021

Plot No. 267, Sector No. 10,
PCNTDA, MIDC, Bhosari, Pune - 411026.
Off. NO.:- +91 20 6630 2117
Website : www.askgroupindia.com

Private & Confidential

LETTER OF EMPLOYMENT

Dear Mr./Ms.Dhanashri Uday Shinde

With reference to your application for employment and subsequent interface you had with us, we are pleased to appoint you as HR Trainee on the following terms and conditions, recorded below for your consideration and acceptance. Your date of joining has been recorded as 22/02/2021

1. You shall be entitled to a salary of Rs. 8000 (96000) per annum as CTC (cost to the company) and shall be subject to deduction as per statutory laws.
2. You shall be on probation for a period of six months from the date of joining and the said period may, at the discretion of the management. Be extended from the management or as per the provision of Service Rules or a completion of one year of continuous service. During the period of probation, your performance will be evaluated on regular basis and if the same is not expected as per standard, your appointment is liable to be terminated without any notice and without assigning any various interest.
3. The company expects you to work in the Department, in which you are placed with high standard of efficiency and economy.
4. Your employment in your company will be subject to your found and remaining physically and mentally fit and alert to perform your duties. Your services will be liable to be terminated on being found physically and mentally unfit by RMP nominated by the company at any time.
5. The company may transfer you for work from one place of duty or section/ department/ division to other place of duty or section/ department/ division in the establishment. You will also liable to be transferred to our other establishment, plants, associated companies, branch offices, head offices in India or abroad which may be acquired in future at the sole discretion of the management. On transfer from one place to other, your salary will not be adversely affected but all other terms and conditions shall remain the same.
6. This letter of appointment is being issued on the understanding that there is nothing



ASK ENGINEERS

Plot No. 267, Sector No. 10,
PCNTDA, MIDC, Bhosari, Pune - 411026.
Off. NO.: +91 20 6630 2117
Website : www.askgroupindia.com

in your past record which should have presented in the company to offer you an employment. If it is found that your past record is objectionable and if any declaration given by you proves to be false and you have suppressed any material information, in such case, the appointment itself shall be deemed to be irregular and your services will be liable to immediate termination without any notice or compensation in lieu thereof.

7. You will be in the exclusive employment of this organization and will not engage yourself either alone or in company, in any work, profession or employment both honorary and otherwise during the period of employment with us.
8. Your services shall be governed by the Rules & Regulations of the company, implied or notified and also any instruction that may be notified from time to time. In case of any dispute, the court of Delhi/New Delhi shall have the execute jurisdiction.
9. You will not in any manner whatsoever, any secret correspondence, agreement and any such information pertaining to our organization, which you may acquire concerning the company business to other person/firm or organization.
10. You will be entitled to leave and holidays as per the rules of the company.
11. Your absence for a period of 10 days (including absence, which leave though applied for, is not granted and when you overstay for more than 10 days) would entail automatic loss of your lieu on job without any notice and information by the management.
12. In general, the employment may be terminated by either of the parties at any time by giving to the other, one month notice or one month gross salary in lieu of notice. Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.
 - (a) If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
 - (b) For loss of confidence in you by the company for any of the act committed by you.
 - (c) If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.



ASK ENGINEERS

Plot No. 267, Sector No. 10,
PCNTDA, MIDC, Bhosari, Pune - 411026.
Off. NO.:- +91 20 6630 2117
Website : www.askgroupindia.com

- (d) If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude.
 - (e) If you commit any act prejudicial to the continuing good relationship between you and the company.
 - (f) If you become physically incapacitated for the performance of your duties.
 - (g) If you commit breach of any of the terms of this letter of appointment.
13. No authority is vested upon you both to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.
14. You will retire from the services of the company on attaining the age of 58 yrs.

This letter is in duplicate. Kindly return the duplicate copy thereof duly signed by you as confirmation of your having accepted the terms & conditions contained therein.

We welcome you in ASK Engineers and look forward for a long term association.


Manager HR

Acceptance

I have read and understood the terms and conditions mentioned in this letter of appointment and I hereby confirm unconditional acceptance of the same

Full Name Dhanubhai Shinde.

Signature 



YASHOGURUKUL (MENTOR – MENTEE)

Master of Business Administration

Name of Mentor: Prakash Pharkale



Student Information

Student Name (Mentee)	<u>Kharkande</u>	<u>Haridev</u>	<u>Ganesh</u>
Division	<u>A</u>	Roll No.	<u>20126</u>
Date Of Birth	<u>30/03/1999</u>	Student Email Id	<u>20126@iims.ac.in</u>
Blood Group	<u>OT</u>	Gender	<u>Male / Female</u>
What's app Mobile No.	<u>7058090331</u>	Linked In Profile ID	
Strengths:-	<u>Smart working.</u>		
Weakness:-	<u>Public speaking,</u>		
Current Address	<u>Chinchwad, Pune</u>		
Parent's /Guardian's Name	<u>Kharkande Ganesh Nathuram</u>		
Parent's Mobile No.	<u>9422093422</u>	Parent's Email-Id:-	

Academic Performance

SSC % / Grade	HSC % / Grade	Graduation % / Grade	MBA SEM -I Grade	MBA SEM -II Grade	MBA SEM -III Grade	MBA SEM -IV Grade
<u>64.40</u>	<u>50%</u>	<u>56.44</u>	<u>9.10</u>	<u>9.00</u>	<u>9.17</u>	

Student Attendance

SEM-I Attendance %	SEM-II Attendance %	SEM-III Attendance %	SEM-IV Attendance %
<u>76%</u>	<u>74%</u>	<u>78%</u>	

Student Achievements

Certification Details	<u>Tally, Ms.cit, Typing,</u>		
Project / SIP Details	<u>Capital Structure</u>		
Participation Events/Competition etc.	<u>"Fostering Personal Development and Social Progress"</u>		
Research Publications /Article	<u>National</u>		<u>International</u>
Social Media Appearance	<u>LinkedIn, Twitter, Instagram, Facebook</u>		



YASHOGURUKUL (MENTOR - MENTEE)

Meeting Records			
Sr. No.	Date	Points Discussed	Signature
1.	24-10-20	Introduction to Mentor-Mentee scheme	Mahesh
2.	7-11-20	Discussed their communication skills.	Mahesh
3.	21-11-20	Discussed leadership practices followed in corporate	Mahesh
4.	13-12-20	Asked him to prepare for entrance.	Mahesh
5.	6-2-21	Asked to prepare for selecting specialisation in MBA proposals	Mahesh
6.	20-3-21	Discussed the opportunities for finance specialisation students	Mahesh
7.			
8.			
9.			
10.			
11.			
12.			



YASHOGURUKUL (MENTOR –MENTEE)

Professional Counselor Remarks				
Sr.No	Date	Name of the Counselor	Remarks	Sign
1				
2				
3				
4				
Placement / Entrepreneurship Details				
	Drives Attended	Students Feedback	Remarks	
SEM-I				
SEM-II				
SEM-III				



YASHOGURUKUL (MENTOR - MENTEE)

SEM-IV	23-6-2022	Logical CEO Econ Attender	Good Experience.

Dr. Shivaji Mundhe
Director
IIMS, Chinchwad, Pune.



Mentor Name & Signature
Prof. Mahesh Mahankar



INTERNATIONAL INSTITUTE OF MANAGEMENT SCIENCE

YASHASWI EDUCATION SOCIETY'S INTERNATIONAL INSTITUTE OF MANAGEMENT SCIENCE, OPP.ELPRO INTERNATIONAL, NEAR RAMKRISHNA MORE AUDITORIUM, CHINCHWAD,PUNE,MAHARASHTRA,411033

Url: www.iims.ac.in



- SPOC Name - PAVAN SHARMA
- Designation - LIBRARIAN
- Partnering since - 2019-01-13
- College Id - 2443 Institute Type - ENGINEERING, TECHNOLOGY AND MANAGEMENT

NPTEL is very happy to be associated with INTERNATIONAL INSTITUTE OF MANAGEMENT SCIENCE institute and its students. We are thankful to PAVAN SHARMA for being a pillar of support in NPTEL initiatives.

Course Run	Present	Gold	Elite	Silver	Successful	Participation	Topper	Rating	NPTEL Stars
Jan-Apr 2022	65	0	2	1	16	46	-	Active	Details
Jul-Dec 2021	12	0	3	0	6	3	-	-	Details
Jul-Dec 2019	2	0	1	0	1	0	-	-	Details

Director
International Institute of Management Science
Chinchwad, Pune - 411 033



**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

21-May-2021

C4546502

Madhuri Anil Jundhare
B1, Wing B, Jay Hingiri CoHS, Near Mangal Anand Hospital, Swastik Park, Chembur, Mumbai, 400071 400

Dear **Madhuri**,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in **Mumbai**. This letter will officially confirm your annual total earning potential and terms of your employment.

Job Profile- **Business Process Svcs Associate**
Management Level- **12**
Sublevel - **2**
Job Family Group-**Business Process Specialization**
Business Deal-**Non Contact Center**

Your annual total cash compensation will be **INR 487200** and will be structured as per the attached Annexure 1 ' Compensation Details. This will continue to be applicable until further communication on the same. Your annual total earning potential includes:

-Annual fixed compensation of **INR 420000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY21 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0% to 16%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

Your employment with the Company will be governed by the attached Annexure 2 ' Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Version 7.4 November 2020

Reference Id: 976b82c5-311a-4bd1-9881-cdff3cac9d66_2
Signed By: Jal Rumi Master



To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 ' Documentation.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include, but are not limited to, your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Madhuri, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call pranali.thakkar at 9136765019 should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.
Yours sincerely,



Jal
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED

[Insert full legal name]
Date:

Candidate's signature _____



ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
	Annual(INR)	
(A) Annual Fixed Compensation*	INR 420000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	16%
Annual Total earning potential (A+B)	Min.	Max.
	INR 420000	INR 487200

* Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Stat Bonus amounts if payable to you. Such stat bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Stat Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

In addition to your total cash compensation, you will be eligible for following benefits, which will be governed by Company guidelines:

1. Effective your date of transfer Medical Insurance for self, spouse and 2 dependent children up to **INR 300,000 per annum**. Premium for this will be paid by the company.
You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **INR 500,000 per annum**. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined co pay, as under:
 - 10% of such claims for self, spouse and 2 dependent children
 - 20% of such claims for parents, parents in-law and additional children under the separate Insurance plan
2. Personal Accident coverage up to three times your annual fixed compensation
3. Life Insurance coverage equivalent to one time of annual fixed compensation with a minimum cover of **INR 5,00,000**
4. Gratuity as per The Payment of Gratuity Act, 1972

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above mentioned benefits.



Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under.

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.



ANNEXURE 3

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as 'the Company'), I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-'-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company, I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date:



ANNEXURE 4

REQUIRED DOCUMENTATION

- 1 Two passport size copies of your recent photograph
- 2 Copy of highest education certificates
- 3 Copy of any mark sheets (Last semester mandatory)
- 4 Relieving Letters from previous employer
- 5 Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
- 6 If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
- 7 Copy of Aadhaar Card or copy of receipt of Aadhaar enrolment number which we request you to voluntarily provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications.





Sagarika Bipul Das
A-Wing, 2nd Floor, Flat No-04
Kalas Co-Op Society, Near Pathan Shah Durga
Alandi Road, Kalas, Pune- 411015, India

DBOI Global Services Pvt Ltd
Business Bay, Wing 2
Tower A, 6th, 7th, 8th floor
Off Airport Road, Yerwada
Pune – 411 006

CIN: U72900MH2005PTC158278

May 12, 2020

Employment Agreement

Dear Sagarika,

We are pleased to offer you employment on the terms and conditions set out below. Your employment will be with **DBOI Global Services Private Limited** (the "Company"). **DBOI Global Services Private Limited** is a company within the Deutsche Bank AG Group of Companies ("Group").

1. General Information

These terms and conditions outlined in this employment letter ("Agreement") as amended from time to time, together with the Company's "General Terms and Conditions of Service" as laid out in Schedule I of this Employment Agreement and as laid out in the Company's India Employee Handbook ("the Handbook"), the Deutsche Bank Group's Code of Conduct and all applicable regulations and policies of the Company, form the basis of your employment.

You are also expected to comply with all other applicable Company's regulations and policies (such as the Company's India Employee Handbook and the Code of Business Conduct and Ethics), and any other policies or procedures specific to your business or infrastructure unit. These policies and requirements are considered by the Company to be reasonable and lawful directions that you are required to comply with under the terms of your employment with the Company. You should therefore familiarize yourself with, and abide by, all applicable Company regulations and policies.

If there are any inconsistencies between the terms of this Employment Agreement and the provisions of the Handbook as at the date of your acceptance of this Employment Agreement, the terms of this Employment Agreement shall prevail. However, please note that any subsequent variations by the Company to any terms, conditions, rules or regulations (including the terms set out in the Handbook) generally governing the members of the Company's staff will prevail and be applicable to you.

2. Position

Your functional title will be **Corporate Action and Income Analyst**

Your local grade as per the internal grading system will be **Grade 7**

During your employment, you may be required to perform work for other companies within the Group.

3. Employment Location

Your employment will initially be based at **Pune**, although you may be required to perform your duties at other locations from time to time and to travel on Company's business when the need arises, including overseas.

DBOI Global Services Pvt. Ltd. Registered Office in India: Block B-4, B-5, Level 6, Nitin Knowledge Park, Off Western Express Highway, Goregaon (E), Mumbai - 400063





Sagarika Bipul Das

4. Hours of Work

You will be required to work nine (9) hours per day Monday through Friday including a one (1) hour break for lunch. Further, depending on the workload and business requirements, at any given time, you may be required to work in shifts and/or during weekends. You may also be expected to travel to other locations at times outside of your official hours of work. More details are available in the employee handbook.

5. Remuneration

Details of your remuneration and other benefits are provided in Schedule II.

Your salary will be paid in equal installments on a monthly basis directly into your company account. If you join the Company partway through a calendar year, your fixed pay will be pro-rated to reflect the portion of the year that you have started working for the Company.

Any payment of your salary or other sum due to you from the Company will be subject to any and all applicable withholding and/or other taxes payable and the Company will in such case be entitled to deduct or retain the amount of such tax from any sum payable to you. You will be solely responsible to pay all taxes and any other imposts as may be levied or assessed by any competent authority in any jurisdiction on any sums paid and/or other benefits provided to you by the Company.

You agree that the Company may deduct from your remuneration any sums due from you to the Company including, without limitation, your pension contributions (if any) and any overpayments, loans or advances (if applicable) made to you by the Company or any other company in the Group.

6. Notice Period

Corporate Title	Notice Period (in days)
Up to Associate (Local Grade 5)	60
AVP (Local Grade 4) and above	90

The Notice Period changes from 60 days to 90 days upon promotion from local grade 5 to local grade 4, as per the Company policy.

7. Other Conditions

Our offer and your employment are subject to:

- a) You completing, signing and returning the following forms to HR by the applicable date:
 - Personal information form (PIF)
 - Acknowledgement on Information Security
- b) You being free from any obligations owed to a third party which might prevent you from starting work on the commencement date,
- c) The information provided by you in relation to your employment by the Company regarding your background and/or previous employment being complete, accurate and not misleading in all respects and all information obtained by the Company in respect of you being fully satisfactory to the Company; and
- d) You holding or being granted the necessary approvals, regulatory registrations and/or licenses from the appropriate authorities for the performance of your duties (including a valid employment pass or work permit where applicable) prior to the commencement of your employment. Should there be any delay in your being granted such approvals, regulatory registrations and/or licenses (including where applicable an employment pass or a work permit), or should your application(s) in respect of the foregoing be rejected, your employment with the Company cannot commence and the Company will not be liable for any payment to you.

Kuo



16th February 2021
Ref. HR/Trainee/20-21-144370

Mr. Ganesh Kalshetti,
S/o Bandappa Kalshetti, A/P Limbi Chincholi, Valsang.,
Solapur - 413228

Dear Ganesh,

With reference to your application and subsequent interview you had with us, we are pleased to offer you Industrial Education & Training opportunity in our Organization as "Associate Trainee" w.e.f. 16th February 2021 on following terms and conditions.

Your enrolment for training/education shall be for the Basic course i.e. for a period of One Year starting from **16th February 2021 to 15th February 2022** and shall automatically come to an end on completion of the training duration.

Depending on your interest and availability of training facility at that time as well as based on your Training performance during the Basic level Training, you may be offered 2nd year Training i.e. for Intermediate Level. However there is neither an obligation on your part nor on company's part to impart further training.

You are being enrolled as Trainee in accordance with Standing Order applicable to the establishment. During this period, you will be paid stipend as per Annexure I attached along with this letter. You will not be entitled to any other Allowances / Incentive, etc. during the period of training.

Your training is liable to be terminated by either side, without any notice or compensation in lieu of notice and without assigning any reason thereof.

During the education / training period, in case you wish to resign from your traineeship or leave traineeship for any reason (except completion of training period), you are liable to give 15 days' notice, failing which an amount of 15 days stipend shall be recovered towards notice pay.

Besides this, deductions towards issue of all Personal Protective Equipment (safety shoes, uniform etc) at the market rate, shall be done in first two months and shall be refunded only at the end of successful completion of training period (and not otherwise) through your final settlement. The transport & canteen shall be recovered for the month.

You will be evaluated periodically during your training/education period. If you are failing in any of these evaluations on the criteria decided by the management e.g. learning ability, attendance, behavior on shop floor with other colleagues and superiors etc, your training will be discontinued.

You will be entitled to 15 days holidays (leave) per year during your training period.

Your initial place of training/education will be at our Training Centre located at IPD Hinjewadi. The management may however, transfer you for training in any other Center including department / unit of the company or any associated companies currently in existence, or which may be set up in future at any place in India for on-the-training. This training / education is being offered on best effort basis.

TATA AUTOCOMP SYSTEMS LIMITED

INTERIORS AND PLASTICS DIVISION

Survey Nos. 235 & 245 Village Hinjawadi Tal Mulshi Pune 411 057 India

Tel : 91 20 66522345 Fax : 91 20 66522346 website : www.tataautocomp.com CIN : U34100MH1995PL1091733

Registered Office : TACO House Damle Path Off Law College Road Pune 411 004 India





The terms and conditions applicable to such other place / establishment will apply to you consequent upon your transfer for training. In the event of you not joining at the place of training, within 4 days of the date mentioned in the transfer order, you shall be deemed to have relinquished and left your training on your own accord.

If you remain, absent for any reason whatsoever, from your training requirement for a continuous period of 4 (Four) days or more without prior sanction, then in such an event, the Company shall consider that you do not intend to continue your training and that you have put an end to your training period at your own free will and accord.

During the training/education period you will be governed by the rules and regulations of the company applicable to you from time to time and you will not engage yourself in any trade, profession, or vocation directly or indirectly and whether for gainful purpose or otherwise.

You will, at all times maintain secrecy about information of any kind which have come to your knowledge during the course of your training/education including the business affairs, inventions, manufacturing techniques, processes of the company, its Collaborators, Subsidiaries, Associates, Customers and Suppliers.

You shall not give out any one by word of mouth or otherwise particulars or details of our manufacturing process, technical know-how, security arrangements, administrative and / or organizational matters of confidential and secret nature, which may be your personal privilege to know by virtue of being Trainee.

You shall be required to observe the timings and follow the rules and regulations and the code of discipline as applicable. You will receive on the job training in any shift as and when required by the Management.

It is your duty to keep the Company informed in writing with due acknowledgement, immediately of any change in your residential address or social status, otherwise the said information available in the records of the Company shall be treated as the true and correct information and all communications of whatsoever nature, that are sent to you by Registered Post AD to such address shall be deemed as served in a valid manner, whether served or returned un-served for any reason of whatsoever nature and the same shall be binding on you.

You will be responsible for machinery, tools and other items / materials entrusted to you from time to time. It will be your responsibility to keep all such machinery, tools and / or any other equipment's expressly entrusted to your custody in good, clean and working condition while you leave the training / education being provided by the company.

You shall be liable for a Medical check-up by a registered medical practitioner of company's choice at any time, prior or during the continuance of your appointment at the company. The Management may terminate your training/education if you are not found medically fit as per the medical standards prescribed by the company, without any notice or compensation. In this regard decision of the Medical Practitioner appointed by the company shall be final and binding on you.

In all matters not specifically provided herein, you will be governed by all rules / regulations and orders of the company that are framed / modified and made applicable to your category of employees from time to time.

All communications between us shall be preferably in English. If you refuse to receive and acknowledge any communication when tried to be served in person, such refusal amounts to valid service and shall be binding upon you. Any communication meant for you, affixing on the notice board of the Company also shall be deemed as valid service upon you.

TATA AUTOCOMP SYSTEMS LIMITED

INTERIORS AND PLASTICS DIVISION

Survey Nos. 235 & 245 Village Hirjawadi Tal. Mulshi Pune 411 057 India

Tel : 91 20 66522345 Fax : 91 20 66522346 website : www.tataautocomp.com

Registered Office : TACO House Damle Path Off Law College Road





This training / engagement letter is issued to you on the understanding that all the information given by you in your application for training and/or documents / certificates is correct, true and complete. At any point of time, if it is found that the information given by you is false or incorrect or suppressed, this offer of training shall be treated as null and void and you shall cease to be trainee of the Company with immediate effect.

Please sign and return the duplicate copy of the training / engagement letter in token of you having read, understood and accepted the terms and conditions mentioned herein.

Yours sincerely,

For Tata AutoComp Systems Ltd.
Interiors and Plastics Division

Sanjay Wale
Sr. Manager – Human Resources

The terms and conditions are explained to me in English / Hindi/Marathi and I fully understood. The same are accepted by me and will remain binding on me.

Signature

Ganesh Kalshetti
SAP NO 144370

Encl.: Annexure I

TATA AUTOCOMP SYSTEMS LIMITED

INTERIORS AND PLASTICS DIVISION

Survey Nos. 235 & 245 Village Hinjawadi Tal Mulshi Pune 411 057 India

Tel : 91 20 66522345 Fax : 91 20 66522346 website : www.tataautocomp.com CIN : U34100MH1995PLC093233

Registered Office : TACO House Damle Path Off Law College Road Pune 411 004 India






Annexure I

Sr. No.	Component	Per Month	Per Annum
A	A Gross Pay Component		
	Stipend	9550	114600
	House Rent Allowance	478	5736
	Attendance Allowance*	1000	12000
	Total Gross Pay	11028	132336
B	Annualized Retrials		
	ESIC @3.25%	326	3912
	Leave with Wages/Leave Encashment	398	4776
	Total Annualized Retrials	724	8688
	Total Cost to Company (A+B)	11752	141024

Note*

Criteria to earn Attendance Allowance*	
Attendance	Amount (Rs.)
For Actual attendance days 26 in month	1000.00
For Actual attendance days 25 in month	800.00
For Actual attendance days 24 in month	600.00
For less than 24 days in month	Nil

For Tata AutoComp Systems Ltd.
Interiors and Plastics Division


Sanjay Wale
Sr. Manager – Human Resources

TATA AUTOCOMP SYSTEMS LIMITED

INTERIORS AND PLASTICS DIVISION

Survey Nos. 235 & 245 Village Minjawadi Tal. Mulshi Pune 411 057 India

Tel : 91 20 66522345 Fax : 91 20 66522346 website : www.tataautocomp.com

CIN : U34100MH1995PLC093733

Registered Office : TACO House Damle Path Off Law College Road Pune 411 004 India



Date: 07-Jul-2021

Mr. / Ms. Rahul Bari

Dear Rahul,

We have pleasure in appointing you as **Process Associate**, in our organization. While you will be initially based at our **Pune Office**, the Company reserves the right to transfer your services or place you in any other capacity or location that it may decide from time to time.

1. Date of joining

Your appointment is effective from the date of joining which shall be as early as but not later than **12-Jul-2021**.

2. Salary

Your compensation will be **Rs.2,39,309/- (Rupees Two Lakhs Thirty Nine Thousand Three Hundred and Nine Only)** per annum, on a **cost to company (CTC)** basis. The breakdown of the CTC will be as specified under various line items as set out in Schedule A. Statutory deductions such as Income Tax, Profession Tax, and Employee Provident Fund would be deducted in line with the prescriptions of the respective Acts. Your compensation is strictly confidential and may not be shared with anyone.

3. Salary review

Your salary will be reviewed as per company policy subsequent to successful completion of probation. Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the year.

4. Performance Based Incentive

Your incentive is calculated at **4%** of your fixed emoluments, i.e. **Rs.8654**, which is a part of your total emoluments as mentioned in **Annexure-I**. This component is linked to your Performance and shall be governed by the Company rules and policy, you are eligible to earn up to **200% of your Performance Incentive**. Your incentive payout will happen monthly.

5. Leave

You will be entitled to leave as per the rules as made applicable to your cadre from time to time. In the first three months from the Date of Joining, you are not eligible for any leave. Violation of leave policy can lead to termination as per Company Policy.

6. Retirement

The retirement age is 58 years.

7. Probation & Confirmation:

You will be on probation for 6 months from the date of commencement of your services. The Company may at its discretion, extend such probationary period subject to your performance. During the Probation Period, your services are terminable by **15 days'** notice by either party. On completion of six months it will be an automatic movement to permanent roles, unless otherwise notified. On confirmation, your employment will be subject to termination on ***30 days'** notice by either party.

8. Other Work

Your position is a **whole time employment** with the Company and you shall devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as share-holder or debenture holder) in any other trade or business during the employment with the Company, without permission in writing from a Director of the Company.

Gallagher Service Center LLP

Regd. Office: 401 A,B,C,D,E,F and G, Delta #2, Gigaspac IT Park, Vimannagar, Pune - 411 014, Maharashtra (INDIA) Tel : +91 20 6625 1700
Brigade Magnum, 1st Floor (Wing-A) & 2nd Floor, International Airport Road, Amruthahalli, Kodigehalli Gate, Hebbal, Bengaluru - 560 092, Karnataka, India. No. +91 80 4034 3434 | 6191 6000

LLPIN: AAI-5010 - ("Registered with Limited Liability")
(Formerly known as Gallagher Operations Support Services Private Limited (CIN: U72900PN2000PTC128453 up to January 07, 2017))



9. Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

10. Responsibilities

You will always need to be aware of the responsibilities and duties attached to your position and conduct yourself accordingly. Your work in the Company will be subject to the rules and regulations of the Organization as promulgated and modified from time to time in relation to conduct, discipline and other conditions of service.

11. Travel

You will be required to undertake travel on the Company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your level.

12. Confidential information

12.1 "Confidential information" shall mean and include, but not be limited to the Company's product schematics, drawings, software (object code & source code), data, database, product plans, designs, protocols, prices, finances, marketing plans, business opportunities, personnel related information, sales and customer information, business policies, practices and strategies, information received from other entities which the Company is obligated to keep confidential, and research and development results which have not been:

- previously published or disclosed to the general public;
- previously available without restrictions; and
- which information the Company desires to protect against unrestricted disclosure or use.

12.2 "Confidential information" will however, not include information that:

- is or enters the public domain through no fault of yours
- is known and has been reduced into tangible form by you prior to the time of disclosure
- is independently developed by you without access to or use of the proprietary information
- is generally made available to you by the Company without restriction on disclosure or
- is disclosed by you with the Company's written consent.

12.3 You will not at any time, without the written consent of a Director, make copies or disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs, administration, software or project being carried out, whether the same may be confined to you or become known to you in the course of your service or otherwise.

12.4 By accepting the present terms of appointment, you are acknowledging that the Company is the proprietor of the confidential information as detailed in paragraph 12.1.

12.5 By accepting the present terms of appointment, you are further acknowledging that the "Confidential information" as aforesaid, is being exposed to you in trust and that the same would only be used by you for and in the interest of the Company and particularly in order to further the purposes of your employment with the Company. The aforesaid "Confidential Information" will not be used or disclosed by you, during the course of your employment with the Company, for the benefit of any other entity or person, without the written consent of the Board of Directors of the Company.

12.6 You will not, after the termination of your employment with the Company, use the "Confidential Information" as aforesaid, either personally or during the course of employment with your future employers.

12.7 You acknowledge that the restrictions imposed under the present terms of employment are reasonable and are necessary in order to protect the Company's legitimate interests and that the violation by you of these restrictions would cause damage to the Company entitling it to, *inter alia*, injunctive relief.

13. Intellectual Property Rights

13.1 "Intellectual Property Rights" shall mean all intellectual property (whether registered or not registered) created, developed or acquired by the Company in respect of its products, including but not limited to copyrights, trademarks, designs, trade secrets, confidential information and patents.



13.2 You acknowledge the ownership of the Company in respect of all Intellectual Property associated with its products and undertake that you will not, either during or after the termination of your employment with the Company, infringe, cause to infringe or abet the infringement of these rights.

13.3 The ownership of any Intellectual Property that you may create or develop for the Company, during the course of your employment, will vest in the Company, for all territories in the world and for their entire term of protection, your remuneration being adequate consideration.

14. Protection of interest

If you conceive any new or advanced methods of improving processes, systems or software in relation to the operation of the Company, such developments will be fully communicated to the Company and will be and remain the sole right/property of the Company.

15. Past records

If any declaration given or information furnished to the Company prove to be false or if you are to have willfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

16. Termination notice

On successful completion of the service agreement / Probation your employment is terminable by one month (30 days) notice on either side or either Party is not bound to give any reason thereof. Your release / relieving will be subject to you serving the one month notice period and satisfactory handing over of your duties, responsibilities, company documents, company assets, etc. to the company.

17. After termination

On termination of employment you will immediately deliver-up to the Company all its properties including correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, floppy diskettes, magnetic media, effects or records, etc. and shall not make copies or retain any of these items.

18. Abandonment

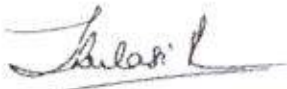
You shall be punctual and regular in your attendance. If you remain absent for 2 consecutive days or over-stay beyond sanctioned leave by 2 or more consecutive days, you shall be deemed to have voluntarily separated / abandoned from the services of the Company and lose right on the job."

19. Conditional offer

This is a conditional offer subject to successful completion of Background verification. You'll be intimated once these formalities are completed.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter.

Yours faithfully,
For Gallagher Service Center LLP



Thulasi R
Senior Service Delivery Manager- Human Resource

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment.

Date:

Signature:



Annexure – I

Emoluments A	Per Annum	Per Month
Basic	164739	13728
House Rent Allowances	18000	1500
Statutory Pay	13838	1153
Employer's Contribution to Provident Fund	19769	1647
Fixed Emolument	216346	18029
Performance Based Incentive**	8654	721
Emoluments Total (A)	225000	18750
Benefits B		
Employer's contribution to ESI	6389	
Gratuity***	7920	
Benefits Total (B)	14309	
Cost To Company (CTC): Total (A+B)	239309	
Deductions		
Employer's Contribution to Provident Fund		1647
Employee's Contribution to Provident Fund		1647
Employee's Contribution to ESI		123
Professional Tax		200
Net pay		14410

In addition to above compensation:

- You will have the potential to earn overtime amount of Rs.1500/- (approx.) per month.
- You can earn incentive of Rs.4,000/- upon clearing international domain certification.

This appointment letter is subject to clearance of Background Verification Check.

Name: _____

Place: **Pune**

Signature: _____

Date: _____



Annexure – II

Components	Description
Statutory Pay	Paid in advance on monthly basis as per Payment of Bonus Act. Amount is subject to change basis statutory amendments applicable for the state.
House Rent Allowance	Paid monthly and is subject to tax exemption on submission of relevant documents as per Income Tax rule at the end of Financial Year
Employer Contribution to PF	Company's contribution to Provident Fund - 12% of Basic Salary capped at Rs.21600 per annum. Amount is credited to employee's PF account directly.
Special Allowance	Special allowance is a taxable allowance. This is subject to review and may change or be adjusted against other components of Total Emoluments at company's discretion
Performance Based Incentive	* Paid monthly up to 200% of the amount indicated above and is linked to your monthly performance rating.
Total Emoluments	* Sum of fixed Emoluments & Performance based Incentive. Salary increments are done on this component and not total CTC which includes benefits.
Employer Gratuity	* As per Payment of gratuity Act - Eligible for payout on completion of 5 years at the time of separation
ESI Employer contribution	* As per Employees State Insurance Act -Contribution by employer to facilitate medical benefits. Is currently at 3.25% of monthly earnings
Mediclain Insurance	Applicable Only if you don't fall under ESI Bracket. Premium for Insurance coverage as indicated below: Medical insurance cover of Rs. 2 Lakhs Accident Cover 1 time annual CTC; Term life coverage up to 1 time annual CTC(in case of demise)
Night Shift Allowance	* Amount is paid for the days worked in nightshift as per policy. Allowance is subject to change as per managements discretion

***Salary components are subject to changes as per Management Discretion**

Name: _____

Place: _____

Signature: _____

Date: _____



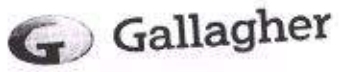
ANNEXURE – III
DECLARATION CUM UNDERTAKING

- I. Mr./Ms. **Rahul Bari** have been issued the Offer Letter by Gallagher Service Centre LLP (hereinafter referred to as "Company") for the position of **Process Associate**. As a part of my employment with, the Company, I'm given to understand that I will be issued a HP make laptop along with the other joining formalities.

The laptop issued to me by the Company with the below mentioned understanding:

- a. The laptop issued is solely for official purpose.
 - b. I shall acknowledge the receipt of the laptop via email to **GSC_Recruitment_Pune@ajg.com**
 - c. I shall be fully accountable for the theft, loss or damage to the Company property and materials and shall be liable to replace or pay equivalent amount to the Company in the event of the same. The Company retains the right to deduct the amount from my salary in case of theft, loss or damage to the property.
 - d. I shall not disclose the system password to anyone.
 - e. I shall not leave my laptop unattended. I would be personally responsible for its misuse of any nature when I am away.
 - f. I shall not share Company's proprietary/ confidential information with anyone.
 - g. I shall not misuse the Internet access facility granted to me.
 - h. I shall not to do personal work on the office computer / system.
 - i. I shall take print out of mails and/or documents only when absolutely necessary.
 - j. I shall always try and ensure not to download any type of software from any source at any time whatsoever. If required for any official purpose at any time, approval from IT department will be taken in writing to make sure such software are scanned properly before use, and such software will be downloaded legally and with IT department's consensus.
 - k. I shall not use personal systems / laptops unless expressly allowed in writing by IT department.
- II. I understand that:
- a. The Company's IT and other assets provided to me shall always remain the property of the Company and not of any individual.
 - b. The In-house developed software and data is the Company's exclusive property and shall not be used for any external purpose under any circumstances.
 - c. The Company reserves its right to amend, modify, rescind, delete, supplement or add to the provisions of the said declaration cum undertaking, as it deems appropriate from time to time in its sole and absolute discretion.
 - d. It shall be my responsibility and obligation to return the laptop and all the Company provided materials and properties to the Company's [specific department or personnel if any] upon termination of my employment with the Company.
- III. I fully agree and accept that it is my personal responsibility to adhere to the Company's IT. policy and any amendment / modification thereof and to comply with all of the provisions stated therein in true letter and spirit. I understand and am accountable for any consequence or any misuse of the Company's system. I further undertake to abide by the IT policy guidelines as a condition of my employment and my continuing employment in the Company.
- IV. I acknowledge that the confidential information and inventions is/are valuable, special and unique and that in the event of breach of any terms/obligations/conditions of this declaration cum undertaking will result in irreparable harm/injury to the Company and therefore, I agree that, in the event of breach or threatened breach of any terms/obligations/conditions of this declaration cum undertaking by me, the Company shall be entitled to a temporary, preliminary and/or permanent injunctive relief in addition to and not in lieu of any other legal or equitable relief including monetary damages; and without prejudice to foregoing I agree to indemnify and keep indemnified, without demur, the Company from and against any and all losses, liabilities, claims, expense, damages, costs (including but not limited to advocate fees, litigation cost), which the Company may suffer/incur as a result of breach of any terms/obligations/conditions of this declaration cum undertaking and/or the offer letter by me.





V. I accept and agree that this declaration cum undertaking is a part of my employment agreement with the Company or offer letter issued by the Company to me and shall be read and understood in conjunction with the same.

Date:

Name:

Signature:

