



YOUNG LEADERS PROGRAM

✉ Email : info@jsylp.org

🌐 Website : www.jansuraaaj.org

SELECTION FOR JSYLP FELLOWSHIP

Date: 2nd February, 2023

Hello Megha Paul,

Thank you for your interest in the Jan Suraaj Young Leaders Program (“Fellowship”). Congratulations on successfully completing your interview process with the selection committee. The Jan Suraaj Young Leaders Program is offered and administered by the Joy of Giving Global Foundation to give an opportunity to young people to create positive social impact in our country. We hope that you will take up this opportunity to strengthen the Indian democracy at the grassroots level.

We are happy to offer you the position of a **Fellow** at a monthly fixed pay of **INR 50,000/- subject to and exclusive of relevant tax deductions**. Over and above the compensation as mentioned hereinabove, you will be provided a rent-free accommodation during the term of your Fellowship along with other logistical support that is necessary and incidental to your responsibilities. Your fellowship shall be for a duration of **11 months** effective from your date of joining, which may be further increased for such duration as the organisation may deem fit from time to time.

To indicate your confirmation, please send a signed and scanned copy of the Annexure 1 attached to this Letter of Intent at **HR@jsylp.org** by **3rd February 2023**. Please also provide us with the following documents in the same email:

1. Post-graduation marksheet and degree;
2. Graduation marksheet and degree;
3. Appointment letter and relieving letter from last organization;
4. Updated resume

Please note that you are required to carry a laptop during the term of your Fellowship. Further, this letter of intent is subject to be changed and/or revoked in case any fraud, misrepresentation etc. is brought to our notice.

Best regards,

Human Resources

Jan Suraaj Young Leaders Program



YOUNG LEADERS PROGRAM

✉ Email : info@jsylp.org

🌐 Website : www.jansuraaaj.org

Annexure 1

Letter of Confirmation

I, _____, [S/O][D/O] _____ currently residing at _____

have voluntarily participated in the Jan Suraj Young Leaders Program (“**Fellowship**”). I have read and understood the terms & conditions as provided in my letter of intent dated 2nd February, 2023 and hereby confirm my participation as a Fellow.

I further confirm and represent as follows:

- (a) By participating in the Fellowship, I have made a commitment to ensure that I shall perform and undertake all assignments under the Fellowship as may be assigned to me from time to time and deliver the best possible outcome/ results from said assignments.
- (b) I understand that if I do not meet the professional standards as expected out of me at any point during the Fellowship, my place on the program may be withdrawn.
- (c) I understand that in lieu of my work under the Fellowship, I am entitled to a monthly fixed pay of Rs. 50,000/- subject to and exclusive of relevant tax deductions.
- (d) I understand and agree that I will have to work in Bihar and my place of posting could be anywhere across the state.
- (e) I confirm that all representations and warranties made by me during my selection process including as mentioned in my application form is true, correct and updated and I have not concealed any material fact that may have an adverse effect on my selection and/or joining the Fellowship.
- (f) I represent and confirm that no criminal and/or civil litigation or matter has been initiated and/or pending against me and that I have not been found guilty of any crime or offence relating to moral corruption including but not limited to sexual harassment, rape etc.
- (g) I represent and confirm that I do not have any knowledge of any physical or mental health concerns that may impact my ability or suitability to work under this Fellowship and which I have not previously mentioned.
- (h) My signing this letter of confirmation is a proof of my commitment to join as a **Fellow** under the Jan Suraj Young Leaders Program.

Name: _____

Proposed Date of Joining: _____

Date: _____

Signature: _____

14th February 2023

To,
Ms. Keshavi Agarwal
Mumbai

Sub: Offer Letter

Dear Keshavi,

With the reference to your application & the subsequent interview you had with us, we are pleased to offer you the post of **Executive – CSR**; you will render services to our Client **TuCIBIL** at their premises based at **Mumbai**. We would like you to join us on/before **15th March 2023**.

Your compensation, Leave policy details are as per attached Annexure & will be as mutually agreed during your interview. Your appointment is subject to the standard terms & conditions of appointment explained to you in our meeting.

Please also submit the following documents to enable us to issue you the regular appointment.

1. 2 passport sized photographs.
2. Photocopy of your present and permanent address proof.
3. Photocopy of your Last educational proof.
4. Photocopy of your Photo identification such as either pan card or valid passport or voter's I.D or driver's license or an examination hall ticket.
5. If experienced - you will need to submit the photocopy of your last salary slip, relieving / experience letter / appointment letter from your last employer.

Your services may be terminated by either party, giving notice in writing for two month or payment of basic salary in lieu thereof. The Company reserves the right to terminate your employment on any grounds whatsoever, including on grounds of misconduct or unsatisfactory job performance or violation of the Company's Policies. Absence for a continuous period of eight days without prior approval of your superior, (including overstay of leave/training), can lead to your services being terminated without notice or explanation.

CD Infotech Pvt. Ltd. is welcoming you. You are requested to kindly return the duplicate copy of this offer letter duly signed by you as token of your acceptance of this offer.

Yours Sincerely,

For CD Infotech Pvt. Ltd.

I agree & accept the above terms & conditions



Authorised Signatory

Keshavi Agarwal

ANNEXURE			
Name	Keshavi Agarwal	Salary Details	
Location	Mumbai	Monthly CTC	Annual CTC
Position	Executive - CSR		
"A" Fixed			
1	Basic + DA	15000	180000
2	HRA	7500	90000
3	Special Allowance	11507	138084
Gross Salary		34007	408084
"B" Retirals			
4	Provident Fund (Employer)	1800	21600
5	Gratuity	625	7500
6	ESIC (Employer)	0	0
"C" Sub total Retiral Benefits		2425	29100
7	Performance Bonus*	0	0
Total Cost to Company (A+B+C)		36432	437184
Net Take Home Salary			
Gross Salary		34007	408084
Less:			
PF Employees Contribution		1800	21600
ESIC - Employees Contribution		-	-
Mediclaime Insurance		-	-
PT		200	2500
Income Tax*		-	-
Total Deductions		2000	24100
Net Salary		32007	383984
Income Tax*	Appropriate Income Tax would be deducted in the payroll every month.		
Leaves	Eligible for 21 Leaves in a year (Jan to Dec) SL – 07 & PL 14		
Public Holiday Extra Pay	Extra pay will be applicable if working done on public holiday i.e. 26th Jan/ 15th Aug & 2nd Oct		



Mu Sigma

Date: February 28, 2023

Judah Richardson E
Candidate ID:CPH20231593
International Institute for Population Sciences

Dear Judah ,

Congratulations - We are thrilled to invite you to embark on a Decision Sciences journey with Mu Sigma, the world's largest pure-play Big Data Analytics & Decision Support company. With a worldwide footprint, Mu Sigma acts as a Transformation Sherpa for its customers in their endeavor to change the way they compete.

Since inception, Mu Sigma has challenged traditional paradigms of learning modes, problem-solving, decision-making, and leadership to enable and accelerate the journey of young problem-solvers into global leaders that transform the journey of Fortune 500 organizations. **Our model has demonstrated that young and fearless decision sciences leaders can be groomed through unrivaled training & unparalleled work experience.**

With Mu Sigma, you belong to a special category of people who are not only building a path-breaking Company, but also laying the foundation for a new industry. You have a rare opportunity to be part of a team that is defining the space of decision sciences, as well as challenging widely held business practices and beliefs along the way.

At Mu Sigma, you will be challenged and you will challenge every day – you will be encouraged and rewarded for questions over answers, for challenging the status quo, for asking 'why not' over 'why', for being daring enough to counter experience with experiments, and for being bold enough to question traditional knowledge with new learnings. You will solve complex problems for Fortune 500 giants across Retail, Healthcare, CPG, Insurance, Automobile, and many other industries by combining Math, Business Acumen, Technology, Behavioral Sciences, and Design Thinking.

We trust you are as excited as us by the opportunities the future holds, and if you are committed to evolving into an elite decision sciences leader, **we invite you to undertake this journey with us.**

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309

Your Decision Sciences Journey with us – Overview & Structure

During your course of employment, you will be learning and delivering value real-time every day.

Up to 120 Days: Induction & Training

You will undergo an immersive training in Mu Sigma's unique **Art of Problem Solving (AoPS™)** ecosystem to develop a problem-solving mindset that combines math, business, and technology with behavioral sciences & design thinking. You will be mentored to elevate your mindset, skillset, toolset, and you will be groomed by Decision Sciences practitioners who are abreast of current industry challenges and real-world problems, with access to Mu Sigma proprietary tools and central learning repository.

At the end of the program, you will be equipped with an experimentative, learning-driven and interdisciplinary approach to problem-solving and **you will be ready to be allocated in different fulfillment or enablement teams at Mu Sigma.**

Trainee Decision Scientist Journey

During your journey as a Trainee Decision Scientist, you will explore a wide range of cross-industry and cross-functional real-world problems with Fortune 500 customers across multiple industry verticals and business horizontals. You will have a 360° view to problem-solving and will experience the full life-cycle of a problem, all the way from problem-definition to solution implementation within the customer organization. You will observe first-hand, the impact of your work on the decisions of leading global organizations and innovate closely with the CXOs and senior leadership of industries.

Apprentice Leader Journey

Subject to satisfactory performance, you will be promoted to an Apprentice Leader (AL). As an AL, you will be a member of Mu Sigma's leadership community. You will be tasked with driving revenue growth, managing key accounts and customer relationships, mentoring Trainee Decision Scientists (TDS), and contributing to organizational initiatives.

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309

TERMS & CONDITIONS

Joining Date:

- We are pleased offer you the position of Trainee Decision Scientist with **Mu Sigma Business Solutions Private Limited** ('Company'). Your exact Date of Joining will be communicated on a later date.

Compensation:

- Once you execute the contract of employment and come on rolls of the Company on the communicated employment start date, your Cost to Company as mentioned in the Annexure 1.

Medical Insurance:

- In addition to the above, you will also be eligible for Medical Insurance covering hospitalization expenses of up to **INR 300,000** for you and up to three of your dependents defined as per Company medical insurance scheme.
- Critical Illness benefit cover: This will be in the form of a one-time payment of sum insured as per the company policy. This payment will be made only on the first instance of critical illness in the lifetime of the employee. This is applicable only for the employee.

General:

- This letter shall be a mere invitation to offer ("Offer Letter") and the acceptance of this Offer Letter is not to be considered as a binding contract guaranteeing employment for any specific duration. The Company reserves the right to vary or alter the terms and conditions of this Offer Letter and the right to revoke this Offer Letter without cause and without notice period of such revocation up to any time.
- You will be required to submit documents such as educational certificates, ID proof / Address proof, Aadhaar card, photographs. PAN etc. in due course and execute agreements, which includes standard non-disclosure and inventions assignment agreements and appointment letter/contract of employment between you and the Company.
- You may write to us at campus_india@mu-sigma.com for any queries regarding this offer.

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Mu Sigma

Governing law:

This Offer shall be governed, interpreted and enforced by and in accordance with the laws of India and courts in Bangalore shall have the exclusive jurisdiction.

Acceptance of our offer:

Please acknowledge your acceptance by signing below. We look forward to your association with Mu Sigma and wish you all the best for a long and exciting career here.

Sincerely,

Deepa S. Mahesh

Deepa S Mahesh

Director

Declaration

I have carefully read and understood the terms of this offer letter including all the annexures and accept the same unconditionally.

Agreed to and accepted:

JUDAH RICHARDSON. E
Candidate name

Judah Richardson
Signature

07/03/2023
Date

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Mu Sigma

Annexure 1

S.No	Particulars	2024	2025	2026	2027	CTC over 4 jumps
1	Total compensation on Joining till Jan 2025	5,00,000 (PA)				
2	1st Jump - Jan 2025 Compensation Revision		6,50,000 (PA)			
3	2nd Jump - Jan 2026 Compensation revision			8,00,000 (PA)		
4	3rd Jump - Jan 2027 Compensation revision				10,50,000 (PA)	
5	Total Cost to Company					30,00,000

Penalty:

In the event that the employee decides to leave the Company within a 4-year period, there would be a penalty applicable in addition to serving a 60-day Notice Period. The penalty would be dependent on the tenure of employment with the Company. The exact amount of the penalty will be calculated per the table below:

Tenure calculated from date of joining	Penalty amount (in INR)
0 – 36 months	10,00,000
37 – 48 months	7,50,000

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Mu Sigma

Date: February 28, 2023

Abhinav Srivastava
Candidate ID:CPH20231592
International Institute for Population Sciences

Dear Abhinav ,

Congratulations - We are thrilled to invite you to embark on a Decision Sciences journey with Mu Sigma, the world's largest pure-play Big Data Analytics & Decision Support company. With a worldwide footprint, Mu Sigma acts as a Transformation Sherpa for its customers in their endeavor to change the way they compete.

Since inception, Mu Sigma has challenged traditional paradigms of learning modes, problem-solving, decision-making, and leadership to enable and accelerate the journey of young problem-solvers into global leaders that transform the journey of Fortune 500 organizations. **Our model has demonstrated that young and fearless decision sciences leaders can be groomed through unrivaled training & unparalleled work experience.**

With Mu Sigma, you belong to a special category of people who are not only building a path-breaking Company, but also laying the foundation for a new industry. You have a rare opportunity to be part of a team that is defining the space of decision sciences, as well as challenging widely held business practices and beliefs along the way.

At Mu Sigma, you will be challenged and you will challenge every day – you will be encouraged and rewarded for questions over answers, for challenging the status quo, for asking 'why not' over 'why', for being daring enough to counter experience with experiments, and for being bold enough to question traditional knowledge with new learnings. You will solve complex problems for Fortune 500 giants across Retail, Healthcare, CPG, Insurance, Automobile, and many other industries by combining Math, Business Acumen, Technology, Behavioral Sciences, and Design Thinking.

We trust you are as excited as us by the opportunities the future holds, and if you are committed to evolving into an elite decision sciences leader, **we invite you to undertake this journey with us.**

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309

Your Decision Sciences Journey with us – Overview & Structure

During your course of employment, you will be learning and delivering value real-time every day.

Up to 120 Days: Induction & Training

You will undergo an immersive training in Mu Sigma's unique **Art of Problem Solving (AoPS™)** ecosystem to develop a problem-solving mindset that combines math, business, and technology with behavioral sciences & design thinking. You will be mentored to elevate your mindset, skillset, toolset, and you will be groomed by Decision Sciences practitioners who are abreast of current industry challenges and real-world problems, with access to Mu Sigma proprietary tools and central learning repository.

At the end of the program, you will be equipped with an experimentative, learning-driven and interdisciplinary approach to problem-solving and **you will be ready to be allocated in different fulfillment or enablement teams at Mu Sigma.**

Trainee Decision Scientist Journey

During your journey as a Trainee Decision Scientist, you will explore a wide range of cross-industry and cross-functional real-world problems with Fortune 500 customers across multiple industry verticals and business horizontals. You will have a 360° view to problem-solving and will experience the full life-cycle of a problem, all the way from problem-definition to solution implementation within the customer organization. You will observe first-hand, the impact of your work on the decisions of leading global organizations and innovate closely with the CXOs and senior leadership of industries.

Apprentice Leader Journey

Subject to satisfactory performance, you will be promoted to an Apprentice Leader (AL). As an AL, you will be a member of Mu Sigma's leadership community. You will be tasked with driving revenue growth, managing key accounts and customer relationships, mentoring Trainee Decision Scientists (TDS), and contributing to organizational initiatives.

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309

TERMS & CONDITIONS

Joining Date:

- We are pleased offer you the position of Trainee Decision Scientist with **Mu Sigma Business Solutions Private Limited** ('Company'). Your exact Date of Joining will be communicated on a later date.

Compensation:

- Once you execute the contract of employment and come on rolls of the Company on the communicated employment start date, your Cost to Company as mentioned in the Annexure 1.

Medical Insurance:

- In addition to the above, you will also be eligible for Medical Insurance covering hospitalization expenses of up to **INR 300,000** for you and up to three of your dependents defined as per Company medical insurance scheme.
- Critical Illness benefit cover: This will be in the form of a one-time payment of sum insured as per the company policy. This payment will be made only on the first instance of critical illness in the lifetime of the employee. This is applicable only for the employee.

General:

- This letter shall be a mere invitation to offer ("Offer Letter") and the acceptance of this Offer Letter is not to be considered as a binding contract guaranteeing employment for any specific duration. The Company reserves the right to vary or alter the terms and conditions of this Offer Letter and the right to revoke this Offer Letter without cause and without notice period of such revocation up to any time.
- You will be required to submit documents such as educational certificates, ID proof / Address proof, Aadhaar card, photographs. PAN etc. in due course and execute agreements, which includes standard non-disclosure and inventions assignment agreements and appointment letter/contract of employment between you and the Company.
- You may write to us at campus_india@mu-sigma.com for any queries regarding this offer.

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309

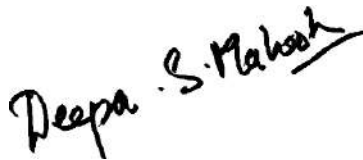
Governing law:

This Offer shall be governed, interpreted and enforced by and in accordance with the laws of India and courts in Bangalore shall have the exclusive jurisdiction.

Acceptance of our offer:

Please acknowledge your acceptance by signing below. We look forward to your association with Mu Sigma and wish you all the best for a long and exciting career here.

Sincerely,



Deepa S Mahesh

Director

Declaration

I have carefully read and understood the terms of this offer letter including all the annexures and accept the same unconditionally.

Agreed to and accepted:

Candidate name

Signature

Date

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Mu Sigma

Annexure 1

S.No	Particulars	2024	2025	2026	2027	CTC over 4 jumps
1	Total compensation on Joining till Jan 2025	5,00,000 (PA)				
2	1st Jump - Jan 2025 Compensation Revision		6,50,000 (PA)			
3	2nd Jump - Jan 2026 Compensation revision			8,00,000 (PA)		
4	3rd Jump - Jan 2027 Compensation revision				10,50,000 (PA)	
5	Total Cost to Company					30,00,000

Penalty:

In the event that the employee decides to leave the Company within a 4-year period, there would be a penalty applicable in addition to serving a 60-day Notice Period. The penalty would be dependent on the tenure of employment with the Company. The exact amount of the penalty will be calculated per the table below:

Tenure calculated from date of joining	Penalty amount (in INR)
0 – 36 months	10,00,000
37 – 48 months	7,50,000

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309

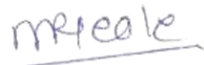
JOB OFFER LETTER**Date: 23-02-2023****Subject: Appointment for the designated post as a SPOC (Mavim Project)**

Dear Mr. Sandip Vairi,

We are pleased to offer you, the position as a SPOC (Mavim Project) with Tisser Artisan Trust. We would like to share with you the following terms and conditions of our organisation:

1. **Commencement of Employment:**
2. **Job Title /Designation:** SPOC (Mavim Project)
3. **Hours of Work: Full Time;** Monday – Saturday. 1st and 3rd Saturday will be an off every month.
4. **Job Profile:** The Key tasks include:
 - Participate in project kick-off meetings
 - Start-up and maintain project planning.
 - Develop a time schedule and delivery plans.
 - Coordinate communication between the project team and the PM
 - Secure the quality of deliveries from projects to and within Operations
 - Ensure weekly updates and reporting
 - Work effectively with team members towards mutual continued development and provide feedback to each other on project work undertaken.
 - Maintain utmost secrecy in respect of project documents, commercial pricing, cost estimations of products for which leads are generated. Submit task sheet on a regular basis for documentation purpose as well as for processing the salary.
5. **Site location:** Mumbai
6. **Notice Period:** 1 month notice should be given prior to resignation.
7. **Salary:** You will receive a monthly salary of 30000.
8. **Probation Period:** 6 Months

Please sign the enclosed copy of this letter and email it to me to indicate your acceptance.
We are confident you will be able to make a significant contribution to the success of Tisser
Look forward to working with you.



Manoj Yeole
HR Department – Tisser Artisans Trust
For Authorized / Competent official

Signature of the Employee:**Date:**

JOB OFFER LETTER**Date: 23-02-2023****Subject: Appointment for the designated post as a SPOC (LTI Project)**

Dear Ms. Anamika Chakraborty,

We are pleased to offer you, the position as a SPOC (LTI Project) with Tisser Artisan Trust. We would like to share with you the following terms and conditions of our organisation:

1. Commencement of Employment:**2. Job Title /Designation:** SPOC (LTI Project)**3. Hours of Work: Full Time;** Monday – Saturday. 1st and 3rd Saturday will be an off every month.**4. Job Profile:** The Key tasks include:

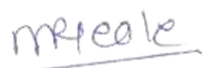
- Participate in project kick-off meetings
- Start-up and maintain project planning.
- Develop a time schedule and delivery plans.
- Coordinate communication between the project team and the PM
- Secure the quality of deliveries from projects to and within Operations
- Ensure weekly updates and reporting
- Work effectively with team members towards mutual continued development and provide feedback to each other on project work undertaken.
- Maintain utmost secrecy in respect of project documents, commercial pricing, cost estimations of products for which leads are generated. Submit task sheet on a regular basis for documentation purpose as well as for processing the salary.

5. Notice Period: 1 month notice should be given prior to resignation**6. Reporting Location :** Mumbai**7. Work Location :** Will be decided by the Management**8. Salary:** You will receive a monthly salary of 35000.**9. Probation Period:** 6 Months

Please sign the enclosed copy of this letter and email it to me to indicate your acceptance.

We are confident you will be able to make a significant contribution to the success of Tisser

Look forward to working with you.

**Manoj Yeole****HR Department – Tisser Artisans Trust****For Authorized / Competent official****Signature of the Employee:****Date:**



TISSER ARTISANS TRUST (TAT)

Address: Murshid House Basement, Opp. Greenfield Restaurant, Near GST Bhavan, Mazgaon, Mumbai-400010. Email ID:contact@tisserindia.com
Registration Number: E-32528(M)

JOB OFFER LETTER

Date: 23-02-2023

Subject: Appointment for the designated post as a Head of Research & Development

Dear Ms.Satyaki Mukherjee,

We are pleased to offer you, the position as a Head of Research & Development with Tisser Artisan Trust. We would like to share with you the following terms and conditions of our organisation:

- 1. Commencement of Employment:**
- 2. Job Title /Designation:**
- 3. Hours of Work: Full Time;** Monday – Saturday. 1st and 3rd Saturday will be an off every month.
- 4. Job Profile:** The Key tasks include:
 - Lead key projects with R&D to support business goals.
 - Develop research programs incorporating current developments to improve existing products and study the potential of new products.
 - Understand customer expectations on to-be manufactured products.
 - Determine and execute improved technologies used by suppliers, competitors, and customers.
 - Support Director to hire and develop R&D personnel.
 - Establish project goals and priorities by collaborating with Marketing and Operations.
 - Transfer new technologies, products, and manufacturing processes into and out of the company.
 - Research, design and evaluate materials, assemblies, processes, and equipment.
 - Suggest training tools to enhance employee performance and skill development.
 - Monitor team metrics and objectives ensuring meeting of goals.
 - Document all phases of research and development.
 - Manage customer relationships and perform RFP reviews, customer visits, and product testing.
 - Establish and maintain testing procedures for assessing raw materials, in-process and finished products.
 - Oversee complex research projects, analyze results and provide recommendations based on findings.
 - Assess the scope of research projects and ensure they are on time and within budget.
 - Be present at industry conferences on research topics of interest.
- 5. Reporting location:** Mumbai.
- 6. Work Location :** Will be decided by the Management
- 7. Notice Period:** 1 month notice should be given prior to resignation.
- 8. Salary:** You will receive a monthly salary of 45000.
- 9. Probation Period:** 6 Months

Please sign the enclosed copy of this letter and email it to me to indicate your acceptance. We are confident you will be able to make a significant contribution to the success of Tisser. Look forward to working with you.



TISSER ARTISANS TRUST (TAT)

Address: Murshid House Basement, Opp. Greenfield Restaurant, Near GST Bhavan, Mazgaon,
Mumbai-400010. Email [ID: contact@tisserindia.com](mailto:contact@tisserindia.com)
Registration Number: E-32528(M)

myeole

Manoj Yeole
HR Department – Tisser Artisans Trust
For Authorized / Competent official

Signature of the Employee:

Date:

JOB OFFER LETTER**Date: 23-02-2023****Subject: Appointment for the designated post as a Regional Coordinator**

Dear Ms.Mousum Pegu

We are pleased to offer you, the position as a Regional Coordinator (West Bengal -Northeast) with Tisser Artisan Trust. We would like to share with you the following terms and conditions of our organisation:

1. Commencement of Employment:**2. Job Title /Designation:** Regional Coordinator (West Bengal -Northeast)**3. Hours of Work: Full Time;** Monday – Saturday. 1st and 3rd Saturday will be an off every month.**4. Job Profile:** The Key tasks include:

- Coordinating with all artisans in the of North and East India regions.
- Work closely with all artisans to train as well as design different artforms from the regions.
- RC will also take necessary steps to inform company of any new development and products on weekly basis.
- RC will coordinate with Tisser employee for any requirement from Tisser.
- RC will provide all travel plans at least a week in advance for Tisser to provide any financial support for travel.
- RC will not use Tisser brand name or its products without consensus of Tisser.
- Work effectively with team members towards mutual continued development and provide feedback to each other on project work undertaken.

I. Developing the new projects:

- a) Conducting the needs-based assessment for new proposals
- b) Developing concept notes for new proposals
- c) Writing new detailed project proposals (DPR)
- d) Meeting with donors and presenting the concept/proposal
- e) Follow up on the fund release
- f) You will maintain a high standard of loyalty, efficiency, integrity, and secrecy and will liaison with your colleagues and will be responsible for execution of the decision taken by the management from time to time.

II. Executing the Projects:

- a) Deploying/recruiting the required team for the execution of new projects
- b) Training/capacity development of the team
- c) Regular team and program monitoring
- d) Developing MIS system for regular reporting
- e) Conducting team assessments

III. Review:

- a) Conducting fortnightly, monthly, and quarterly review
- b) Reviewing programmatic development
- c) Reviewing target vs achievement
- d) Finding out the program gaps with data support from an M&E person
- e) Taking required corrective action if required
- f) Taking program team feedback for achieving the program goals and setting new targets
- g) Listening to implementing team on new ideas and best practices.

IV. Point Person:

a) Acting as the focal point for the Company's CSR initiatives in geography and building relationships with community partners and key stakeholders.

V. Research:

a) Staying abreast of relevant research and trends in the areas of focus and promoting best practices.

VI. Coordination:

- a) Coordination with PR and Marketing teams
- b) Coordination with Regional and Cluster Coordinator

VII. Monitoring:

- a) Monitoring the field team
- b) Monitoring the program expenditure
- c) Monitoring program indicators

VIII. Capacity Building:

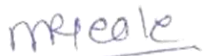
- a) Conducting program implementation training
- b) Conducting need based on-site training

IX. Planning:

- a) Preparation of monthly, quarterly, and AAP plans (Annual Action Plan) in
- b) Coordination with Regional and Cluster Coordinator

- 5. **Reporting location:** Mumbai
- 6. **Work Location :** Will be decided by the Management
- 7. **Notice Period:** 1 month notice should be given prior to resignation.
- 8. **Salary:** You will receive a monthly salary of 30000.
- 9. **Probation Period:** 6 Months

Please sign the enclosed copy of this letter and email it to me to indicate your acceptance.
We are confident you will be able to make a significant contribution to the success of Tisser
Look forward to working with you.



Manoj Yeole
HR Department – Tisser Artisans Trust
For Authorized / Competent official

Signature of the Employee:

Date:

JOB OFFER LETTER

Date: 23-02-2023

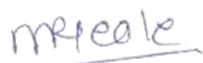
Subject: Appointment for the designated post as a SPOC (Digital Literacy Project)

Dear Ms. Vaishnavi Gupta,

We are pleased to offer you, the position as a SPOC (Digital Literacy Project) with Tisser Artisan Trust. We would like to share with you the following terms and conditions of our organisation:

- 1. Commencement of Employment:**
- 2. Job Title /Designation:** SPOC (Digital Literacy Project)
- 3. Hours of Work: Full Time;** Monday – Saturday. 1st and 3rd Saturday will be an off every month.
- 4. Job Profile:** The Key tasks include:
 - Participate in project kick-off meetings
 - Start-up and maintain project planning.
 - Develop a time schedule and delivery plans.
 - Coordinate communication between the project team and the PM
 - Secure the quality of deliveries from projects to and within Operations
 - Ensure weekly updates and reporting
 - Work effectively with team members towards mutual continued development and provide feedback to each other on project work undertaken.
 - Maintain utmost secrecy in respect of project documents, commercial pricing, cost estimations of products for which leads are generated. Submit task sheet on a regular basis for documentation purpose as well as for processing the salary.
- 5. Reporting location:** Mumbai
- 6. Work Location :** Will be decided by the Management
- 7. Notice Period:** 1 month notice should be given prior to resignation.
- 8. Salary:** You will receive a monthly salary of 30000.
- 9. Probation Period:** 6 Months

Please sign the enclosed copy of this letter and email it to me to indicate your acceptance.
We are confident you will be able to make a significant contribution to the success of Tisser
Look forward to working with you.



Manoj Yeole
HR Department – Tisser Artisans Trust
For Authorized / Competent official

Signature of the Employee:

Date:



TISSER ARTISANS TRUST (TAT)

Address: Murshid House Basement, Opp. Greenfield Restaurant, Near GST Bhavan, Mazgaon, Mumbai-400010. Email [ID: contact@tisserindia.com](mailto:contact@tisserindia.com)
Registration Number: E-32528(M)

JOB OFFER LETTER

Date: 23-02-2023

Subject: Appointment for the designated post as a SPOC (HCL Project)

Dear Ms. Vanshika Keshwani,

We are pleased to offer you, the position as a SPOC (HCL Project) with Tisser Artisan Trust. We would like to share with you the following terms and conditions of our organisation:

1. Commencement of Employment:

2. Job Title /Designation: SPOC (HCL Project)

3. Hours of Work: Full Time; Monday – Saturday. 1st and 3rd Saturday will be an off every month.

4. Job Profile: The Key tasks include:

- Participate in project kick-off meetings
- Start-up and maintain project planning.
- Develop a time schedule and delivery plans.
- Coordinate communication between the project team and the PM
- Secure the quality of deliveries from projects to and within Operations
- Ensure weekly updates and reporting
- Work effectively with team members towards mutual continued development and provide feedback to each other on project work undertaken.
- Maintain utmost secrecy in respect of project documents, commercial pricing, cost estimations of products for which leads are generated. Submit task sheet on a regular basis for documentation purpose as well as for processing the salary.

5. Reporting location: Mumbai

6. Work Location : Will be decided by the Management

7. Notice Period: 1 month notice should be given prior to resignation.

8. Salary: You will receive a monthly salary of 35000.

9. Probation Period: 6 Months

Please sign the enclosed copy of this letter and email it to me to indicate your acceptance.

We are confident you will be able to make a significant contribution to the success of Tisser

Look forward to working with you.

Manoj Yeole

HR Department – Tisser Artisans Trust

For Authorized / Competent official

Signature of the Employee:

Date:

Hi Nalini,

We have selected below students for the Internship in Chennai effective April 3, 2023.

Request you to inform them and ask them to make their necessary travel and stay arrangements.

Please note that the travel and stay arrangement cost will be borne by the student. Pfizer will pay a stipend of INR 25K per month to below students for the internship.

Name of the Student	Mobile Number	Email id	College
Abhinav Srivastava	6306401130	iipsabhinav@gmail.com	IIPS
Alisha D	9894683815	alishajas04@gmail.com	IIPS
Judah Richardson	7667207664	judahrichardson.work@gmail.com	IIPS

I will write to them as well separately and ask them to share few documents urgently.

Best Regards,
Anita Sawant
Tel: +91 9819849686

Offer for the position of Associate-Monitoring & Evaluation

April 5, 2023 4:45 PM

From: hruptsu@ihat.inTo: nihalhasan90@gmail.comCc: [PlacementCell](#)

Dear Mr. Nihal Hasan,

[+918979852663](tel:+918979852663)

Greetings from IHAT!

We are pleased to inform you have been selected for the position of Associate-Monitoring & Evaluation in IHAT-UPTSU with the base location at Lucknow. You would be offered a gross monthly salary of **Rs. 52,500** /- (Rupees Fifty Two Thousand Five Hundred Only) the breakup of which is given below in Annexure I:

Annexure-I		
A.	SALARY BREAK-UP	AMOUNT IN INR
1	Basic	21,000
2	C.O.L.A. (DA)	2,400
3	HRA	9,360
4	Conveyance Allowance	1,600
5	Medical Allowance	1,250
6	Educational Allowance	200
7	LTA (to be paid annually)	1,750
8	Special Allowance	13,840
9	Communication	1,100
	Total Gross (Monthly)	52,500
B.	PROVIDENT FUND	AMOUNT IN INR
1	Provident Fund (Employer's Contributions)	1,800
	Total Gross (A+B)	54,300
C.	Benefits	
1	Gratuity	As per Act
2	Medi-claim Insurance	As per IHAT Policy
<i>*Tax Deductions will be applicable as per law</i>		

You are requested to confirm your date of joining (preferably working [Monday](#)) within the next three days, through a return email. Please note, you are requested to report at the below-mentioned address at 10:00 AM for the joining process.

INDIA HEALTH ACTION TRUST,
No. 404, 4th Floor,
No.20-A, Ratan Square,
Vidhan Sabha Marg,
Lucknow – 226001.
Telephone number – 0522 4931777

The letter of appointment shall be issued on the day of joining.

You are further requested to bring with you the following documents on the day of your joining :

1. Copy of Photo ID Proof (PAN, Aadhar, Voter ID, DL, others)
2. Copy of Permanent Residence Proof/ Copy of Local Address Proof
3. Copy of Educational Certificates
4. 2 Passport Size Photographs
5. Copy of Relieving letter (from the previous organization)
6. Last drawn Salary Slip
7. Copy of Experience certificates
8. Copy of PAN Card
9. Copy of Aadhar Card
10. Copy of Pass Book or Cancelled Cheque with bank details
11. Copy of Aadhar card of dependents and one passport size photograph for each dependent for insurance coverage.
12. Copy of Employee Provident Fund (EPF) Passbook.
13. Copy of supporting documents for Employee Pension Scheme (EPS) contribution.

Should you require any further information regarding the offer feel free to contact us.

We look forward to a long and fruitful association with you.

Regards,

Garima

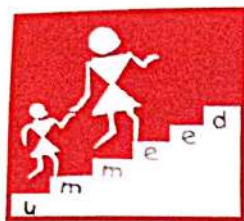
Senior Officer, HR
IHAT-UPTSU

Dear Nalini,

This is in reference to our telephonic conversation. We have shortlisted Nihal and Shreyas Deshmukh for the position of Associate and Senior Associate position respectively. I am sharing the format of reference with you. Request you to please complete the process by 3-Apr-2023. In addition to that, we also require their respective resumes and salary details, if any.

Please let me know if any further information is required.

Regards,
Garima Saxena
Senior Officer, HR
IHAT-UPTSU
[+91-9918346962](tel:+91-9918346962)



child development center

UMMEED CHILD DEVELOPMENT CENTER

www.ummeed.org

(CIN: U85320MH2001NPL132972)

Ground Floor, Mantri Pride, N M Joshi Marg, Lower Parel,

Near Arthur Road Naka, Mumbai-400 011

Contact: +91 2262488100, info@ummeed.org

13th April 2023

Adrika Maji
Stuti", Gurupalli Dakkhin,
Santiniketan,
West Bengal -731235.

Dear Adrika,

SUB: OFFER LETTER

This bears reference to your application for the post of **Junior Analyst – Monitoring and Evaluation** and the subsequent interviews for the same. We are pleased to inform you that you have been selected for the position under the following terms and conditions.

Start Date: 13th April 2023

Probation Period: 3 months

Remuneration:

Salary break-up	Per Month (INR)	Per Annum (INR)
Basic	19100	229200
House Rent Allowance	9550	114600
Leave Travel Allowance	1591.03	19092.36
Other Allowance	7958.97	95507.64
Gross Salary	38,200	4,58,400
Benefits		
Employer's Contribution to EPF*	1,800	21,600
Cost-to-Company (CTC)	40,000	4,80,000

Other Benefits:

1. **Gratuity** - Payable on completion of 5 years of continuous employment at Ummeed. It will be paid to you at the time of leaving the organization and will be calculated as per prevailing rules.
2. **Professional development** - This benefit is provided on completion of a year of employment at Ummeed and is as per Ummeed's HR policy.
3. **Mediclaim** - This benefit applies from your date of joining. The policy provides individual coverage to you, upto a maximum annual sum insured of Rs. 3,00,000/-.
4. **Hours per week** - 40 hours per week
5. **Notice Period** - 3 months

We look forward to your acceptance. Kindly return the duplicate copy of this offer duly signed within three days of receipt of the letter. In case of questions please do not hesitate to reach out to us.

Thank you.
Yours truly,

Anita Limaye

Adrika Maji
13.04.2023

Dr. Anita Limaye

Chief Executive Officer

Ummeed is a non-profit organization registered u/s 25 of the Companies Act, 1956 (now Section 8 of the Companies Act, 2013)

Ummeed is registered with MCA for CSR activities - Registration number CSR00000221

Ummeed is registered with The Charity Commissioner, Greater Bombay Region, Maharashtra State

All contributions to Ummeed Child Development Center are eligible for deduction u/s BOG of the Income tax Act 1961

Provisional Approval Number: AAATU0678EF20214 Dated 31-05-2021 (valid for AY 2022-23 to AY 2026-27)

Hello Nalini Ma'am

I am happy to inform you that we have completed the selection process for the position of Field Information Officer at the Centre for Monitoring Indian Economy. After reviewing the resumes and conducting two rounds of interviews, we have selected the following three candidates.

Ms. Uttara Nath - (For Kolkata Branch)

Mr. Neelkamal Alomayan Kalita - (For Guwahati Branch)

Mr. Vishvajeet Gadekar - (For Pune Branch)

(We have kept Ms. Maliha Ahmad on stand-by, subject to her second round of interviews)

We expect above candidates to join us on 16th [April 2023](#) at the Mumbai office for two weeks of training. Post training (after convocation, i.e. 5th [May 2023](#)) they will have to report at the respective branches. The gross salary for this position will be 22000 per month.

We will provide you with the further details on the onboarding and induction process of the selected candidate as soon as possible.

Regard

Pranil Chaudhari

On [Fri, 7 Apr 2023](#), 19:35 Pranil Chaudhari, <pchaudhari@cmie.com> wrote:

Hi Maliha

We are pleased to inform you that you have been selected for the role of Deputy Survey Manager at CMIE.

I have attached the offer letter.

Kindly share a signed copy of the same by end of the day [tomorrow](#).

Please get in touch in case you have any queries.

Regard

Pranil Chaudhari

[8928184290](tel:8928184290)

Re: Offer Letter

April 11, 2023 5:03 PM

From: pchaudhari@cmie.com

To: malihaahmad1810@gmail.com

Cc: dmansi@cmie.com PlacementCell

Hi Maliha

> We are pleased to inform you that you have been selected for the
role of

> Deputy Survey Manager at CMIE.

> I have attached the offer letter.

>

> Kindly share a signed copy of the same by end of the day [tomorrow](#).

>

> Please get in touch in case you have any queries.

>

> Regard

> Pranil Chaudhari

> [8928184290](tel:8928184290)



11th April, 2023

To,
Maliha Ahmad

Sub: Offer Letter

Dear Maliha,

We are pleased to offer you employment as **Associate – Research** with The Akanksha Foundation.

You will receive a gross monthly salary of **Rs. 38,000/-**. The Employer PF contribution, medical insurance and personal accident insurance contributions will be over and above this. You will also be eligible for Gratuity as per the Payment of Gratuity Act. Details of the salary are provided in the attached sheet.

You will be on probation for a period of 6 calendar months from the date of commencement of your employment. Thereafter, you will be confirmed as a permanent employee of Akanksha, subject to performance.

You are entitled to 26 days of paid leave for the academic year (May-April) which will be prorated basis the joining date. It is not recommended to take leaves during the first three months of the probation period.

A detailed appointment letter containing the terms and conditions of employment will be given to you on your joining date.

You may convey acceptance to the undersigned by returning one signed copy of this letter. We can discuss your joining date and other joining formalities, after the acceptance of the offer.

Sincerely,
The Akanksha Foundation

Megha Agarwal
Senior Director - Human Resources

Mumbai: Voltas Premises, Z
Block Building, 2nd Floor,
TB Kadam Marg,
Chinchpokli East, Mumbai
400033
Phone: 022 23700253

www.akanksha.org



Pune: New Thermax
Building, Next to Sai
Chambers, Old Bombay
Pune Highway Road,
Wakdewadi, Pune 411003
Phone: 020 66051380

On [Mon, 17 Apr 2023](#) at 17:54, Human Resources <hr@khushibaby.org> wrote:
Dear Bigyanand,

We are delighted to inform you that after careful consideration of your application and interviews, Khushi Baby has selected you for the position of Research Officer (Biostatistician). Congratulations on your appointment!

Please find the attached offer letter for details. Your base location will be at Khushi Baby's Jaipur office, and your joining date is scheduled for 10th [May 2023](#). We expect you to report at 10 am at the Jaipur office on the said date.

However, if the joining date is not suitable for you, we are open to discussing a mutually agreed upon alternate joining date. Please feel free to get in touch with us with your preferred date.


We look forward to welcoming you on board and working with you to achieve our goals. As a token of the acceptance to the offer please send back the signed copy of the letter

If you have any questions, please feel free to get back to me.

[important: This email contains confidential Information; if you are not an intended recipient, disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.](#)

Best regards,

Ajay Sharma
Lead- Admin & HR
Khushi Baby

KhushiBab 
[+919829442079](tel:+919829442079)
ajay@khushibaby.org
www.khushibaby.org



Letter No:KB Amin/HR2023-24/82

Dated: May 19, 2023

Mr. Mayur Tanaji Narute,
Navchaitanya Housing Society,
Morewasti, Chikhali,
Pune - 411062

Dear Mayur

Khushi Baby is pleased to extend an offer to you on the position of **Biostat Intern** at the base location of Jaipur, for an initial period of 3 months starting from June 5, 2023. The internship period will be extended maximum up to 6 months depending on your performance during the initial months of internship. After the successful completion of your internship, you might be offered a full-time position at Khushi Baby, which will, however, depend on your performance and conduct during the internship. A monthly stipend of INR 25,000 will be provided to cover your expenses during the internship.

During your internship, you will have the opportunity to work closely with the policy and communication team to accomplish the following objectives, but not limited to:

- Analyze the call center and other related datasets maintained by communication and program team
- Provide insights for better community engagement through data analysis
- Identify trends and patterns based on data analysis
- Generating reports and analytics as per requirements of different stakeholders using CHIP or other KB datasets
- Develop data driven communication plan and campaigns to effectively engage the community

We look forward to welcoming you to Team Khushi Baby. If you have any questions regarding employment policies and procedures, please do not hesitate to contact me.

Best Regards,

DocuSigned by:

Mohammed Shahanawaz

Mohammed Shahanawaz
COO, Khushi Baby.

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

From: **Pre-doctoral Program** <predoc@iimb.ac.in>

Date: **Wed, 29 Mar, 2023**, 2:34 pm

Subject: NSR Pre-Doc 2023 Offer Reg

To: shreyashbhaudeshmukh1997@gmail.com <shreyashbhaudeshmukh1997@gmail.com>

IIMB /NSR-Pre Doc 2023/

App. [No:23221A0235](#)

Date: **March 29, 2023**

Dear MR Shreyash Surendrarao Deshmukh,

Congratulations! It gives us great pleasure to inform you that you have been selected for admission to the Prof. N. S. Ramaswamy Pre-doctoral Fellowship (NSR-Predoc) for 2023-24, in the Area **Decision Sciences**, at the Indian Institute of Management Bangalore (IIMB). We look forward to your joining the Institute.

Our Institute: The Prof. N. S. Ramaswamy Pre-Doctoral Fellowship is a highly selective programme instituted to increase the social diversity of management academia in India. It is a flexible one-year Fellowship programme designed to help the selected Pre-doctoral fellows successfully apply to doctoral programmes in management and allied disciplines. Our faculty mentors and fellows have won numerous awards for their work about which more information may be found at <http://www.iimb.ac.in/iimb-research>.

Financial Support:

- Each fellow will receive a monthly stipend of Rs. 30,000 besides full tuition waiver for any coursework during the program.
- The fellows will also receive a house rent allowance as per prevailing institute norms (currently Rs. 15,000 per month).
- The fellows will be provided with a one-time contingency grant (that can be used for academic purposes approved by the faculty mentor and the N. S. Ramaswamy Pre-Doctoral faculty committee) as per prevailing institute norms (currently, Rs. 25,000 per academic year).
- Fellows can avail a Rs. 25,000 Laptop grant towards purchase of a laptop.
- Cubicle space with computer provided by the Institute.

- Support to attend one national academic conference as a presenter and one national academic conference as an observer (with prior approval of the faculty mentor).

Conditions: The duly signed offer of acceptance should be submitted (by email to predoc@iimb.ac.in) on or before **April 10, 2023**, failing which the offer of admission stands cancelled. For detailed Terms & conditions, please refer to Enclosure-1 to this Offer letter.

If you have any questions, please do not hesitate to contact the Admissions Office by e-mail or on the phone 080-[26993013](tel:26993013), 080-26993017 or E-mail: predoc@iimb.ac.in

We look forward to your joining the Institute.

Yours sincerely,

Administrative Officer

(Admissions, (Financial Aid & Scholarships)

Attention: iimb.ac.in is our new domain

***** Disclaimer

This email message, its content and any files transmitted with it are intended solely for the originally intended addressee(s) and may be legally privileged and /or confidential. If you have received this email in error or otherwise, please delete it and contact the originator immediately. You should not copy or forward it on or otherwise use the contents, attachments, or information in any way without the express permission of the originator. Any such unauthorized use or disclosure may be unlawful. Please contact **admin[at]iimb.ac.in** for any help or clarification.

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

From: **LAMP Fellowship** <lampfellowship@prsindia.org>

Date: **Wed, 29 Mar 2023**, 15:36

Subject: Results of Interview Round | LAMP Fellowship 2023 - 24

To: 1947nitink <1947nitink@gmail.com>

Dear Nitin,

We are pleased to inform you that you have cleared the interview round for Legislative Assistants to Members of Parliament Fellowship for the year 2023-24.

The LAMP Fellowship will provide you with a unique opportunity to observe law and policymaking from close quarters while being mentored by a Member of Parliament. LAMP is a full-time Fellowship which will start in **June 2023** and will run till the last session before the next General Elections. The Fellowship program will be based in New Delhi and Fellows are expected to be working in-person from New Delhi.

We understand that being part of it is an important decision for you. Please go through the [Frequently Asked Questions](#) section which will clarify some of the questions that you might have about the Fellowship.

Please fill out the form (Form

Link: <https://forms.gle/NSBQJWYwkibFd52Q7>) to accept/decline this offer.

The last date for filling this form is **14 April 2023** by 5:00 PM IST. The offer will expire in the event that we do not hear from you before the deadline. Please note that the offer is subject to physical verification of your documents (degree(s) and mark sheet(s)) on the first day of joining the Fellowship.

We look forward to hearing from you.

Warm Regards,
LAMP Fellowship Team

Dated :- 28/4/2023

To

Dr. Madhu Gupta,
Professor,
Department of community medicine,
School of Public Health,
PGIMER, Chandigarh

Subject:- Joining report

With Reference to your Appointment Letter No CM/NSSEFI/2023/19 dated 22/4/2023 for the Post of Statistician cum Data manager for Project entitled, "National Surveillance System for Enteric Fever in India, Hospital based Surveillance" Sanctioned to Department of Community Medicine & School of Public Health, PGIMER, Chandigarh.

I have gone through the appointment letter and i accept all the terms and conditions mentioned therein, I would like to avail the opportunity to join on the post w.e.f 28/4/2023

This is for your information and necessary action.

Thanking You,

You Sincerely


(Sarvan K.)

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

From: **hr IEO** <hr@incletrust.org>

Date: **Tue, 9 May, 2023**, 4:36 pm

Subject: Offer Letter for the Post of Biostatistician || The INCLEN Trust International

To: kmSelman11@gmail.com <kmSelman11@gmail.com>

Cc: gaurav banyal <gaurav.banyal@incletrust.org>

Dear **Selman**,

It is our pleasure to extend the following offer of employment to you on behalf of The INCLEN Trust International. If you accept this offer, you will be designated as an “**Biostatistician**” as per the following terms and conditions.

(a) Position Offered: “Biostatistician”

(b) Remuneration:

- As discussed on call.

(c) Joining Date:

You will join the organisation not later than **Monday, 22, May 2023 at 09:00 AM**. Please report to IEO, Delhi located at F-1/5, Okhla Industrial Area Phase - 1, New Delhi, Delhi 110020.

(d) Documents Required:

You are requested to send duly filled and signed Joining Form and statutory forms(attached herewith) along with self-attested copies of the following on the day of your joining:

- Updated Resume
- ID Proofs (PAN Card and Aadhar Card is mandatory)
- Proof of current residence
- Educational Certificates
- Experience Certificates
- Bank Account Details – Passbook (Front page copy with name, account number & IFSC code clearly visible) or Cancelled cheque (with Name)

HR-related information:

1. You are not permitted to simultaneously engage with other organizations or individuals, for any incentive or remuneration, without taking prior written permission from the Executive Director. No T.A. or any other allowance will be given on joining duties.

2. You will abide by all rules & regulations and service conditions that may be in force or application to INCLEN or are framed from time to time by INCLEN. These will be provided to you by the HR department at the time of joining.

3. Kindly provide your last three months' salary slip.

4. This letter of offer is subject to a satisfactory reference check.

5. Kindly provide two references from your previous employment: At least one should be your supervisor or the owner of the organization.

- a) Name of the referee
- b) Relationship with you
- c) Organization name
- d) Contact no.
- e) Email ID :

We hope you will find this offer acceptable. We would appreciate receiving a note of acceptance from you at the earliest.

We take great pleasure in welcoming you to the INCLEN family and sincerely hope that your period of service with us will be long, pleasant, and of mutual benefit.

If you have any doubt or clarification, please do not hesitate to contact the undersigned.

Thanks & Regards,
Shivani Kumari | Senior HR



The INCLEN Trust International
F-1/5, 2nd Floor, Okhla Industrial Area, Phase - I,
New Delhi – 110020, India
Phone: [+91 \(11\) 47730000](tel:+911147730000) / 53 / 70
Website: www.inclentrust.org

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

From: **hr IEO** <hr@inclentrust.org>

Date: **Tue, 9 May, 2023**, 16:39

Subject: Offer Letter for the Post of Biostatistician || The INCLEN Trust International

To: saumyakachari58@gmail.com <saumyakachari58@gmail.com>

Cc: gaurav banyal <gaurav.banyal@inclentrust.org>

Dear **Saumya**,

It is our pleasure to extend the following offer of employment to you on behalf of The INCLEN Trust International. If you accept this offer, you will be designated as an “**Biostatistician**” as per the following terms and conditions.

(a) Position Offered: “Biostatistician”

(b) Remuneration:

- As discussed on call.

(c) Joining Date:

You will join the organisation not later than **Monday, 22, May 2023 at 09:00 AM**. Please report to IEO, Delhi located at F-1/5, Okhla Industrial Area Phase - 1, New Delhi, Delhi 110020.

(d) Documents Required:

You are requested to send duly filled and signed Joining Form and statutory forms(attached herewith) along with self-attested copies of the following on the day of your joining:

- a) Updated Resume
- b) ID Proofs (PAN Card and Aadhar Card is mandatory)
- c) Proof of current residence
- d) Educational Certificates
- e) Experience Certificates
- f) Bank Account Details – Passbook (Front page copy with name, account number & IFSC code clearly visible) or Cancelled cheque (with Name)

HR-related information:

1. You are not permitted to simultaneously engage with other organizations or individuals, for any incentive or remuneration, without taking prior written permission from the Executive Director. No T.A. or any other allowance will be given on joining duties.

2. You will abide by all rules & regulations and service conditions that may be in force or application to INCLEN or are framed from time to time by INCLEN. These will be provided to you by the HR department at the time of joining.

3. Kindly provide your last three months' salary slip.

4. This letter of offer is subject to a satisfactory reference check.

5. Kindly provide two references from your previous employment: At least one should be your supervisor or the owner of the organization.

- a) Name of the referee
- b) Relationship with you
- c) Organization name
- d) Contact no.
- e) Email ID :

We hope you will find this offer acceptable. We would appreciate receiving a note of acceptance from you at the earliest.

We take great pleasure in welcoming you to the INCLEN family and sincerely hope that your period of service with us will be long, pleasant, and of mutual benefit.

If you have any doubt or clarification, please do not hesitate to contact the undersigned.

Thanks & Regards,
Shivani Kumari | Senior HR



The INCLEN Trust International
F-1/5, 2nd Floor, Okhla Industrial Area, Phase - I,
New Delhi – 110020, India
Phone: [+91 \(11\) 47730000](tel:+911147730000) / 53 / 70
Website: www.inclentrust.org



Offer Letter for the Post of Junior Biostatistician

1 message

gaurav banyal <gaurav.banyal@inclenrust.org>
To: JOYDIP BARO <joydip748541@gmail.com>
Cc: HR Dept. <hr@inclenrust.org>

Fri, 5 May 2023 at 12:44 pm

Dear Mr. Joydip Baro,

It is our pleasure to extend the following offer of employment to you on behalf of The INCLEN Trust International. If you accept this offer, you will be designated as an "**Junior Biostatistician**" as per the following terms and conditions.

(a) Position Offered: "Junior Biostatistician"

(b) Remuneration:

· As discussed on call.

(c) Joining Date:

You will join the organisation not later than Thursday, **20 May 2023, at 09:00 AM**. Please report to IEO, Delhi located at F-1/5, Okhla Industrial Area Phase - 1, New Delhi, Delhi 110020.

(d) Documents Required:

You are required to fill and sign the Joining Form and statutory forms on the date of Joining. Kindly share and carry self-attested copies of the following on the day of your joining:

- a) Updated Resume
- b) ID Proofs (PAN Card and Aadhar Card is mandatory)
- c) Proof of current residence
- d) Educational Certificates
- e) Experience Certificates
- f) Bank Account Details – Passbook (Front page copy with name, account number & IFSC code clearly visible) or Cancelled cheque (with Name)

HR-related information:

1. You are not permitted to simultaneously engage with other organizations or individuals, for any incentive or remuneration, without taking prior written permission from the Executive Director. No T.A. or any other allowance will be given on joining duties.
2. You will abide by all rules & regulations and service conditions that may be in force or application to INCLEN or are framed from time to time by INCLEN. These will be provided to you by the HR department at the time of joining.
3. Kindly provide your last three months' salary slip.
4. This letter of offer is subject to a satisfactory reference check.
5. Kindly provide two references from your previous employment: At least one should be your supervisor or the owner of the organization.
 - a) Name of the referee
 - b) Relationship with you
 - c) Organization name

d) Contact no.

e) Email ID :

We hope you will find this offer acceptable. We would appreciate receiving a note of acceptance from you at the earliest.

We take great pleasure in welcoming you to the INCLEN family and sincerely hope that your period of service with us will be long, pleasant, and of mutual benefit.

If you have any doubt or clarification, please do not hesitate to contact the undersigned.

With best wishes,

--

Gaurav Banyal

Administrative Officer

Phone: 9711806807 | Email: gaurav.banyal@inclentrust.org

The INCLEN Trust International | F-1/5 Second Floor Okhla Phase I, New Delhi-110020 (INDIA)

OFFER LETTER

Dear Vishvajeet Rajaram Gadekar,

Congratulations!

We are pleased to confirm your selection to work for Market Xcel Data Matrix Pvt. Ltd. India.

We are delighted to make the following job offer -

The position we are offering is that of **Senior Research Executive** at an **ANNUAL CTC of ₹ 539,477.00/Year** This offer is contingent upon your passing our mandatory screening, our receipt of your requested documents and its verification.

Location : New Delhi,

This position reports to the **AVP-Social Research**

We would like you to start work on **05/22/2023**

You will be on a probation period of minimum 6-months post which management will review to extend or cease the same basis your performance and after confirmation, you will be working as a permanent employee and benefits provisioned in the employee handbook will then be available to you. There will be a notice period of 90 days associated with this profile.

Please sign the enclosed copy of this letter and return the same within 2 days of joining or before the join date whichever is earlier.

We are confident you will be able to make a significant contribution to the success of our Company and look forward to working with you.

Date :02/03/2023

To
Vanshika Keshwani
(Code: CAN527879)

Provisional Offer Letter for Fixed Term Contract

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Analyst**. Your services are being deputed to **Crisil Ltd.**, at **MUMBAI** based on the following terms and conditions:

- Your employment will be valid from **10/04/2023 To 10/04/2024** , unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary CTC will be INR 600,000.00 per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :

a. Complete on the Randstad portal:

- Employee profile form
- Statutory Nomination forms like ESIC, PF, Mediclaim etc.

b. Upload proofs of your documents:

- Government mandated ID proof: Aadhar Card and PAN
- Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
- Copy of both Educational certificates & Previous employment documents.
- Bank Details for Salary processing: Copy of cancelled cheque.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer.

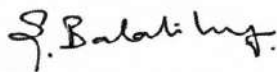
You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.

Wishing you the very best!

Yours truly,

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

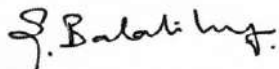
Annexure I: Salary Breakup

Component	Monthly	Yearly
Basic	18,500.00	222,000.00
House Rent Allowance	7,400.00	88,800.00
Statutory Bonus	3,700.00	44,400.00
Other Allowance	17,229.00	206,748.00
Gross Salary	46,829.00	561,948.00
Employer's Contribution to EPF	2,220.00	26,640.00
Insurance	951.00	11,412.00
CTC (Cost to the company)	50,000.00	600,000.00
Employee's Contribution to EPF	2,220.00	26,640.00
Total Deduction	2,220.00	26,640.00
Net-Take Home	44,609.00	535,308.00

* Income tax, Professional tax and LWF as applicable will be deducted.

* All the taxes will be deducted as applicable by law. Your salary is strictly confidential.

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

LETTER OF OFFER**Date:** 29-05-2023**Sucheta Dutta,**

B2-18/80 Setna Road,
P.O. Shyampur,
Dist. South 24 Parganas,
Kolkata 700137

Dear **Ms Sucheta,**

This is in reference to your application for the position of **M&E Officer** in BM Fintech Consulting Solutions and the subsequent interview that you attended.

We are pleased to offer you a position mentioned above in our Company at **New Delhi office**. You will be paid **CTC of INR 35,000 /- per month (Rupees Thirty five Thousand Only)**.

TDS as appropriate on taxable income will be deducted in accordance with the prevalent Finance Act of the relevant year.

Please acknowledge the offer on or before **Tuesday, 30th May ,2023**. Your appointment will be treated from the date of joining. You will be on probation for a period of 3 months from the date of appointment.

The validity of this offer letter is subject to reference check. The organization holds the right to terminate the appointment in case of any inconsistency.

We will sign a formal contract with you on your date of joining, and for the purpose you would be required to carry 3 colour passport size photograph with white background and self-attested copies of the following on the day of joining: -

1. Date of birth certificate/Any age proof document
2. Academic certificates (starting from 12th standard)
3. Experience certificates from previous organizations/employers
4. Relieving Letter from Previous Employer
5. Pan card, Adhaar card and any identity proof

Best regards,

Sincerely,

For & On behalf of BM Fintech Consulting Solutions

**Heena Bhatija****Authorized Signatory**

Cc: Finance

LETTER OF OFFER**Date:** 29-05-2023

Pankaj Chowdhury,
SBI Building, Sukantapally,
West Bengal, 734007
Siliguri (India)

Dear **Mr. Pankaj,**

This is in reference to your application for the position of **M&E Officer** in BM Fintech Consulting Solutions and the subsequent interview that you attended.

We are pleased to offer you a position mentioned above in our Company at **New Delhi office**. You will be paid **CTC of INR 35,000 /- per month (Rupees Thirty five Thousand Only)**.

TDS as appropriate on taxable income will be deducted in accordance with the prevalent Finance Act of the relevant year.

Please acknowledge the offer on or before Tuesday, 30th May ,2023. Your appointment will be treated from the date of joining. You will be on probation for a period of 3 months from the date of appointment.

The validity of this offer letter is subject to reference check. The organization holds the right to terminate the appointment in case of any inconsistency.

We will sign a formal contract with you on your date of joining, and for the purpose you would be required to carry 3 colour passport size photograph with white background and self-attested copies of the following on the day of joining: -

1. Date of birth certificate/Any age proof document
2. Academic certificates (starting from 12th standard)
3. Experience certificates from previous organizations/employers
4. Relieving Letter from Previous Employer
5. Pan card, Adhaar card and any identity proof

Best regards,

Sincerely,

For & On behalf of BM Fintech Consulting Solutions



Heena Bhatija

Authorized Signatory

Cc: Finance

Rajasthan Grameen Ajeevika Vikas Parishad (RGAVP)

(III floor, B Block, UdyogBhawan, Jaipur, Phone - 0141- 2388643)

F. 2(77)RD/RGAVP/YPs/2014/7216

Jaipur, dated: 13/06/2023

Placement cum Communication Officer
IIPS - Mumbai
Govandi Station Road,
Deonar, Mumbai - 400 088.

**Subject: Campus Placement of Young Professionals at IIPS, Mumbai to
Rajasthan Gramin Ajeevika Vikas Parishad, Jaipur**


Dear Sir,

In reference to above, we are pleased to inform you that following students of your institution have been selected as Young Professionals in RGAVP, Jaipur after subsequent interviews held on 23.05.2023. These YPs shall be given a monthly remuneration of Rs 40,000. They shall be given TA DA as per RGAVP rules. The detailed conditions of their service shall be shared with them in the contract document.

S. No.	Name of Selected Candidate
1	Pankaj Chowdhury
2	Sonam Priya

Please direct all concerned to report to RGAVP, Jaipur Office at Udyog Bhawan, C-Scheme, Tilak Marg, Jaipur (Rajasthan) by 03 July 2023.

With Regards


SPM (Admin.)
RGAVP

March 25, 2023

Letter of Intent**Name:****Address:****Dear Mr./Ms.,**

We are pleased to offer you the position on contractual basis with effective from **March 30, 2023** till **October 31, 2023** on following terms and conditions:

- 1. Designation: Demographer**
- 2. Place of Posting: Waghodia**
- 3. Project: NFHS - 3052**
- 4. Remuneration:** You shall be paid a gross amount of **Rs.50,000** /- per month. The detailed breakup is attached for your reference
- 5.** If you fail to report by the due date, then this LOI will stand withdrawn and cancelled.
- 6. Duration of contract:**
 - The project appointment/ contract will be renewed on satisfactory performance of your assignment (including achievement of targets and/or such other criteria) as may be decided by Management and on mutual agreement. Unless, renewed, the contract/ appointment shall stand automatically terminated on expiry of period of contract/ project without any notice or compensation.
 - Be it clearly understood and agreed that the vacancy for fixed period employment is being made on contractual basis for a fixed period as stated above. Your contractual appointment will automatically come to an end on the expiry of the specified period and no notice pay or retrenchment compensation will be payable to you by the management. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the post held by you. Also you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
 - No compensation or remaining wages for unexpired period of contractual and fixed period of appointment will be payable by the foundation if your services are terminated before the aforesaid specified and fixed period of your service.
- 7.** Your appointment is being made on the basis of your particulars such as qualifications etc. as given by you in your application for employment and in case of any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu of notice.

8. In case of any dispute arising out of this offer or pertaining to your employment, the place of jurisdiction will be Vadodara only.
9. Your address as indicated in your application for appointment shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been served upon you.
10. In case there is any change in your residential address you will intimate the same in writing to the HR Dept. within three days from the date of such change and get such change of address recorded.

11 Entitlements:

- You will be entitled to 12 casual leaves (CL) per year. However, during the first six month of your association which will be your training period, you will be entitled to only one CL per month.
- Apart from the above, Individual Accident Policy (GPA) and Medclaim Policy is extended to all the employees as per the Organization policy

12 Reporting:

Your operational and functional reporting authority would be **Project Head**.

13 Confidentiality:

- You shall not disclose any material information relating to the affairs of the organization, its activities, either existing or proposed to any person/organization/agency other than those authorized by the organization for the purpose assigned.
- You are expected to comply to the organizational policy on confidentiality of information which will be given to you. Therefore, you will maintain strict secrecy and confidentiality of the discussions which you may have with the organization from time to time. You will have to safeguard and preserve all the data/notes/material/pamphlets/brochures or any other document which the organization may hand over to you from time to time to discharge your duties under this contract.
- You shall have to acknowledge that any data/documents of the project allocated to you is foundation's property and will be handed over to the foundation on completion of the assigned task or as and when the organization desires. The data cannot be used for any publication without approval of the Director.
- If any work/data/content is plagiarized/copied/pasted for any person/organization/agency other than those authorized by the organization for the purpose assigned, the Foundation will be liable to take strict legal action against you.

14 Others:

- You will diligently and faithfully carry out duties entrusted to the best of your abilities and skills. You will follow the instructions given to you by your superiors and other executives in connection with the activities of the Foundation.

- You should complete the joining formalities within five days of date of reporting.
- You will be expected to abide by all the rules laid down by the management from time to time
- In case you do not respond to telephone calls or email for official purpose within 8 hours, it will be considered as your leave without pay.
- As per the policy, your retainership Amount will be released based on completion of minimum 7 months with the foundation. If you are unable to complete 7 months then you will not be entitled to get retainership Amount. The same is also linked with your performance as mentioned in the policy.
- You shall, submit all the following documents in softcopy before 48 hours of reporting for duty and your appointment shall be subject to the assessment or verification of the said documents being found in order:
 - a) Physical fitness certificate
 - b) 2 Photographs, Cancelled Cheque
 - c) PAN Card & Adhaar Card are Mandatory
 - d) Address Proof
 - e) Copies of 10th, 12th, Degree/Diploma Certificates of educational qualification
 - f) Salary certificate of last salary drawn or last 3 salary slips
 - g) TB Report Mandatory
 - h) Covid Rapid test & Covid Vaccine Certificate
 - i) Resignation Copy & Relieving Certificate
 - j) Certificate in support of claim of belonging to scheduled caste/scheduled tribe
- You are expected to work in any location of the Foundation in case of emergency, if required.

15 Termination of contract:

- ❖ In case the project is completed/terminated before the end of contract, the contract will stand terminated
- ❖ During the contract period, the contract may be terminated by the organization at any time without assigning any reasons or notice or compensation, if your performance is not found to be satisfactory by the organization
- ❖ In any other case, in order to terminate the contract, you are required to give **one month of notice** or net salary in lieu thereof for appropriate exit policy and smooth handholding.
- ❖ You are to attend all official duties during the “notice period” of **one month** and the same cannot be adjusted against your leave entitlement.
- ❖ Notwithstanding anything hereto contained, your services shall be liable to be terminated with immediate effect in any of the following events:
 - a) Failure or refusal to carry out duties or gross negligence of duties

- b) Misconduct, fraud, insubordination, insolence or act of moral turpitude
- c) Dishonesty or embezzlement or accepting of commission from anybody
- d) Placing personal consideration of any nature above the Foundation's interest in any matter
- e) Unauthorized absence for a continuous period of 8 days or more
- f) Breach of any of the terms of this contract
- g) Or found unfit by the organization for any other reason

This letter is issued in duplicate. Please sign and return the duplicate copy in token of your having accepted the contract and the terms and conditions governing the same.

Particulars	Amount (Rs.)	Deductions	Amount (Rs.)
Consolidated payment	50,000	Retainership Amount Monthly (10%)	5,000
		TDS (10%)	5,000
		Total deduction	10,000
Total Payment	50,000	Net payment	40,000

Mr. Suketu Parmar
HR Manager

Declaration by the Employee

I unconditionally accept the terms and conditions mentioned in the aforesaid appointment letter and agree to be abide by them.



Signature of the Employee

ANNEXURE B

NON-DISCLOSURE AGREEMENT

This Non-Disclosure Agreement (the "Agreement") is entered into by and between PRAKRUTHI, a public charitable Trust registered and established under the Indian Trusts Act, 1882 headquartered in Prakruthi Elements, 25/1,1st cross, Captain Munshi layout, Lingarajapuram, Hennur Main road, Bangalore 560084, (hereinafter referred to as 'the Trust' which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors in title and permitted assigns) of the FIRST PART;

AND

Ms. Abhiyan Chaudhari, S/O Mahiraj Chand Chaudhari, Chitauna, Jaunpur, Uttar Pradesh-222136 (Hereinafter referred to as the "Employee" which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors in title and permitted assigns) of the SECOND PART.

The "**Trust**" and "**Employee**" may individually be referred to as "Party" and collectively as "Parties".

WHEREAS

- (A) The Trust is engaged to evolve and implement educational, cultural and economic programs for the under-privileged sections which include women, youth, the urban and rural poor, in order to enhance their social, economic and cultural well-being.
- (B) The Trust wishes to engage the Employee to provide employment upon the terms and conditions as set out in the Appointment Letter.
- (C) In the course of employment (which shall include any negotiations relating to the provision of services), each party has and/or will be provided with and exposed to certain proprietary and confidential information ("Confidential Information").
- (D) Considering that the information is highly valuable and provides the Disclosing party with a competitive advantage in the market, the Receiving party is willing to provide the Disclosing party with an undertaking to maintain the Confidentiality of the Confidential Information, on the terms set out in the Agreement
- (E) For the purposes of this Agreement, the Party disclosing Confidential Information shall be referred to as the "Disclosing Party" and the Party receiving the Confidential Information shall be referred to as the "Receiving Party".

DISCLOSURE AND USE OF CONFIDENTIAL INFORMATION

1. **Definition of Confidential Information.** For purposes of this Agreement, "Confidential Information" shall include:
 - (a) all information or material, either written (through electronic medium or otherwise) or oral, expressly confirmed as Confidential Information by Disclosing Party;
 - (b) all information and material that would be understood by a prudent person to be confidential in nature that is obtained by the Receiving Party from the Disclosing Party, in the normal course of its conduct;
 - (c) all information and material, whether or not, it may have any explicit value in affairs of the Disclosing Party, which is pertaining to or is concerning the names or other details of individuals, locations, employees, officers, Staff members, volunteers, contractors, service providers, database of the existing or potential donors, advisors, management or other stakeholder of the Disclosing Party; and
 - (d) all information and material in relation to method of conducting affairs or carrying out activities including but not limited to financial arrangements, dealings, databases, tools and other non-public nature proprietary data belonging to or concerning the Disclosing Party, whether or not there is an explicit declaration by the Disclosing Party about its ownership to the Receiving Party.

The Receiving Party acknowledges that the Confidential Information is proprietary to the Disclosing Party, which has been developed and obtained through great efforts by the Disclosing Party and that Disclosing Party regards all of its Confidential Information as discreet.

2. **Exclusions from Confidential Information.** Receiving Party's obligations under this Agreement do not extend to information that is:
 - a) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the Receiving Party;
 - b) discovered or created by the Receiving Party before disclosure by Disclosing Party;
 - c) learned by the Receiving Party through legitimate means other than from the Disclosing Party or Disclosing Party's representatives; or
 - d) is disclosed by Receiving Party with Disclosing Party's prior written approval
 - e) is or has been independently developed by consultants or agents of the Receiving Party without violation of the terms of this Agreement, as evidenced by the Receiving Party's records, and without reference or access to any Confidential Information.

Further, if the Receiving Party is uncertain as to whether any information is Confidential Information, the Receiving Party shall treat such information as Confidential until the contrary is agreed by the Disclosing Party in writing.

- 3. Obligations of Receiving Party.** Receiving Party shall hold and maintain the Confidential Information in strictest confidence and with the highest degree of legal care for the sole and exclusive benefit of the Disclosing Party. Receiving Party shall carefully restrict access to Confidential Information to third parties as is required by Disclosing Party, in writing and shall require those persons to sign nondisclosure restrictions at least as protective as those in this Agreement. In any event, Receiving Party shall ensure that any persons to whom Disclosing Party authorizes Receiving Party to disclose any Confidential Information maintain the confidentiality of the Confidential Information, and Receiving Party shall remain fully liable for the breach of any requirement herein by such individuals.

Receiving Party shall not, without prior written approval of Disclosing Party, use for Receiving Party's own benefit, publish, copy, expose to any third parties in any forum including conferences, pitches to prospective clients, communicate in social media postings or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of Disclosing Party, any Confidential Information. Upon notice from Disclosing Party, Receiving Party shall immediately return to Disclosing Party, or destroy, at the option of Disclosing Party, any and all records, notes, and other written, printed, or tangible materials in its possession pertaining to Confidential Information. Receiving Party shall certify in writing, within 10 days of receipt of written notice from Disclosing Party to destroy Confidential Information of Disclosing Party, that such Confidential Information has been destroyed.

- 4. Disclosure of Agreement and Disclosing Party.** Any and all information about this Agreement, obtained or received by Receiving Party in connection with this Agreement and any Confidential Information shall be received by Receiving Party in strict confidence, and shall be used only for purposes of the provision of services by Receiving Party, and shall not be disclosed by Receiving Party or its agents or personnel without the prior written consent of the Disclosing Party only to permitted discloses and only to the extent that such disclosure is necessary for the Permitted Purpose and on a "need to know" basis, except to the extent otherwise required by applicable law.

NEW MATERIAL

- 5. New Material:** The Employee acknowledges and agrees that ownership of all rights in and to the Confidential information and all New Material developed by the Employee for and on behalf of the Trust will be the exclusive property of the Trust and the Employee's role in the development of the New Material shall not be deemed to confer on the Employee any rights in or to such New Material. In addition, the Employee agrees that it shall assign the copyright in respect of any such New Material to the Trust, in writing, in a form reasonably acceptable to the Trust, as and when reasonably requested by notice in writing to the Employee.

FORCED DISCLOSURE

- 6. Disclosure Required by Law.** If Receiving Party (or any Representative) is required to disclose any Confidential Information of the Disclosing Party pursuant to any applicable statute, regulation, order, subpoena or document discovery request, it may do so, provided that prior

written notice of such disclosure is furnished to Disclosing Party as soon as practicable in order to afford Disclosing Party an opportunity to seek a protective order (it being agreed that if Disclosing Party is unable to obtain or does not seek a protective order and Receiving Party is legally compelled to disclose such information, disclosure of such information may be made without liability hereunder) and take such steps to limit the disclosure to the minimum extent required to satisfy such requirement lawfully.

DURATION

7. **(i) Period.** The obligations of the Receiving Party with respect to each Confidential information shall commence on the date on which such information is disclosed or otherwise received (whether before or after the Signature Date) and shall endure indefinitely thereafter, notwithstanding any termination of Appointment letter or any other relationship between the Parties.

(ii) Time Periods Survival. The Confidentiality provisions of this Agreement shall survive the termination of this Agreement read with Appointment Letter and Receiving Party's duty to hold Confidential Information in confidence shall remain in effect until Disclosing Party informs Receiving Party in writing that Confidential Information no longer qualifies as Confidential Information or a Trade Secret. In case the name of individuals/locations/clientele known by Receiving Party to be either working in India or abroad on behalf of the Trust, the Receiving Party's obligations of Confidentiality shall continue in perpetuity.

RETURN OF CONFIDENTIAL INFORMATION

8. **Return of Confidential Information:** The Receiving party shall its own expense, within 10 business days of the termination of the relationship between the parties, and in any event within 10 business days of written demand from Disclosing Party:

- a) Return all copies of the Confidential information and all copies (whether in paper, electronic or any other format) held by the Receiving Party or by a Permitted Disclosee without keeping any copies or partial copies thereof
- b) destroy, and procure the destruction of all analyses, compilations, notes, studies, memoranda or other documents prepared by the Agency or by any Permitted Disclosee which contain or otherwise reflect or are generated from the Confidential Information;
- c) delete or procure the deletion of all Confidential Information from any computer, word processor or other device in the possession or control of the Receiving Party or any Permitted Disclosee

BREACH

9. **Remedies.** Both parties acknowledge that the Confidential Information to be disclosed hereunder is of a unique and valuable character, and that the unauthorized dissemination of the Confidential Information would destroy or diminish the value of such information. The damages to Disclosing Party that would result from the unauthorized dissemination of the Confidential Information would be impossible to calculate. Therefore, both parties hereby agree that the

Disclosing Party shall be entitled to injunctive relief preventing the dissemination of any Confidential Information in violation of the terms hereof. Such injunctive relief shall be in addition to any other remedies available hereunder, whether at law or in equity. Disclosing Party shall be entitled to recover its costs and fees, including reasonable attorneys' fees, incurred in obtaining any such relief.

NO WARRANTY OR OFFER

10. **No Warranty or Offer.** Unless otherwise specifically stated in writing, the Disclosing party does not give or make any warranty, representation or undertaking, express or implied, as to the accuracy and completeness of the Confidential Information or as to the reasonableness of the assumptions on which any of the same is based; and does not accept any responsibility or liability for the use of the Confidential Information by the Receiving Party or its permitted Discloses.
11. **Relationships.** Nothing contained in this Agreement shall be deemed to constitute either party a partner, joint ventures or employee of the other party for any purpose.

GENERAL

12. **Severability.** If a court finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to effect the intent of the parties.
13. **Integration.** This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations, and understandings. This Agreement may not be amended except in a writing signed by both parties.
14. **Assignment.** Receiving Party may not assign this Agreement or any rights or obligations hereunder to any party without the written consent of Disclosing Party.
15. **Counterparts.** This Agreement may be executed in separate counterparts, and all such counterparts will constitute one and the same instrument.
16. **Governing Law/Jurisdiction.** This Agreement and all claims or causes of action (whether in contract or tort) that may be based upon, arise out of or in any way relates to this Agreement, shall be governed by, and interpreted and construed in accordance with the Indian law and the courts in Bangalore, State of Karnataka shall have exclusive jurisdiction over all matters, disputes (including claims for set off and counter claims) which may arise in connection with the Agreement. The Parties hereby consent and agree to submit to the exclusive jurisdiction of the courts located in Bangalore, for any litigation or other proceeding that may be based upon, arise out of, or in any way relates to this Agreement, and Receiving Party: (i) consents to personal jurisdiction therein; and (ii) waives the right to raise *forum non conveniens* or any similar objection. Receiving Party may not commence any litigation or other proceeding with respect to this Agreement except in such courts.
17. **Waiver or Suspension of Rights.** The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights. Further, no suspension or postponement by

Disclosing party of any of the rights arising out of or in connection with this Agreement shall be of any force or effect unless in writing and signed by Disclosing party.

18. **Notice.** Any notice or written communication required or permitted to be given by a Party hereunder will be made by hand delivery, facsimile or electronic transmission (via facsimile or electronic transmission must be promptly confirmed by the Receiving Party via permitted method of delivery) or overnight delivery at the address specified above, or at such other addresses as the Party may specify in writing. Any such notice, written communication will be considered to have been received on the date of hand delivery or transmission by facsimile or the next business day after sent by overnight delivery service.
19. **Amendment.** Any term of this Agreement may only be amended by the written consent of the Trust.
20. **Signature.** This Agreement is signed by the Parties on the dates and places indicated below. This Agreement may be executed in counter parts, each of which shall be deemed an original, and all of which together shall constitute one and the same Agreement and the persons signing the agreement in representative capacity warrant their authority to do so.

This Agreement and each party's obligations shall be binding on the representatives, administrator and permitted assigns.

PRAKRUTHI

By: BINAL
DHRUV
DHARIA

Digitally signed by
BINAL DHRUV
DHARIA
Date: 2023.06.21
19:00:06 +05'30'

Designation: Authorised Signatory

Dated: 21-06-2023

EMPLOYEE

By:

Printed Name: **Abhiyan Chaudhari**

Designation: Monitoring & Evaluation Assistant

Dated: _____