

**OL No: AM11463****Date : 16-May-2024**Dear **Kanchan Wankhade**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Associate** and you will be reporting to the office on **04-July-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 04-July-2024**Training Period : **04-July-2024 to 13-July-2024 - (Unpaid)**On the Job Training Start Date: **14-July-2024**On the Job Training End Date: **13-January-2025**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **280000** INR per month.

You will be eligible for a Pre - Placement Offer of **6 to 8 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **04-July-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**OL No: AM11464****Date : 16-May-2024**Dear **Km Priti Maurya**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Associate** and you will be reporting to the office on **04-July-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 04-July-2024**Training Period : **04-July-2024 to 13-July-2024 - (Unpaid)**On the Job Training Start Date: **14-July-2024**On the Job Training End Date: **13-January-2025**

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Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **280000** INR per month.

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I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **04-July-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

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We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

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2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**OL No: AM11465****Date : 16-May-2024**Dear **Tribeni Sonowal**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Associate** and you will be reporting to the office on **04-July-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

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SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

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- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**



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5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

Hi Nalini,

As we discussed over the call, we had made an offer to Amrin Fatma earlier this week. We had offered her a CTC of 6.5 LPA and requested her to confirm her acceptance by [Tuesday](#) that is [31 January 2024](#). This was communicated to her on the call I had with her on [Monday](#) to renegotiate her salary. As she has not accepted the offer, we have closed the position for hiring and would like to withdraw the offer.

We are thankful for all the support you have provided us throughout the placement process. We hope to hire students from IIPS in the future.

Regards,  
Mitika

**OFFER LETTER**

04-04-2024

**AMRIN FATMA,**

**amrin220521@iipsindia.ac.in,**

**+91 8617486631,**

**Mumbai.**

Dear AMRIN FATMA,

**SUB: OFFER LETTER**

Congratulations! We are pleased to offer you a position as "**Monitoring and Evaluation Assistant**" with Prakruthi towards our committed vision to promote social and economic empowerment for the underprivileged sections.

We are confident you will find Prakruthi an inspiring organisation with an enlightened team culture and our association will create enormous value for both you and the organisation. Our goal is to provide you an environment that enables your passion and energy to grow and provides continuous learning by overcoming tough challenges. You may please initial all the pages of the Employment letter annexed herewith and return the same back to us, as a confirmation of your employment. In addition to the same, we may require you to execute such other documents as may be required by the organisation from time to time.

**Prakruthi family welcomes you! Sincerely**

**For PRAKRUTHI**



**Binal Dharia**

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Hennur main road Bangalore 560084

📍 Kolkata: Middleton Row Post Office, Post Box No: 9273

## **EMPLOYMENT LETTER**

Dear **AMRIN FATMA**,

Welcome aboard! In reference to various discussions, we are delighted to extend to you the Employment letter as "**Monitoring and Evaluation Assistant**" with Prakruthi (hereinafter referred to as "the Trust/the Employer/the Organisation"). This letter along with the enclosed annexures outlines the obligations of Prakruthi and yourself with respect to your employment conditions.

All the terms and conditions are governed by the Organisation's policies & procedures and the Organisation reserves the right to make amendments to such policies & procedures from time to time as it may deem fit. We believe that your potential abilities, qualifications, and experiences in the desired field fits perfectly for your role in the organisation.

## **TERMS AND CONDITIONS**

### **1. EFFECTIVE DATE**

Your appointment shall be deemed to be effective from **29-04-2024** and shall remain in force at all times unless terminated earlier in accordance with the provisions herein.

You will devote whole time to the business of the organisation, and you will not accept, directly or indirectly, at any time, any other job or undertake any other transaction of any kind, during your employment with this Organisation, whether full or part time on commercial or honorary basis unless you get prior written permission from the Organisation.

You shall be employed on a full- time basis and except for holidays and public holidays, you will be required to devote your full time for the activities of the Organisation. Also, you may be required to work additional hours depending on the demand of the Organisation, without entitlement to further compensation other than those prescribed as per law.

You will be on a probation period of 6 months with us and post a formal review of performance; your services would be confirmed.

### **2. JOB DESCRIPTION**

Your job title will be "**Monitoring and Evaluation Assistant**" and you shall be directly reporting to the Trustees or immediate superior in charge during the period of your employment. The job title and all terms and conditions of this employment may be amended by the Trust at any time in accordance with its business needs.

Your job description along with the general and specific responsibilities will be intimated to you by your immediate superior during course of employment. You will exercise overall responsibility of general management of your job/department and will devote your entire time and energy to the development and attainment of the vision of the organisation and shall perform your duties, functions and exercise all such powers, as may be assigned to and vested in you by the organisation from time to time, faithfully, diligently and efficiently, subject to the supervision and direction of the management.

### **3. RESPONSIBILITIES**

You are obliged to comply with all lawful and reasonable directions of the Trust and with such rules and regulations concerning the employment as shall apply from time to time. You shall not without the prior consent of the Employer, directly or indirectly, receive or obtain any fee, commission or other payment or benefit whether in kind or otherwise from any person as a consequence of transactions by the Organisation or otherwise as a result of your employment with the Organisation.

### **4. PLACE OF WORK**

You shall be currently working at **Mumbai**, or any other place as may be specified by the management till further instructions and you shall be required to travel to such places, within or outside India, as the Organisation may from time to time require in relation to the activities, which shall be intimated by the management on a regular basis.

### **5. COMPENSATION**

**Your Gross Annual compensation (All inclusive) will be INR INR 4,20,000.00 (INR Four Lakh Twenty Thousand) per annum** and the details

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of your salary are outlined in Annexure A. The salary shall be payable in INR within 7 working days of the succeeding month of each calendar month to the designated bank account provided. The abovementioned remuneration shall be subject to deduction of Withholding taxes, social security contributions and other applicable statutory deductions. You will be responsible for reporting and settling any income tax liability that arises from this employment. The Trust reserves the right to recover any or all direct and indirect taxes, duties, cess or other charges applicable to your remuneration from time to time. You shall not claim any additional compensation for your work other than those that set forth in this contract.

Your compensation package is unique and exclusive for you and must be treated with confidentiality and as a non-comparable package with others. Kindly note that this is a position of continuous responsibility and does not entail payment for extra time or overtime.

## 6. PERSONAL DETAILS AND REFERENCES

You understand and agree that your employment with the organisation is contingent on the organisations' receipt, evaluation, and approval of a background check concerning the Employee. You are expected to share the information which may be material to the qualifications for employment. In the event that any of the check turn out to be negative or it is noted that any false statements or misrepresentations are made in the application or any related document or the documentation kit at the time of joining are not submitted or has made any false commitment or concealed any material information/fact about the capability of performance of responsibilities entrusted as part of the employment, the organisation reserves the right to withdraw the employment.

The Employer will keep your personal details and employment history on file and it is your responsibility to immediately inform in writing of any change in your personal details or your ability to fulfil the terms and conditions of this contract.

## 7. REPRESENTATIONS

You represent that you are not subject to or party to any covenants, agreements, restrictions or proceedings including, without limitation, any covenants, agreements, restriction or proceedings arising out of your prior employment or independent contractor relationships, which would be breached or violated by your performance of your duties hereunder. Further, you are not bound by or subject to any court order or any other disability of any nature including criminal convictions, which may in any way restrict or prohibit you from performing your duties and providing services on the terms and conditions contained herein. If at any time it emerges that the particulars provided by you are false/ incorrect, or if any material or relevant information has been suppressed or concealed, this appointment will be considered ineffective and irregular and would be liable to be terminated. This will be without prejudice to the right of the organization to initiate any legal proceedings against you for the same.

You will keep the Employer informed about any change in your residential address and contact telephone number. Any communication /letters or instructions sent to you on your last known address will be deemed to have been properly served on you.

## 8. LEAVE

You shall be eligible for leaves and holidays as per the prevailing rules and policy guidelines of the organisation.

## 9. CONFIDENTIALITY AND NON-DISCLOSURE

You agree that at no time during and/or after your employment with the Employer, you will disclose any proprietary or confidential information concerning the financial arrangements, dealings, transactions or business affairs of the Trust and/or its databases, tools and packages to any person without written consent of the management of the organisation. Specifically, confidential information includes but is not limited to donor and employee records (electronic, printed or otherwise), database of the existing or potential beneficiaries, operational information, business plans, contracts, procedures, manuals, financial information related to Trust and anything else marked confidential or which is otherwise indicated to be subject to an obligation of confidence, whether or not owned by the Trust. All such information should be treated at all times as confidential. You should only make sufficient copies of such information to meet you specific employment requirement; all such copies should be marked as confidential and destroyed after use.

If you receive any request for confidential information, you will make no comment and will immediately refer the matter to management. Unauthorised disclosure of confidential information is a serious disciplinary offence, justifying termination without notice or compensation and may also result in legal action.

You also agree to sign the Trust's Non- disclosure agreement (NDA) as set out in Annexure B.

## 10. NON-SOLICITATION

During the Term of Employment and for a period of twelve (12) months following the Employee termination from this employment with the Trust, the employee shall not, without the written permission of the Trust, directly or indirectly (i) solicit, employ or retain, or have or cause any other

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person or entity to solicit, employ or retain, any person who is employed by the Trust or was employed by the Trust during the 6-month period prior to such solicitation, employment, or retainer, (ii) encourage any such person not to devote his or her full business time to the Trust, or (iii) agree to hire or employ any such person. You shall not set up or promote any new organisational activities that will compete with Trust's activities or solicit, directly or indirectly, Prakruthi's donors, vendors, employees or interferes in the activities of the Trust.

## 11. TERMINATION OF EMPLOYMENT

1. The Employer reserves the right to terminate your employment for misconduct, misdemeanour, sexual harassment, moral turpitude, committed breach of any of the terms of the Employment letter, submission of false declarations at the time of appointment, guilty of continued unsatisfactory work performance, not in agreement to shifting to a location/change in job profile or as consequence of any other disciplinary matter for just cause at any time without notice and without payment in lieu of notice.
2. The Employer will be entitled to terminate the employment for any reason other than for Just Cause, upon providing a minimum notice of Thirty (30) calendar days or lesser if permitted by law after formal confirmation of employment received at your end. In case you intend to resign from the services of the Trust at any point of time after formal confirmation received at your end, you shall be required to provide Forty-Five (45) calendar days' notice period ('Notice Period') for Band 1 & 2 employees and you shall be required to provide Ninety (90) calendar days' notice period ('Notice Period') for Band 3 employees and above starting from the date of resignation. However, in a situation (other than those mentioned under Point 11.1) where, either Party terminates the employment earlier than the Notice Period, the other Party shall be entitled to a compensation of an amount equivalent to the proportion of the Cost to the Employer for such number of days which fall short of the Notice Period. However, the Company may at any time terminate your employment during the probation period without assigning any notice or reason thereof by providing a 7 days' notice period. Further, in case you intend to resign from the services of the Trust during probation period, you shall be required to provide 15 calendar days' notice period.
3. After notice of termination, you shall cooperate with the Employer, as reasonably requested by the Trust, to effect a transition of the responsibilities handled at your end and to ensure that the Trust is aware of all matters being handled and return of all assets of the organisation which are in your possession or custody.
4. Upon termination of this Employment, but before the last pay of monthly service compensation (final payment), a final payment and release of all claims settlement shall be set up by the organization and submitted to you. The final payment is subject to any deduction by the Employer of any outstanding loans or other amounts demonstrably due from you, or any withholding or deduction from any validly accrued statutory payments (to be made to the Employee), that are so withheld or deducted by the Employer, due to you being found guilty of gross misconduct or such other reason as stipulated or permitted under the law relevant to such statutory payment.

## 12. ARBITRATION AND DISPUTE RESOLUTION

1. If any dispute arises between the Parties as to the effect, interpretation or application of this contract, or as to their rights, duties or liabilities thereunder, or as to any act, matter or thing arises out of, consequent to, or in connection with this contract (hereinafter referred to as "the Difference") the Parties shall endeavour to resolve the same amicably through negotiations.
2. In the event that the difference is not resolved by means of negotiations within a period of 30 days, or such different period as is agreed between the Parties, such Difference shall then be referred to and settled by arbitration by three arbitrators, one to be appointed by each Party and the third to be appointed by the two arbitrators. The arbitration proceedings shall be in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any subsequent enactment or amendment thereto. The decision of the arbitrator shall be final and binding upon the Parties.
3. Unless otherwise agreed to by the Parties, the venue of Arbitration proceedings shall be Bangalore.
4. In the event where either Party resort to legal action to enforce the terms and provisions of this contract, the prevailing Party may recover from the other Party the costs of such action, in accordance with the orders passed by the courts, including, without limitation, reasonable attorneys' fees.

## 13. INTELLECTUAL PROPERTY

You irrevocably and unconditionally assign to the Organisation all intellectual property, rights and copyrights of all assignments including but not limited to reports, templates, excel spreadsheet models, presentations, computer programs and/or codes, film or recordings created or developed by you during your employment with the Organisation, which maintains the right to bring and maintain claims in relation to any infringement of such right that may arise at any time in future. You agree to execute any further document that may be necessary to perfect any assignment of Intellectual Property Rights including Copyrights.

## 14. MISCELLANEOUS

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This letter contains the entire understanding between the parties and supersedes any and all prior agreements, arrangements and understandings relating to your employment with Prakruthi.

The Trust reserves the right to amend or alter the terms and conditions of your employment at any time.

Yours sincerely,  
Signed on behalf of PRAKRUTHI

A handwritten signature in black ink, appearing to read "B Dharia", enclosed in a circle.

Binal Dharia

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**DECLARATION AND ACCEPTANCE OF TERMS OF THE EMPLOYMENT LETTER**

I hereby acknowledge that I have read all the terms and conditions of the Employment letter. I agree to be bound by all the terms and conditions of this Employment letter as set out in the text above.

**Accepted By :**

**Name: AMRIN FATMA**

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**ANNEXURE A - COMPENSATION DETAILS****Name : AMRIN FATMA****Title : Monitoring and Evaluation Assistant****Date of Joining : 29-04-2024****Band : 1C**

<b>EARNINGS</b>	<b>MONTHLY</b>	<b>YEARLY</b>
Basic	14,000.00	1,68,000.00
HRA	7,000.00	84,000.00
Special Allowance	9,700.00	1,16,400.00
Travel Reimbursement (LTA)	2,500.00	30,000.00
SUB TOTAL (A)	33,200.00	3,98,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	INR 35,000.00	INR 4,20,000.00
<b>DEDUCTIONS</b>	<b>MONTHLY</b>	<b>YEARLY</b>
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	INR 1,800.00	INR 21,600.00
TOTAL (A-B)	INR 31,400.00	INR 3,76,800.00

**Please Note**

- Professional Tax of INR200 will be deducted on a **monthly basis** as per the mandatory statutory deductions
- Income Tax will be applicable as per the defined Tax Slabs

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## **Additional Information**

### **1. House Rent Allowance**

The eligibility is 50% of basic and you need to submit proof of payment of rent by way of duly stamped rent receipts along with other documentation to allow tax deductions.

### **2. Leave Travel Allowance (LTA)**

Working hard to achieve the vision of the organization requires lots of efforts. Therefore, you deserve a well-earned break; our generous LTA makes that possible. The tax exemption is available twice in a block of four calendar years. The LTA exemption is available for actual costs incurred and is based on evidence furnished in support of the claim.

### **3. Special Allowance**

This is a taxable component of income – however, future tax saving options will be drawn out of this component. Tax saving options announced depend on the tax regulations as announced by the Income-Tax Act. This includes employer contribution towards any statutory obligations that may be cast on the Organization upon the applicability of any statute concerning social security benefits and shall not impact the Total Annual Gross Remuneration. Also, there will be corresponding employee contributions for social security benefits that will be deducted in accordance with the relevant rules and regulations in force.

### **4. Gratuity**

Gratuity contribution provided by the Employer is payable as per the provision of the Payment of Gratuity Act, 1972.

### **5. Statutory Deductions**

Employer and employee contribution of provident fund and employee state insurance, as applicable and Professional tax, will be deducted on a monthly basis. Income tax will also be deducted monthly based on the declarations given by you at the beginning of each financial year or at the time of joining, as the case may be.

### **6. Insurance**

We want you to have a worry-free career. When you join the Employer, you are part of a larger family – one that cares for you. You are eligible for medical insurance coverer of upto INR 5,00,000/-, Personnel Accident Insurance Cover upto INR 10,00,000/- as well as Group Term Life Insurance Cover which will be twice your Annual CTC. This benefit/coverage will be only for ythe employee. Details of the same will be shared with you upon joining.

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Hennur main road Bangalore 560084

📍 Kolkata: Middleton Row Post Office, Post Box No: 9273

## 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

**AMRIN FATMA**, residing at **Mumbai** (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;

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- 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

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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.

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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.

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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

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.

Yours sincerely,  
Signed on behalf of PRAKRUTHI



Binal Dharia

**EMPLOYEE**

Accepted By : AMRIN FATMA

Designation: Monitoring and Evaluation Assistant

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**Pfizer Healthcare India Private Limited**

Emerald Building,  
No.237, Anna Salai,  
Chennai - 600 006, Tamil Nadu, India.  
Tel: +91 44 61568000, Fax: + 91 44 61568790

March 22, 2024

Kavi Bharathi P  
International Institute for Population Sciences,  
Mumbai,

**Subject: Engagement as 'Intern'**

This is with reference to your application for being considered as an '**Intern**' in our organization and the subsequent interviews you had with us. We are pleased to offer you the opportunity of internship in our organization based on following terms and conditions -

We understand that this training is being undertaken purely as a part of your academic requirement and on that strength alone we offer you this opportunity of learning and training.

1. You will commence your 4 months internship on **April 8<sup>th</sup> 2024** and will complete the same on **July 31<sup>st</sup> 2024**.
2. You will undertake this internship in **Statistical Data Sciences & Analytics team** and will be placed at **IND-Chennai Office** reporting to **Alex Jegadeep Raja A, Manager, Statistical Data Sciences Lead**
3. You need to produce a bonafide letter from your institute, one passport size photograph, a photo-Identity and other required documents to undergo the project assignment.
4. You will be paid Stipend of **INR 30,000** per month, during the period of your internship. The stipend due to you will be liable to statutory deductions as applicable, and the rules made thereunder as may be in force from time to time.
5. You are expected to be committed towards the project assignment given to you by the Management, submit a report at the end of the project and maintain utmost discipline during the above tenure.
6. You will work from Monday to Friday and observe the office timings. However, it is clearly understood that the nature of your training would require you to work beyond specified hours depending on the needs of the project assigned to you.
7. You can avail of the lunch in the company canteen when such services are available, subject to such rules as may be applicable.





8. You shall follow the safety rules and instructions and comply with disciplinary rules of the Company.
9. We have explained, and you have agreed that the information you will come across during your training period with regards to the company's products, business processes and any financial information as well as personal information relating to employees, temporaries, contractors etc. will be held in strict confidence.
10. You shall maintain secrecy with reference to confidential matters/work processes that you may have access to or may become aware of during your training or thereafter. You shall not at any time divulge any information relating to the business of the Company which may become known to you by reason of your training, to any customer, agent (s) of any other business concern save insofar as such disclosure shall be in the interest of the Company and you shall be true and faithful to the Company in all dealings and transactions whatsoever relating to Company's business.
11. During your assignment you would be provided access to Pfizer electronic communication systems. You hereby agree to only carry out legitimate business of Pfizer using these systems.
12. During your engagement with us you are not permitted to take up part time work elsewhere, with or without personal gain. In case you violate this, your contract for training is liable to be discontinued / terminated forthwith without any notice, and/or compensation.
13. Your relationship with Pfizer shall that be of an "Intern", and nothing shall be construed in this Letter or during the course of your training to place 'Pfizer' and 'You', in the relationship of Employer- Employee.
14. You hereby acknowledge that during the training period your performance will be assessed by Pfizer. On successful completion of your internship/training, you will be given an internship completion letter by Pfizer.
15. In the event your performance during the training is not found up to the standards expected by the Company, then your internship may be terminated at the discretion of the company. You shall handover to your Project Guide all the Company properties and all confidential documents as may be in your possession, custody or control. It is understood that all documents and information received by you during the course of your engagement as an 'Intern' shall remain the property of the Company and you shall have no proprietary or other interest therein and shall hold the same in trust for the sole benefit of the Company.
16. Your assignment can be terminated at any time, without notice, and without giving any reason whatsoever. In any case, the internship will automatically come to an end on completion of the stipulated period.
17. Subject to the applicable laws, during the course of your training or otherwise, Pfizer shall not be responsible for untoward incident including accident or loss of life. You assume all of the risks of participating in the internship. In consideration of the opportunity afforded to you to participate in the internship program, you hereby agree that you or your assignees, heirs, guardians and legal representatives will not make a claim against Pfizer or any of its affiliates or



either of their officers, or directors collectively or individually, or any of its employees, for any untoward incident, however caused arising from the internship. Without limiting, the generality of the foregoing, you hereby waive and release any right, action or cause or action resulting from personal injury or damage to your property sustained in connection with the internship.

18. You shall not be entitled to any other benefits or remuneration except those specifically stated in this letter.

If the above terms and conditions are agreeable to you, kindly sign a copy of this letter and return the same to us as a token of acceptance.

Wishing you successful training.

Yours truly,  
For Pfizer Healthcare India Private Limited

DocuSigned by:  
*Tulika Joshi*  
49164D43679F440...  
Authorized Signatory

Accepted

DocuSigned by:  
*Kavi Bharathi P*  
DE53174ABC004AF...  
Kavi Bharathi P



March 22, 2024

To: Kavi Bharathi P

## CONFIDENTIALITY AGREEMENT

Please find enclosed a **CONFIDENTIALITY AGREEMENT** issued by Pfizer for your review and acceptance. The need to implement this policy on a global basis is to protect our own interest. Your day-to-day work may run into our important planning schedule, product information, etc., which are critical to the survival of our business. In view of this, I suggest you read the policy carefully and please return a copy of this letter duly signed to Human Resources Department.

Yours sincerely,

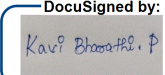
DocuSigned by:  
*Tulika Joshi*  
49164D43679F440...

**For and on behalf of Pfizer Healthcare India Private Limited**

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I have read Pfizer's **CONFIDENTIALITY AGREEMENT** and agree that in consideration of my internship with Pfizer, I shall be bound by the provisions.

Name of Intern: Kavi Bharathi P

Signature:   
DocuSigned by:  
Kavi Bharathi P  
DE53174ABC094AF...



## CONFIDENTIALITY POLICY

1. The nature of the Intern's work in Pfizer involves his having access to the trade secrets, product formulae, information gathered or imparted in confidence, files and records of Pfizer pertaining to its business which Pfizer regards as secret and confidential in order to safeguard its legitimate interests (hereinafter referred to as "Confidential Information").
2. Confidential Information includes but is not limited to the following:
  - a) Pfizer's formulae and prescriptions {now or hereafter owned by Pfizer}.
  - b) The method, process or manner of manufacturing, compounding or preparing any of the products manufactured by Pfizer.
  - c) Marketing philosophy and objectives and product features.
  - d) Pfizer's systems and operations and financial results.
  - e) commercial records such as customer lists and sales figures, names of distributors of Pfizer, product development, advertising or sales programs and.
  - f) Any other information whatsoever in connection with Pfizer's business
  - g) which would give Pfizer an advantage over its competitors.
3. The Intern shall not, either during the term of his internship or after the termination of internship, reveal, divulge or make known to any third parties Confidential Information of Pfizer unless in the proper performance of his duties and/or expressly directed or permitted to do so by Pfizer in writing.
4. Upon termination of internship for whatever reasons, the Intern shall forthwith deliver to Pfizer all notebooks, records and other data relating to Pfizer's Confidential Information.
5. The Internship may be terminated with or without notice in the event he breaches his obligations under this Confidentiality Policy.
6. The Intern hereby agrees that money damages will not be a sufficient remedy for any breach of this Confidentiality Policy and that Pfizer shall be entitled to specific performance and injunctive or other equitable relief as a remedy for any such breach, and the Intern further agrees to waive any requirement for security or posting of any bond in connection with such remedy. Such remedy shall not be the exclusive remedy for any breach of this Confidentiality Policy and shall be in addition to all other remedies available in law or equity to Pfizer.

Name of Intern: Kavi Bharathi P

Signature:

DocuSigned by:  
Kavi Bharathi P  
DE53174ABC094AF...



April 17, 2024

Mohammad Shoaib  
131/127, Begum Purwa, Thana Babu Purwa,  
T P Nagar, Kanpur Nagar, Uttar Pradesh 208023.

### **OFFER LETTER**

Dear Shoaib,

With reference to the interview you had with us, we are pleased to offer the position of **Management Trainee** in our organization. The terms and conditions of your employment are as follows:

1. **Date of Joining:** April 30, 2024
2. **Compensation:** You shall be paid an Annual CTC of Rs. 4,50,000/-
3. **Gratuity:** As applicable under the Gratuity Act
4. Taxes as applicable will be deducted at source.
5. **Probation Period:** Your appointment shall be initially on a probationary period of 1 year commencing from date of joining. Your confirmation shall depend upon your performance during the period of probation and your suitability for the job, of which the management of Magic Bus India Foundation shall be the sole judge. Post confirmation you shall be assigned for any function basis your expertise and internal requirement.
6. **Place of Posting:** Noida at the time of joining. Upon completion of the mandatory cross-functional induction, you shall be posted at Noida.

#### **MAGIC BUS INDIA FOUNDATION**

CIN: U91110MH2001NPL130853

##### **Registered Office**

3rd Floor, Reliable Plaza  
Thane Belapur Road  
Airoli, Navi Mumbai - 400 708  
Tel.: +91 22 6243 4848  
info@magicbusindia.org  
www.magicbus.org

Magic Bus Regional Offices India: Mumbai, Delhi, Hyderabad, Bangalore, Chennai, Kolkata  
Magic Bus Centre For Learning & Development, Karjat, Maharashtra

Magic Bus UK - London, Magic Bus USA - New York, Magic Bus Singapore, Magic Bus Germany  
facebook.com/magicbusindia • twitter.com/magicbusindia • youtube.com/magicbusin

Magic Bus is the registered trademark of Magic Bus India Foundation, a non-profit organisation registered u/s 25 of Companies Act, 1956.



7. **Transfer:** During your employment with the company, your services are transferable to any other location in India where the Company's projects are in progress without any other additional remuneration.

We will require you to accept this offer in writing. In case of delay in joining the offer may be Withdrawn. The detailed appointment letter shall be given to you on the day of joining.

For Magic Bus India Foundation,

**Monika Bawa** Digitally signed  
by Monika Bawa  
Date: 2024.04.17  
13:10:49 +05'30'

Monika Bawa  
Chief Human Resources Officer

#### MAGIC BUS INDIA FOUNDATION

CIN: U91110MH2001NPL130853

##### Registered Office





3rd Floor, Reliable Plaza  
Thane Belapur Road  
Airoli, Navi Mumbai - 400 708  
Tel.: +91 22 6243 4848  
info@magicbusindia.org  
www.magicbus.org

Magic Bus Regional Offices India: Mumbai, Delhi, Hyderabad, Bangalore, Chennai, Kolkata  
Magic Bus Centre For Learning & Development, Karjat, Maharashtra

Magic Bus UK - London, Magic Bus USA - New York, Magic Bus Singapore, Magic Bus Germany  
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		<b>महाराष्ट्र शासन - सार्वजनिक आरोग्य विभाग</b> <b>राज्य आरोग्य माहिती व जीवनविषयक आकडेवारी कार्यालय</b> <b>डॉ. नायडू सांसर्गिक रुग्णालय आवार, राजा बहादुर मिल रस्ता पुणे - ४११ ००१</b>	 
<b>उपसंचालक आरोग्य सेवा (आमाजीआ)</b> <b>तथा उपमुख्य निबंधक जन्म व मृत्यू</b> <b>महाराष्ट्र राज्य पुणे .१</b>		<b>संकेतस्थळ</b> : arogya.maharashtra.gov.in <b>कार्यालय</b> : ०२० - २६०५९५३० <b>नानोप विभाग</b> : ०२० - २६०५८२९२ <b>विवाह नोंदणी</b> : ०२० - २६०५८६१० <b>ई-मेल</b> : dydhs.sbhivs@gmail.com	
<b>आरोग्य सेवा</b> <b>आदेश</b>	<b>जा.क्र.आमाजीआ/आस्था/कक्ष८५ब/सांख्यिकी अन्वेषक, गट क/ नियुक्ती/</b> <b>दिनांक - २६/०६/२०२४</b>	<b>६२६२-७०</b>	<b>/२०२४</b>

**विषय :-** सांख्यिकी अन्वेषक (गट क) या पदावरील नियुक्तीबाबत...

**संदर्भ :-** १) सहसंचालक आरोग्य सेवा ( हि.ह.व ज रो), पुणे यांचे पत्र जा.क्र.ससंआसे/पदभरती/पतिक्षा  
सुची/१९८२१-८७०/कक्ष५२अ/२४ दिनांक १०/०६/२०२४

उपसंचालक आरोग्य सेवा (आमाजीआ), पुणे यांना प्रदान केलेल्या अधिकारांचा वापर करून या कार्यालयाच्या आस्थापनेवरील सांख्यिकी अन्वेषक (गट क) या पदावर वेतनस्तर (S-८ : २५५००- ८११००) निव्वळ तात्पुरत्या स्वरूपात खालील प्रमाणे नियुक्तीचे आदेश निर्गमित करण्यात येत आहेत.

उमेदवाराचे नांव व पत्ता	नियुक्तीचा प्रकार	नियुक्ती प्रवर्ग	नियुक्तीचे ठिकाण
श्री.निखिल सागर काळभोर	सरळसेवा	EWS (Against Part Time )	जिल्हा क्षयरोग अधिकारी, जिल्हा क्षयरोग केंद्र, जालना

सदरचे आदेश खालील अटी व शर्तीचे अधीन राहून निर्गमित करण्यात येत आहेत :-

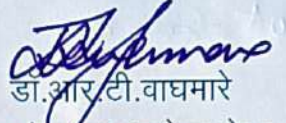
- १) सदर नेमणूकीचे आदेश प्राप्त होताच ८ दिवसांचे आत आपण दिलेल्या नियुक्तीच्या ठिकाणी हजर व्हावे व रुजू अहवाल सर्व संबंधितांना सादर करावा. आपण विहीत कालावधीत हजर न झाल्यास आपण हजर होण्यास इच्छूक नाही, असे गृहीत धरून आपली नेमणूक रद्द करण्यात येईल.
- २) आपली नेमणूक जिल्हा शल्य चिकित्सक यांचेकडून प्राप्त होणा-या शारिरीक दृष्ट्या पात्र असल्याच्या आधारावर अवलंबून राहिल. सदर प्रमाणपत्राद्वारे आपणांस शासकीय सेवेस अपात्र ठरविल्यास आपली सेवा तात्काळ समाप्त करण्यात येईल.
- ३) आपली नियुक्ती ही पोलीस खात्याकडून आपले पूर्व-चारित्र्य व वर्तणूक अहवाल प्राप्त होण्याच्या अधिन राहून करण्यात येत असून, सदर अहवालामध्ये काही आक्षेपार्ह नोंदी आढळल्यास आपली सेवा तात्काळ समाप्त करण्यात येईल.
- ४) आपली नियुक्ती सादर केलेल्या नॉन क्रिमिलेअर (एन.सी.एल.) प्रमाणपत्राच्या पडताळणीच्या अधिन राहून देण्यात येत आहे. सदर प्रमाणपत्र अवैध ठरल्यास आपली सेवा समाप्ती रद्द करण्यात येईल.
- ५) आपण हिंदी व मराठी भाषा संबंधीच्या नियमावलीनुसार जर या अगोदर हिंदी व मराठी भाषा उत्तीर्ण नसल्यास किंवा उत्तीर्ण होण्यापासून सूट मिळाली नसेल तर आपणांस एतदर्थ मंडळाची हिंदी व मराठी भाषा विषयाची परीक्षा विहीत मुदतीत उत्तीर्ण होणे आवश्यक राहिल.



- ६) सामान्य प्रशासन विभाग, शासन निर्णय क्रमांक प्रशिक्षण-२०००/प्र.क्र.६१/२००१/३९, दि.१९.३.२००३ नुसार आपणांस संगणक हाताळणी/वापराबाबतचे ज्ञान एक अतिरिक्त आवश्यक अर्हता म्हणून निश्चित करण्यात आलेली आहे. त्यामुळे आपणांस शासन मान्यता प्राप्त संस्थेचे संगणक हाताळणी / वापराबाबतचे प्रमाणपत्र सादर करणे आवश्यक राहिल. ज्यांच्याकडे सद्यस्थितीत अशा प्रकारचे प्रमाणपत्र नसेल त्यांनी सदर आदेशाच्या दिनांकापासून २ वर्षांच्या आत संगणक प्रमाणपत्र (एम.एस.सी.आय.टी.) सादर करणे अनिवार्य राहिल.
- ७) आपण सांख्यिकी अन्वेषक या पदाचा कार्यभार धारण केल्याच्या दिनांकापासून १ वर्ष कालावधी हा परिविक्षाधीन कालावधी राहिल. परिविक्षाधीन कालावधीत कामाचा अपेक्षित दर्जा प्राप्त न केल्यास किंवा वर्तणूक समाधानकारक न आढळल्यास त्यांची सेवा संपुष्टात आणण्यात येईल किंवा परिविक्षाधीन कालावधी नियमानुसार वाढविण्यात येईल.
- ८) वित्त विभागाकडील शासन निर्णय शासन निर्णय क्र. अंनियो-१००५/१२६/सेवा-४, मंत्रालय, मुंबई दिनांक ३१.१०.२००५ नुसार दिनांक १ नोव्हेंबर, २००५ रोजी किंवा त्यानंतर त्यांची शासकीय सेवेत नियुक्ती होताच उमेदवारांस नविन परिभाषित अंशदान निवृत्तीयोजना लागू राहिल. मात्र सध्या अस्तित्वात असलेली निवृत्तीवेतन योजना (म्हणजे महाराष्ट्र नागरी सेवा (निवृत्तीवेतन) नियम १९८२ व महाराष्ट्र नागरी सेवा (निवृत्तीवेतनाचे अंशराशिकरण) (नियम-१९८४) आणि सध्या अस्तित्वात असलेली सर्वसाधारण भविष्य निर्वाह निधी योजना त्यांना लागू होणार नाही.
- ९) शासन परिपत्रक सा.प्र.वि.क्र.एसआरव्ही-२०००/प्र.क्र.१७/१२, दि.१.७.२००५ अन्वये महाराष्ट्र नागरी सेवा (लहान कुटुंबाचे प्रतिज्ञापत्र) नियम २००५ मधील प्रतिज्ञापत्र नेमणूक स्विकारताना भरून देणे बंधनकारक राहिल. सदर प्रतिज्ञापत्रातील माहिती खोटी आढळून आल्यास उमेदवाराची नियुक्ती तात्काळ संपुष्टात येईल.
- १०) उमेदवारास राष्ट्रीयत्वाची व गोपनीयतेची शपथ घ्यावी लागेल.
- ११) सदर पदास शासनाने विहीत केलेले प्रशिक्षण पूर्ण करणे अनिवार्य राहिल.
- १२) आपली बदली मंडळ/राज्यात कोणत्याही ठिकाणी लोकहितास्तव करण्यात येईल.
- १३) आपणास राजीनामा द्यावयाचा झाल्यास एक महिना आगाऊ पूर्वसूचना देणे आवश्यक राहिल अन्यथा एक महिन्याचे मूळ वेतनाची रक्कम कोषागारात भरणा करावी लागेल.
- १४) उमेदवारास एक पत्नी/पती हयात असताना दुसरा विवाह करता येणार नाही.
- १५) उमेदवारास नोकरीत असताना पूर्व परवानगी शिवाय दुसरीकडे नोकरी/ व्यवसाय स्विकारता येणार नाही.
- १६) नेमणूकीच्या ठिकाणी हजर होण्याकरीता कोणत्याही प्रकारचा प्रवास खर्च अथवा दैनिक भत्ता अनुज्ञेय राहणार नाही.
- १७) आपण नियुक्तीसंदर्भात सादर केलेली सर्व कागदपत्रे खोटी आढळून आल्यास आपणाविरुद्ध कायदेशीर कारवाई करून सेवा तात्काळ समाप्त करण्यात येईल.
- १८) सामान्य प्रशासन विभाग, शासन निर्णय दिनांक १२-१२-२०११ मधील परिच्छेद क्रमांक ३ नुसार उमेदवाराने नियुक्ती आदेशाच्या दिनांकापासून सहा महिन्यांच्या आत आपल्या जात प्रमाणपत्राची वैधता संबंधित जात पडताळणी समितीकडून करून घेणे आवश्यक राहिल. जात पडताळणी समितीने त्यांचे जात प्रमाणपत्र अवैध ठरविले, तर त्यांची नियुक्ती त्वरित रद्द करण्यात येईल आणि त्या उमेदवाराविरुद्ध महाराष्ट्र अनुसूचित जाती, अनुसूचित जमाती, विमुक्त जाती, भटक्या जमाती, इतर मागासवर्ग व विशेष मागास प्रवर्ग (जातीचे प्रमाणपत्र व त्याच्या पडताळणी विनियमन) अधिनियम २००० मधील तरतुदीनुसार कारवाई करण्यात येईल. तसेच शासकिय सेवेत कार्यरत असलेल्या उमेदवाराच्या बाबतीत त्यांच्या विरुद्ध शिस्तभंगाची सुरु अथवा प्रस्तावित नाही याबाबीच्या अधिन राहून नियुक्ती देण्यात येत आहे.
- १९) सेवेच्या सर्वसाधारण शर्तीच्या अनुषंगाने शासनाने वेळोवेळी निर्गमित केलेल्या सेवा शर्ती बंधनकारक राहतील.
- २०) शाळा सोडल्याचे प्रमाणपत्रात नोंदविण्यात आलेली जन्मतारीख ही बरोबर असून त्याबाबत त्यांनी कोणतीही तक्रार नसल्याचे प्रमाणपत्र कार्यालयास त्वरीत सादर करावे लागेल. मूळ सेवापुस्तकात करण्यात आलेली जन्मतारखेची नोंद उमेदवाराने नेमणूक स्विकारल्यापासून पाच वर्षांनंतर बदलण्यात येणार नाही.



- २१) ज्या उमेदवारांची दिव्यांग प्रवर्गातून निवड झालेली आहे, अशा उमेदवारांनी शासन सेवेसाठी वैद्यकियदृष्ट्या पात्र असल्याबाबतचे प्रमाणपत्र वैद्यकीय मंडळाकडून प्राप्त करून घेऊन ते कार्यालयास सादर करणे बंधनकारक राहिल.
- २२) संबंधित कार्यालय प्रमुखाने उमेदवार हजर होते वेळी त्यांच्या शैक्षणिक अर्हतेच्या व इतर प्रमाणपत्राच्या मूळ कागदपत्रांची तपासणी करावी.
- २३) उमेदवाराला हजर करून घेतांना त्याच्या आधार नंबरशी बायोमेट्रिक यंत्रणेद्वारे पडताळणी करून घेण्यात येईल. यात काही तफावत आढळल्यास नियुक्ती आदेश रद्द करण्यात येईल.

  
डा.आर.टी.वाघमारे  
उपसंचालक आरोग्य सेवा  
(आमाजीआ), महाराष्ट्र राज्य, पुणे १

प्रति,

श्री.निखिल सागर काळभोर

बुरुडगाव रोड, मस्जीद मागे, काळभोर चाळ, अहमदनगर ४१४००१

प्रत माहिती व पुढील कार्यवाहीस्तव:-

- १) जिल्हा क्षयरोग अधिकारी, जिल्हा क्षयरोग केंद्र, जालना
- २) कोषागार कार्यालय, जालना

प्रत माहितीस्तव:- उपसंचालक आरोग्य सेवा, छत्रपती संभाजीनगर परिमंडळ, छत्रपती संभाजीनगर

प्रत सविनय सादर :

- १) मा.अपर मुख्य सचिव, सार्वजनिक आरोग्य विभाग, मंत्रालय, मुंबई
- २) मा.आयुक्त आरोग्य सेवा तथा अभियान संचालक, राष्ट्रीय आरोग्य अभियान, मुंबई
- ३) मा.संचालक आरोग्य सेवा, आयुक्तालय, मुंबई
- ४) मा.संचालक आरोग्य सेवा, आयुक्तालय, पुणे
- ५) मा.सहसंचालक आरोग्य सेवा, (हि.ह.व ज.रो.), पुणे १



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March 22, 2024

Nizatoli Tsuqu  
International Institute for Population Studies (IIPS),  
Mumbai.

**Subject: Engagement as 'Intern'**

This is with reference to your application for being considered as an '**Intern**' in our organization and the subsequent interviews you had with us. We are pleased to offer you the opportunity of internship in our organization based on following terms and conditions -

We understand that this training is being undertaken purely as a part of your academic requirement and on that strength alone we offer you this opportunity of learning and training.

1. You will commence your 4 months internship on **8<sup>th</sup> April 2024** and will complete the same on **31<sup>st</sup> July 2024**.
2. You will undertake this internship in **Statistical Data Sciences & Analytics** team and will be placed at **IND-Chennai Office** reporting to **Alex Jegadeep Raja A - Manager, Statistical Data Sciences Lead**.
3. You need to produce a bonafide letter from your institute, one passport size photograph, a photo-Identity and other required documents to undergo the project assignment.
4. You will be paid Stipend of **INR 30,000** per month, during the period of your internship. The stipend due to you will be liable to statutory deductions as applicable, and the rules made thereunder as may be in force from time to time.
5. You are expected to be committed towards the project assignment given to you by the Management, submit a report at the end of the project and maintain utmost discipline during the above tenure.
6. You will work from Monday to Friday and observe the office timings. However, it is clearly understood that the nature of your training would require you to work beyond specified hours depending on the needs of the project assigned to you.
7. You can avail of the lunch in the company canteen when such services are available, subject to such rules as may be applicable.
8. You shall follow the safety rules and instructions and comply with disciplinary rules of the Company.



9. We have explained, and you have agreed that the information you will come across during your training period with regards to the company's products, business processes and any financial information as well as personal information relating to employees, temporaries, contractors etc. will be held in strict confidence.
10. You shall maintain secrecy with reference to confidential matters/work processes that you may have access to or may become aware of during your training or thereafter. You shall not at any time divulge any information relating to the business of the Company which may become known to you by reason of your training, to any customer, agent (s) of any other business concern save insofar as such disclosure shall be in the interest of the Company and you shall be true and faithful to the Company in all dealings and transactions whatsoever relating to Company's business.
11. During your assignment you would be provided access to Pfizer electronic communication systems. You hereby agree to only carry out legitimate business of Pfizer using these systems.
12. During your engagement with us you are not permitted to take up part time work elsewhere, with or without personal gain. In case you violate this, your contract for training is liable to be discontinued / terminated forthwith without any notice, and/or compensation.
13. Your relationship with Pfizer shall that be of an "Intern", and nothing shall be construed in this Letter or during the course of your training to place 'Pfizer' and 'You', in the relationship of Employer- Employee.
14. You hereby acknowledge that during the training period your performance will be assessed by Pfizer. On successful completion of your internship/training, you will be given an internship completion letter by Pfizer.
15. In the event your performance during the training is not found up to the standards expected by the Company, then your internship may be terminated at the discretion of the company. You shall handover to your Project Guide all the Company properties and all confidential documents as may be in your possession, custody or control. It is understood that all documents and information received by you during the course of your engagement as an 'Intern' shall remain the property of the Company and you shall have no proprietary or other interest therein and shall hold the same in trust for the sole benefit of the Company.
16. Your assignment can be terminated at any time, without notice, and without giving any reason whatsoever. In any case, the internship will automatically come to an end on completion of the stipulated period.
17. Subject to the applicable laws, during the course of your training or otherwise, Pfizer shall not be responsible for untoward incident including accident or loss of life. You assume all of the risks of participating in the internship. In consideration of the opportunity afforded to you to participate in the internship program, you hereby agree that you or your assignees, heirs, guardians and legal representatives will not make a claim against Pfizer or any of its affiliates or



either of their officers, or directors collectively or individually, or any of its employees, for any untoward incident, however caused arising from the internship. Without limiting, the generality of the foregoing, you hereby waive and release any right, action or cause or action resulting from personal injury or damage to your property sustained in connection with the internship.

18. You shall not be entitled to any other benefits or remuneration except those specifically stated in this letter.

If the above terms and conditions are agreeable to you, kindly sign a copy of this letter and return the same to us as a token of acceptance.

Wishing you successful training.

Yours truly,  
For Pfizer Healthcare India Private Limited

DocuSigned by:  
*Tulika Joshi*  
49164D43679F440  
Authorized Signatory

Accepted

DocuSigned by:  
*Nizatoli Tsuqu*  
6E2AD684E8E24B6...  
Nizatoli Tsuqu



March 22, 2024

To: Nizatoli Tsuqu

## CONFIDENTIALITY AGREEMENT

Please find enclosed a **CONFIDENTIALITY AGREEMENT** issued by Pfizer for your review and acceptance. The need to implement this policy on a global basis is to protect our own interest. Your day-to-day work may run into our important planning schedule, product information, etc., which are critical to the survival of our business. In view of this, I suggest you read the policy carefully and please return a copy of this letter duly signed to Human Resources Department.

Yours sincerely,

DocuSigned by:  
*Tulika Joshi*  
49164D43679F440...

**For and on behalf of Pfizer Healthcare India Private Limited**

---

I have read Pfizer's **CONFIDENTIALITY AGREEMENT** and agree that in consideration of my internship with Pfizer, I shall be bound by the provisions.

Name of Intern: Nizatoli Tsuqu

Signature:   
DocuSigned by:  
6E2AD584E8E24B6...




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2. Confidential Information includes but is not limited to the following:
  - a) Pfizer's formulae and prescriptions {now or hereafter owned by Pfizer}.
  - b) The method, process or manner of manufacturing, compounding or preparing any of the products manufactured by Pfizer.
  - c) Marketing philosophy and objectives and product features.
  - d) Pfizer's systems and operations and financial results.
  - e) commercial records such as customer lists and sales figures, names of distributors of Pfizer, product development, advertising or sales programs and.
  - f) Any other information whatsoever in connection with Pfizer's business
  - g) which would give Pfizer an advantage over its competitors.
3. The Intern shall not, either during the term of his internship or after the termination of internship, reveal, divulge or make known to any third parties Confidential Information of Pfizer unless in the proper performance of his duties and/or expressly directed or permitted to do so by Pfizer in writing.
4. Upon termination of internship for whatever reasons, the Intern shall forthwith deliver to Pfizer all notebooks, records and other data relating to Pfizer's Confidential Information.
5. The Internship may be terminated with or without notice in the event he breaches his obligations under this Confidentiality Policy.
6. The Intern hereby agrees that money damages will not be a sufficient remedy for any breach of this Confidentiality Policy and that Pfizer shall be entitled to specific performance and injunctive or other equitable relief as a remedy for any such breach, and the Intern further agrees to waive any requirement for security or posting of any bond in connection with such remedy. Such remedy shall not be the exclusive remedy for any breach of this Confidentiality Policy and shall be in addition to all other remedies available in law or equity to Pfizer.

Name of Intern: Nizatoli Tsuqu

Signature:

DocuSigned by:  
  
6E2AD584E8E24B6...





Letter No:KBA Admin/HR2024-25/199

Dated: April 07, 2024

**Ms. Amrin Fatma**

D/O Md Akbar,  
430/N, Pragati, Pally,  
Reliance Tower, Royadanga, Durgapur  
Paschim Bardhaman,  
West Bengal-713201  
Phone: 91-8617486631  
email: amrinfatmaiips@gmail.com

**Subject: Appointment letter for the role of “Field implementation Research Associate” in Khushi Baby**

Dear Amrin,

Khushi Baby is pleased to extend an offer to you for the position of "**Field implementation Research Associate**" with the first three months being considered as a probationary period. During the first year of your contract with Khushi Baby, you will receive a consolidated remuneration of INR 6,00,000 in monthly installments, as per the breakdown given in the table ahead. A review of your performance will be conducted upon completion of your [probationary period](#) and whenever required during your tenure with Khushi Baby. Your further continuation with the organization will be determined by your performance and conduct during the probation period.

As a full-time member, your initial primary location will be Udaipur (Rajasthan), with frequent travel to local field areas and other work locations of Khushi Baby (such as Jaipur/Bengaluru/Delhi) for initial training and regular knowledge enhancement. Modest expenses for lodging and boarding for official travel will be covered by Khushi Baby as per policy. Throughout your employment at Khushi Baby, you are expected to adhere to your job description and the contractual clauses that will be mutually agreed upon. An indicative Job description of this role is provided in annexure, which is subjected to change on the basis further requirements of the project/program and understanding your skills during the initial period.

Your date of joining is effective from the day you report to the [Udaipur/Jaipur](#) office of Khushi Baby, which is scheduled as April 22nd, 2024. For more information, please reach out to the HR department.

**Page 1 of 3**

**Khushi Baby**

6016 Louis Way, El Dorado Hills, CA, 95762, USA  
123 Kharol Colony, Fatehpura, Udaipur, 313001, Rajasthan, India  
admin@khushibaby.org, +1 281 725 8062, +91 9001469934  
[www.khushibaby.org](http://www.khushibaby.org)




## Breakdown of the offered compensation

S.N	Description`	INR Annual	INR Monthly
1.	Basic Remuneration	4,53,600	38,800
2.	City Compensatory Allowance	96,000	8,000
3.	Travel Allowance	36,000	3,000
4.	Medical Allowance (MA)*	14,400	1,200
	<b>CTC</b>	<b>6,00,000</b>	<b>50,000</b>

*\*Subject to clearance on producing evidence of personal medical Insurance policy*

Please sign and return the enclosed copy of this offer letter to indicate your acceptance of the terms and conditions outlined above. By signing, you acknowledge that you accept the offer to join the organization and will not use this offer letter to seek alternative employment or for salary negotiations in your current position with your current/last employer.

We are excited to welcome you to the Khushi Baby team and eagerly anticipate your valuable contributions. If you have any questions regarding employment policies and procedures, please do not hesitate to contact me.

DocuSigned by:  
  
 CED6407A9D4F47C...

Mohammed Shahnawaz,  
 COO, Khushi Baby





## **Annexure:**

**Role :** Field Implementation Research Associate

**Job Responsibilities:** includes but not limited to:

- Provide support in Plan, monitor and implement program activities related to CHIP (Community Health Integrated Platform), as per program deliverables.
- Leveraging Khushi Baby's (CHIP) data sets for district and block level action including but not limited to: dissemination of area specific factsheets, design of data-driven intervention roll-out plans, development of automated SMS, voice, IVRS messages, identifying quality gaps for improving data quality.
- Analyzing trends in data quantity and data quality among users of Khushi Baby's platforms and suggesting appropriate and timely corrective actions to health officials
- Understanding users' challenges in adaptability of CHIP through data insights and connecting to the field realities to improve UI/UX of the platform.
- Coordinate communication activities at the district level, community level, training and maintaining strong relationships with district and block level health officials.
- Travel to selected field locations and monitor field activities.
- Support research activities of MAHILA Project
- Coordinate and support communication team who handles day to day activities to resolve HW's queries and provide them required informations
- Organize training, build the capacity of the internal team and monitor the work of the communication team using the data driven approach.
- Provide support in the implementation of the CHIP platform across Rajasthan, provide monitoring support in the implementation of the CHIP platform, support the progress monitoring of the CHIP platform.
- Work closely with the Team leader to develop, implement, and monitor state-specific project activities including the development of roadmaps, work plans, activities etc.
- Support in Developing training materials, capacity-building tools, monitoring framework, and communication material for CHIP implementation activities.
- Identifying gaps through data monitoring and imposing strategic measures to fill the gap.
- Gaining holistic understanding of the CHIP platform and demonstrating its relevant component or entire platform, when required, to different stakeholders.
- Ensuring a coordinated help desk response through appropriate task delegation and documentation
- Liaise with government officials for implementing the project in required geographies



April 03, 2024

Prasadya V S  
Velayil House, Mammiyoor, Guruvayur,  
Thrissur, Kerala, 680101.

### **OFFER LETTER**

Dear Prasadya,

With reference to the interview you had with us, we are pleased to offer the position of **Management Trainee** in our organization. The terms and conditions of your employment are as follows:

1. **Date of Joining:** June 10, 2024
2. **Compensation:** You shall be paid an Annual CTC of Rs. 4,50,000/-
3. **Gratuity:** As applicable under the Gratuity Act
4. Taxes as applicable will be deducted at source.
5. **Probation Period:** Your appointment shall be initially on a probationary period of 1 year commencing from date of joining. Your confirmation shall depend upon your performance during the period of probation and your suitability for the job, of which the management of Magic Bus India Foundation shall be the sole judge. Post confirmation you shall be assigned for any function basis your expertise and internal requirement.
6. **Place of Posting:** Kerala at the time of joining. Upon completion of the mandatory cross-functional induction, you shall be posted at Kerala.

#### **MAGIC BUS INDIA FOUNDATION**

CIN: U91110MH2001NPL130853

##### **Registered Office**

3rd Floor, Reliable Plaza  
Thane Belapur Road  
Airoli, Navi Mumbai - 400 708  
Tel.: +91 22 6243 4848  
info@magicbusindia.org  
www.magicbus.org

Magic Bus Regional Offices India: Mumbai, Delhi, Hyderabad, Bangalore, Chennai, Kolkata  
Magic Bus Centre For Learning & Development, Karjat, Maharashtra

Magic Bus UK - London, Magic Bus USA - New York, Magic Bus Singapore, Magic Bus Germany  
facebook.com/magicbusindia • twitter.com/magicbusindia • youtube.com/magicbusin

Magic Bus is the registered trademark of Magic Bus India Foundation, a non-profit organisation registered u/s 25 of Companies Act, 1956.



7. **Transfer:** During your employment with the company, your services are transferable to any other location in India where the Company's projects are in progress without any other additional remuneration.

We will require you to accept this offer in writing. In case of delay in joining the offer may be Withdrawn. The detailed appointment letter shall be given to you on the day of joining.

For Magic Bus India Foundation,

**Monika Bawa** Digitally signed  
by Monika Bawa  
Date: 2024.04.03  
15:12:12 +05'30'

Monika Bawa  
Chief Human Resources Officer

#### MAGIC BUS INDIA FOUNDATION

CIN: U91110MH2001NPL130853

##### Registered Office

3rd Floor, Reliable Plaza  
Thane Belapur Road  
Airoli, Navi Mumbai - 400 708  
Tel.: +91 22 6243 4848  
info@magicbusindia.org  
www.magicbus.org

Magic Bus Regional Offices India: Mumbai, Delhi, Hyderabad, Bangalore, Chennai, Kolkata  
Magic Bus Centre For Learning & Development, Karjat, Maharashtra

Magic Bus UK - London, Magic Bus USA - New York, Magic Bus Singapore, Magic Bus Germany  
facebook.com/magicbusindia • twitter.com/magicbusindia • youtube.com/magicbusin

Magic Bus is the registered trademark of Magic Bus India Foundation, a non-profit organisation registered u/s 25 of Companies Act, 1956.



**Pfizer Healthcare India Private Limited**

Emerald Building,  
No.237, Anna Salai,  
Chennai - 600 006, Tamil Nadu, India.  
Tel: +91 44 61568000, Fax: + 91 44 61568790

March 22, 2024

Prodipta Mandal  
International Institute for Population Studies (IIPS),  
Mumbai

**Subject: Engagement as 'Intern'**

This is with reference to your application for being considered as an '**Intern**' in our organization and the subsequent interviews you had with us. We are pleased to offer you the opportunity of internship in our organization based on following terms and conditions -

We understand that this training is being undertaken purely as a part of your academic requirement and on that strength alone we offer you this opportunity of learning and training.

1. You will commence your 4 months internship on **April 8<sup>th</sup> 2024** and will complete the same on **July 31<sup>st</sup> 2024**.
2. You will undertake this internship in **Statistical Data Sciences & Analytics team** and will be placed at **IND-Chennai Office** reporting to **Alex Jegadeep Raja A, Manager, Statistical Data Sciences Lead**
3. You need to produce a bonafide letter from your institute, one passport size photograph, a photo-Identity and other required documents to undergo the project assignment.
4. You will be paid Stipend of **INR 30,000** per month, during the period of your internship. The stipend due to you will be liable to statutory deductions as applicable, and the rules made thereunder as may be in force from time to time.
5. You are expected to be committed towards the project assignment given to you by the Management, submit a report at the end of the project and maintain utmost discipline during the above tenure.
6. You will work from Monday to Friday and observe the office timings. However, it is clearly understood that the nature of your training would require you to work beyond specified hours depending on the needs of the project assigned to you.
7. You can avail of the lunch in the company canteen when such services are available, subject to such rules as may be applicable.



8. You shall follow the safety rules and instructions and comply with disciplinary rules of the Company.
9. We have explained, and you have agreed that the information you will come across during your training period with regards to the company's products, business processes and any financial information as well as personal information relating to employees, temporaries, contractors etc. will be held in strict confidence.
10. You shall maintain secrecy with reference to confidential matters/work processes that you may have access to or may become aware of during your training or thereafter. You shall not at any time divulge any information relating to the business of the Company which may become known to you by reason of your training, to any customer, agent (s) of any other business concern save insofar as such disclosure shall be in the interest of the Company and you shall be true and faithful to the Company in all dealings and transactions whatsoever relating to Company's business.
11. During your assignment you would be provided access to Pfizer electronic communication systems. You hereby agree to only carry out legitimate business of Pfizer using these systems.
12. During your engagement with us you are not permitted to take up part time work elsewhere, with or without personal gain. In case you violate this, your contract for training is liable to be discontinued / terminated forthwith without any notice, and/or compensation.
13. Your relationship with Pfizer shall that be of an "Intern", and nothing shall be construed in this Letter or during the course of your training to place 'Pfizer' and 'You', in the relationship of Employer- Employee.
14. You hereby acknowledge that during the training period your performance will be assessed by Pfizer. On successful completion of your internship/training, you will be given an internship completion letter by Pfizer.
15. In the event your performance during the training is not found up to the standards expected by the Company, then your internship may be terminated at the discretion of the company. You shall handover to your Project Guide all the Company properties and all confidential documents as may be in your possession, custody or control. It is understood that all documents and information received by you during the course of your engagement as an 'Intern' shall remain the property of the Company and you shall have no proprietary or other interest therein and shall hold the same in trust for the sole benefit of the Company.
16. Your assignment can be terminated at any time, without notice, and without giving any reason whatsoever. In any case, the internship will automatically come to an end on completion of the stipulated period.
17. Subject to the applicable laws, during the course of your training or otherwise, Pfizer shall not be responsible for untoward incident including accident or loss of life. You assume all of the risks of participating in the internship. In consideration of the opportunity afforded to you to participate in the internship program, you hereby agree that you or your assignees, heirs, guardians and legal representatives will not make a claim against Pfizer or any of its affiliates or



either of their officers, or directors collectively or individually, or any of its employees, for any untoward incident, however caused arising from the internship. Without limiting, the generality of the foregoing, you hereby waive and release any right, action or cause or action resulting from personal injury or damage to your property sustained in connection with the internship.

18. You shall not be entitled to any other benefits or remuneration except those specifically stated in this letter.

If the above terms and conditions are agreeable to you, kindly sign a copy of this letter and return the same to us as a token of acceptance.

Wishing you successful training.

Yours truly,  
For Pfizer Healthcare India Private Limited

Accepted

DocuSigned by:  
*Tulika Joshi*  
49184D43679F440...  
Authorized Signatory

Prodipta Mandal



March 22, 2024

To: Prodipta Mandal

**CONFIDENTIALITY AGREEMENT**

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Yours sincerely,

DocuSigned by:  
*Tulika Joshi*  
49164D43679E440...

**For and on behalf of Pfizer Healthcare India Private Limited**

---

I have read Pfizer's **CONFIDENTIALITY AGREEMENT** and agree that in consideration of my internship with Pfizer, I shall be bound by the provisions.

Name of Intern: Prodipta Mandal

Signature:





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Name of Intern: Prodipta Mandal

Signature:



**Pfizer Healthcare India Private Limited**

Emerald Building,  
No.237, Anna Salai,  
Chennai - 600 006, Tamil Nadu, India.  
Tel: +91 44 61568000, Fax: + 91 44 61568790

March 22, 2024

Rayhan Rahman  
International Institute for Population Studies (IIPS),  
Mumbai.

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Yours truly,  
For Pfizer Healthcare India Private Limited

DocuSigned by:  
*Tulika Joshi*  
49164D43679E440...  
Authorized Signatory

Accepted

DocuSigned by:  
*Rayhan Rahman*  
373A3BE67A09422  
Rayhan Rahman



March 22, 2024

To: Rayhan Rahman

**CONFIDENTIALITY AGREEMENT**

Please find enclosed a **CONFIDENTIALITY AGREEMENT** issued by Pfizer for your review and acceptance. The need to implement this policy on a global basis is to protect our own interest. Your day-to-day work may run into our important planning schedule, product information, etc., which are critical to the survival of our business. In view of this, I suggest you read the policy carefully and please return a copy of this letter duly signed to Human Resources Department.

Yours sincerely,

DocuSigned by:  
*Tulika Joshi*  
49164D43679F440...  
**For and on behalf of Pfizer Healthcare India Private Limited**

---

I have read Pfizer's **CONFIDENTIALITY AGREEMENT** and agree that in consideration of my internship with Pfizer, I shall be bound by the provisions.

Name of Intern: Rayhan Rahman

Signature: DocuSigned by:  
*Rayhan Rahman*  
373A3BE67A09422...



## CONFIDENTIALITY POLICY

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Name of Intern: Rayhan Rahman

Signature: 373A3BE67A09422...



## EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement") is made and entered into as of **15<sup>th</sup> March 2024**, by and between **The Antara Foundation ("Antara Foundation")**, a company incorporated under section 25 of the Companies Act, 1956 having its Registered Office at, **505 A&B, 5th Floor, ABW Rectangle One, Saket District Centre, New Delhi 110017, AND Rumaan Alam, Somwar Bazar, Bangla Bagicha, Lohardaga, Jharkhand, Pin Code-835302** (the "Employee").

### RECITALS

- A. WHEREAS Antara Foundation has conceived various programs ("Program") in Rajasthan and Madhya Pradesh, to transform key Maternal and Child Health and Nutrition (MNCH-N) indicators.
- B. AND WHEREAS Antara Foundation is employing suitable individuals to roll out and implement the Programs.
- C. AND WHEREAS the Employee approached Antara Foundation for employment and on the basis of the information and the details provided in the Employee's Resume and interaction with the Employee, Antara Foundation wishes to employ the Employee for the roll out and implementation of the various Programs.
- D. AND WHEREAS as a condition to such employment, the Employee and Antara Foundation wish to enter into this Agreement setting forth the terms and conditions of the Employee's employment with Antara Foundation.

NOW, THEREFORE, in consideration of the foregoing and the promises and mutual covenants herein, the parties agree as follows:



**Corporate Office:**



**1. Employment.**

Antara Foundation shall employ the Employee for the duration of the Program and the Employee hereby accepts employment with Antara Foundation on the terms and conditions set forth in this Agreement.

**2. Term.**

The Employee's employment with Antara Foundation shall commence on **13<sup>th</sup> May 2024**, subject to the terms and conditions set forth in this Agreement. Unless terminated by either party earlier, the Employee's employment with Antara Foundation will end automatically once the Program is completed/over. Either the Employee or Antara Foundation may terminate the employment relationship at any time for any reason, with or without Cause, as defined in this Agreement. Once the Program is completed/over, the Employee will have no right to continue his/her employment with Antara Foundation.

**3. Probation.**

The Employee shall be on probation for a period of 3 months from the above-mentioned date of commencement of employment. At the completion of the said probation period, Antara Foundation will either confirm the Employee to regular employment (for the duration of the Program) or extend the period of probation or terminate the employment if the Employee's work and/or professional conduct is not found satisfactory. During the said probation period, the appointment in terms hereof may be terminated by Antara Foundation at any time without assigning any reason whatsoever and without any notice or salary in lieu thereof.

**4. Duties & Responsibilities.**

**4.1** The Employee shall be employed by Antara Foundation to serve as **Jr. Associate – M&E and Implementaion**. The Employee's main place of work shall be at the New Delhi office of Antara Foundation, however, the employee will be deputed to Madhya Pradesh at places where the Akshita Program will be rolled out and implemented. The Employee shall initially report to **Sanyam Kapur, Head – M&E & Implementation**, The Antara Foundation. In this capacity, the Employee shall diligently perform his/her duties in a way that is consistent with the purposes, responsibilities and authority of Antara Foundation and will not take any actions that exceed the authority of such office, including signing contracts on behalf of Antara Foundation or making commitments on behalf of Antara Foundation other than those required for the normal functioning of the office. The services of the Employee are liable to be transferred to any other place of work / location of Antara Foundation in India.



- 4.2 The Employee shall be a regular, full-time employee of Antara Foundation for the duration of the Program and shall devote his/her energies and best efforts to the performance of his/her duties under this Agreement, to the exclusion of all other activities. The Employee shall not undertake, either directly or indirectly, any other full/part time job, business, service, calling or work outside Antara Foundation without the written consent of Antara Foundation.
- 4.3 The Employee shall comply with all rules, policies and procedures of Antara Foundation as adopted and modified from time to time, at Antara Foundation's sole discretion. The Employee has read the prevailing rules, policies and procedures of Antara Foundation. The Employee shall perform all of the Employee's responsibilities in a way that is in complete compliance with all applicable laws. The Employee's title, reporting relationship, assignment and duties are subject to change at the discretion of Antara Foundation.
- 4.4 Normal office hours will be from 09.00 am to 6.00 pm from Monday to Friday. However, the Employee's working hours may vary from the above, in order to meet the specific operational requirements of the work assigned to the Employee. There will be an expectation that the Employee will work reasonable hours to meet the needs of the job, including domestic and international travel and occasional work on weekends and holidays.
- 4.5 The Employee shall be accountable for all the office property including files/records or any other document/paper, office equipment, or any other property of Antara Foundation, which may be in the Employee's possession during the course of his/her employment with Antara Foundation.

## 5. Compensation.

- 5.1 The Employee's total cost to Antara Foundation shall be **Rs. 7,00,000 (Rupees Seven Lakh only)** per annum. The total cost to Antara Foundation includes Employee's basic salary and benefits as well as appropriate allowances under Indian tax law. A detailed summary of salary, benefits and allowances is provided in Annexure A to this Agreement which shall be read as a part and parcel of this Agreement. The Employee shall not be entitled to payment for overtime. The Employee will be paid on Antara Foundation's normal paydays and income tax at source at applicable rates shall be deducted by Antara Foundation. At the time of this Agreement, such payments are made at the end of each month for that month.



## **6. Benefits.**

- 6.1** During the Employee's employment under this Agreement, the Employee shall be entitled to paid vacation and holidays and any other fringe benefit in accordance with and subject to terms and conditions of Antara Foundation's policies, as adopted and amended from time to time. Notwithstanding anything in Antara Foundation's policies to the contrary, Employee shall accrue, in accordance with Antara Foundation's policy, vacation at the rate of Twenty Two (22) working days per year.
- 6.2** Antara Foundation will reimburse the Employee's reasonable business travel and entertainment expenses incurred during the Employee's employment in accordance with Antara Foundation standards related to expense reimbursement.

## **7. Termination.**

In the event of termination of the Employee's employment, the Employee's right to payment upon termination shall be governed by this Section 7.

- 7.1** In the event of termination of the Employee's employment, by Antara Foundation during the term of employment, the following amounts shall be payable under the circumstances described:
- 7.1.1** If Antara Foundation terminates the Employee's employment without Cause, Antara Foundation will provide one (1) month's notice in writing of such termination or payment in lieu of notice. The payment in lieu of notice will be one month's salary, including basic salary and normal allowances, in effect at the time of termination.
- 7.1.2** If the Employee terminates his/her employment at any time and for any reason the Employee will provide one (1) month's notice in writing of such termination or forfeit payment of salary, including basic salary and normal allowances for the month.
- 7.1.3** If Antara Foundation terminates the Employee's employment with Cause, as defined in this Agreement, Antara Foundation is not obligated to provide advance notice of termination or payment in lieu of notice.





**7.2** “Cause”, as used herein, means any willful, material breach of this Agreement by the Employee, willful refusal or failure of the Employee to satisfactorily perform his/her responsibilities after reasonable notice to the Employee of, and reasonable opportunity to cure, such failure; willful refusal or failure of the Employee to comply with policies and procedures of Antara Foundation; unethical practices; dishonesty; disloyalty; or conduct which would constitute a criminal offense.

**8. Confidentiality Agreement.**

As a condition of employment with Antara Foundation, the Employee shall execute and deliver to Antara Foundation a standard form Antara Foundation Confidentiality Agreement.

**9. Rights of Third Parties.**

The Employee warrants that the Employee’s entering into this Agreement and complying with all of its provisions to their fullest extent will not violate any right of any third party, including contractual rights. The Employee shall not bring with the Employee to the premises of Antara Foundation or disclose or use in any way in connection with the Employee’s employment with Antara Foundation any property, including without limitations, intellectual property, of any third party, unless such party has authorized such specific use or disclaimer in writing.

**10. Assignment.**

The Employee’s obligations under this Agreement are personal in nature and may not be assigned or transferred by the Employee. Antara Foundation’s obligations under this Agreement are binding upon any successor entity to Antara Foundation.

**11. Arbitration.**

**11.1** Except for the right to commence judicial action to obtain injunctive relief, any controversy, claim or dispute of whatever nature arising out of or relating to the Employee’s employment with Antara Foundation or this Agreement, whether such controversy, claim or dispute is based upon statute, contract, tort, common law or otherwise, and whether such controversy, claim or dispute existed prior to or arises after the date of this Agreement (any such controversy, claim or dispute being a “Dispute”), shall be resolved in accordance with the procedures set forth in this Section 11. Except as noted in the previous sentence, the remedies set forth in this Section 11 shall be the sole and exclusive procedures for the resolution of any Disputes. To the fullest extent permitted by law, matters within the definition of “Disputes” shall include all matters pertaining to employment and

this Agreement, including, without limitation matters pertaining to termination, compensation, discrimination and harassment.

**11.2** Disputes shall be determined by arbitration in New Delhi in accordance with the Rules of Arbitration of the Indian Council of Arbitration. The arbitration will be conducted by a sole neutral arbitrator who has had both training and experience as an arbitrator of general employment matters. The arbitrator may decide any issue as to whether, or as to the extent to which, any Dispute is subject to the arbitration and other dispute resolution provisions in this Agreement. The arbitrator may award any relief permitted by law. The arbitrator must base his or her award on the provisions of this Agreement and applicable law and must render his or her award in writing which must include an explanation of the reasons for such award. The decision of the arbitrator shall be final and binding. In the event of a conflict under this Section 11 and the ICA rules, this Agreement shall govern. Nothing in this Section 11 prevents a party from seeking temporary emergency relief in court with respect to a Dispute, including without limitation a temporary restraining order or a preliminary injunction.

**11.3** This Section 11 shall be interpreted in a way to be consistent with law. If any provision in this Section 11 is deemed inconsistent with law, it shall be modified to the extent required to render in enforceable and shall be so enforced.

**11.4** The courts located at Delhi shall have exclusive jurisdiction to decide any matter arising out of or in relation to this Agreement.

## **12. Miscellaneous.**

**12.1** Notice under this Agreement shall be provided in writing. Delivery shall be made by personal delivery or by registered mail with return receipt or courier to the following address, unless a party notifies the other of a different address for notice:

**Rumaan Alam,  
Somwar Bazar, Bangla Bagicha, Lohardaga, Jharkhand, Pin Code-835302**

**12.2** This Agreement shall be construed in a way to be consistent with law. If any portion of this Agreement is held to be invalid or unenforceable, the remaining covenants and restrictions or portions thereof shall remain in full force and effect.






- 12.3** This Agreement shall be governed by the laws of India.
- 12.4** Except as expressly provided in this Agreement, this Agreement contains the entire agreement of the parties as to the subject matter of this Agreement and supersedes all prior and contemporaneous agreements and understandings, including email correspondence between the Employee and Antara Foundation. This Agreement may be altered or modified only in writing signed by the Employee and the Founder Director or Chief Operating Officer of The Antara Foundation.
- 12.5** Section 7 and 8 through 12 survive any termination of this Agreement or the Employee's employment relationship with Antara Foundation.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date first mentioned above.

THE ANTARA FOUNDATION

By 

**Pooja Mathur Pande – Director HR**

EMPLOYEE:

\_\_\_\_\_

**The Antara Foundation**  
**Cost to the Company Annexure**

<b>Employee Name:</b>	Rumaan Alam
<b>Designation:</b>	Jr. Associate - M&E
<b>Date of Joining:</b>	13th May 2024
<b>Location:</b>	TBD
<b>Cost to the Company:</b>	7,00,000

Salary	Monthly	Yearly
Basic Salary (a)	26,250	3,15,000
House Rent Allowance (b)	13,125	1,57,500
Leave Travel Allowance ('c)	-	13,125
Special Allowance (d)	16,065	1,92,775
<b>Gross Salary</b>	<b>55,440</b>	<b>6,78,400</b>
<b>Other Benefits</b>		
Employers Contribution to PF ('e)		21,600
Health Insurance premium (The Group Health Insurance premium amount is subject to change based on family size and age).	On actuals	
Accidental death insurance (The Accidental Insurance premium amount is Pro- Rated hence subject to change).	On actuals	
<b>Total Cost to the company (a+b+c+d+e)</b>		<b>7,00,000</b>

**Notes:**

1. Take home monthly salary is subject to deduction of Income Tax, Provident Fund as per applicable rules
2. Leave travel allowance would be disbursed at the end of Financial year or date of leaving
3. Income tax will be calculated as per Income tax slabs for Financial year 2023-24
4. Employee will declare whether he/she wants to opt for old or new tax slab.



## CONFIDENTIALITY AND NON DISCLOSURE AGREEMENT

THIS CONFIDENTIALITY AND NON DISCLOSURE AGREEMENT (“**Agreement**”) is made and entered into as of **15<sup>th</sup> March 2024** by and between The Antara Foundation (“**Antara Foundation**”), a company incorporated under section 25 of the Companies Act, 1956 having its Corporate office at **505 A&B, 5<sup>th</sup> Floor, ABW Rectangle One, Saket District Centre, New Delhi 110 017, AND Rumaan Alam, Somwar Bazar, Bangla Bagicha, Lohardaga, Jharkhand, Pin Code-835302** (the “**Employee**”).

Hereinafter “Antara Foundation” and the “Employee” may collectively be referred to as the “Parties” and individually as the “Party”.

### RECITALS

#### WHEREAS

- A. The Employee had approached Antara Foundation for employment and Antara Foundation has appointed the Employee as **Jr. Associate – M&E and Implementtaion.** and also executed an employment agreement with the Employee on **13th May 2024.**
- B. Antara Foundation has been established to promote and spread awareness about maternal and child health and to support other organizations working towards improving maternal and child health in India.
- C. During the course of his/her employment with Antara Foundation, the Employee will have access to information of Antara Foundation that would be of confidential nature.
- D. One of the conditions of the Employee’s employment with Antara Foundation is the execution of the Agreement by the Employee.

NOW, THEREFORE, in consideration of the foregoing and the promises and mutual covenants herein, the Parties agree as follows:

1. “**Confidential Information**” shall mean and include but not be restricted to (i) all documents, materials, memoranda, copies, reports, papers, surveys, data, graphs, charts, analyses, summaries, designs, drawings, diagrams and other information, of whatever nature and in whichever form, pertaining/ relating to/ owned or used by Antara



Foundation (whether in physical/ visual/ oral/ electronic/ written and/ or other tangible form or otherwise) which the Employee may have access to or which may be disclosed/provided to the Employee during his/her employment with Antara Foundation; (ii) any information or material pertaining to the affairs of Antara Foundation, whether business, technical or otherwise which are not known to the public at large; (iii) information and materials developed, collected or used by Antara Foundation's employees, information disclosed to Antara Foundation by its donors, clients or potential clients and information disclosed by third parties with which Antara Foundation has or may have a business relationship and (iv) all other information of Antara Foundation that the Employee shall become aware of during the course of his/her employment with Antara Foundation in connection with or by virtue of his/her employment with Antara Foundation or information which is generated, conceived, developed or produced by the Employee, whether alone or with others while performing his/her duties for Antara Foundation. Confidential Information may relate to the past, present or future operations and activities of Antara Foundation.

2. The Employee agrees and undertakes that without the specific prior written consent of Antara Foundation, the Employee shall not at any time during or after the termination of his/her employment with Antara Foundation (i) divulge, disclose or make accessible the Confidential Information that the Employee has/had access to or is/was in his/her possession to any person, firm, company or entity outside Antara Foundation or (ii) use the Confidential Information in any other business or permit any person, firm, company or entity outside Antara Foundation to examine, summarize, adapt or make copies of any documents and other information, of whatever nature and in whichever form that contain or are derived from any Confidential Information as defined hereinabove or (iii) share/post or discuss Confidential Information or any part thereof online in any form (including but not limited to email, websites, message boards, blogs or social networking websites).
3. Obligation of confidentiality as contained hereunder shall not extend to information that is public knowledge (otherwise than as a result of breach of this Agreement); or is required to be disclosed by law. In the event of the Employee being required to disclose

any of the Confidential Information under any law, the Employee agrees to provide Antara Foundation with a written notice so that Antara Foundation may seek a protective order or other appropriate remedy. However, in the absence of any such protective order or remedy, if the Employee is legally compelled to disclose any Confidential Information, the Employee may disclose only that portion of the Confidential Information which is legally required to be disclosed, provided that the Employee shall exercise his/her reasonable efforts to preserve the confidentiality of the Confidential Information, including, without limitation, by co-operating with Antara Foundation to obtain an appropriate protective order or remedy.

The aforesaid exceptions to confidentiality obligations shall not be interpreted as grounds for disregarding the obligations of confidentiality as provided in this Agreement and the Employee in all cases shall have the burden of proving the applicability of the aforesaid exceptions to confidentiality obligations.

4. Upon cessation of the Employee's employment with Antara Foundation for any reason whatsoever, the Employee will promptly return to Antara Foundation all Confidential Information in the Employee's possession or under the Employee's control together with all notes, copies, extracts, records, duplicates or other work products connected to or derived from the Employee's employment with Antara Foundation, regardless of the medium in which they are contained whether written, electronic or otherwise. The Employee shall neither retain copies of any of the foregoing nor reduce the Confidential Information disclosed orally or electronically to writing or any other medium. The Employee shall continue to remain bound by the secrecy and confidentiality obligations as contained herein after the termination/cessation of employment with Antara Foundation.
5. The Employee acknowledges that Antara Foundation will suffer irreparable harm and injury if the Employee fails to comply with any of his/her undertakings and obligations as herein contained and that monetary damages will be inadequate to compensate Antara Foundation for any such breach. Accordingly Antara Foundation will in addition to any other remedies available (including damages) to it in law or in equity be



also entitled to injunctive relief against the Employee from a competent court to enforce the terms of the Employee's undertakings and obligations contained herein.

6. Except for the right to commence judicial action to obtain injunctive relief, any dispute arising out of this Agreement shall be determined by arbitration in New Delhi in accordance with the Rules of Arbitration of the Indian Council of Arbitration. The arbitration will be conducted by a sole neutral arbitrator who has had both training and experience as an arbitrator to decide disputes arising out of such agreements. Nothing in this Agreement shall prevent Antara Foundation from seeking temporary emergency relief in court with respect to any breach or threatened breach by the Employee, including without limitation a temporary restraining order or a preliminary injunction. The courts located at Delhi shall have exclusive jurisdiction to decide any matter arising out of or in relation to this Agreement.
7. In signing this Agreement, the Employee acknowledges that Antara Foundation has afforded him/her full and unrestricted opportunity of seeking independent legal advice on the Employee's obligations under this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the date first mentioned above.

THE ANTARA FOUNDATION

By   
**Pooja Mathur Pande – Director HR**

EMPLOYEE:

---

April 15, 2024

Sarbani Thakur  
Ips Hostel, Govandi Station Road, Deonar  
Mumbai, Maharashtra 400088  
India

Dear Sarbani,

On behalf of the Biological Sciences Division at the University of Chicago, I am delighted to offer you admission to pursue the PhD degree in the Public Health Sciences (PhD) program, beginning in Autumn Quarter 2024.

In recognition of your outstanding academic achievements, I am pleased to offer you financial support which provides you with a competitive annual stipend and covers your tuition costs, payment of the individual University of Chicago Student Health Insurance Plan (U-SHIP) premium, Graduate Student Services Fee, and a one-time moving stipend, available before the start of Autumn Quarter 2024. Please note that your funding may be subject to federal or state income tax withholding and you may be required to make [quarterly estimated income tax payments](#) to the IRS and State of Illinois. More details on this funding package are included below.

The division's decision to offer you admission to our Public Health Sciences (PhD) program reflects our conviction that the wealth of resources and opportunities that the University of Chicago provides are the right choice for you in your development as a scientist and as you plan your future career. In turn, I believe that you bring to our graduate program the qualifications necessary to excel and make a strong contribution to the intellectual life of the University. While we pride ourselves on our excellence in scientific education, training, and research, we are also dedicated to fostering a supportive and diverse community that is founded on mentoring and student involvement, which will also help you achieve your career potential.

All of our first-year students are required to attend the week-long [Quantitative Approaches Bootcamp](#). The 2024 Quantitative Approaches boot camp will be offered as an in-person course in early September, scheduled for shortly before the start of Autumn Quarter 2024.

Throughout your doctoral education the [myCHOICE](#) programming will provide professional and career development to prepare you for career success after graduation.

Please review the notice of fellowship award carefully and complete the online reply form to notify us of your decision no later than April 15, 2024. In accordance with the Council of Graduate Schools' (CGS) "April 15 Resolution", we will honor this offer until that date, after which point it will be rescinded unless you are informed in writing that the deadline for a decision has been extended. Although you are under no obligation to accept this offer prior to April 15, please let us know as soon as you have made a decision so that we may extend offers to other prospective students if possible. You may consider other offers of financial support; if you choose to accept another offer of financial support, you must first resign from your acceptance of our offer, either before or after April 15.

If you have any questions, please do not hesitate to contact Amber Chatellier, Director of Academic Administration and Operations for Graduate Affairs, [achatellier@bsd.uchicago.edu](mailto:achatellier@bsd.uchicago.edu).

Congratulations on your successful application. I look forward to hearing from you soon and to welcoming you to the University of Chicago in September.





**Pfizer Healthcare India Private Limited**

Emerald Building,  
No.237, Anna Salai,  
Chennai - 600 006, Tamil Nadu, India.  
Tel: +91 44 61568000, Fax: + 91 44 61568790

March 22, 2024

Shambhavi Pandey  
International Institute for Population Studies (IIPS),  
Mumbai.

**Subject: Engagement as 'Intern'**

This is with reference to your application for being considered as an '**Intern**' in our organization and the subsequent interviews you had with us. We are pleased to offer you the opportunity of internship in our organization based on following terms and conditions -

We understand that this training is being undertaken purely as a part of your academic requirement and on that strength alone we offer you this opportunity of learning and training.

1. You will commence your 4 months internship on **8<sup>th</sup> April 2024** and will complete the same on **31<sup>st</sup> July 2024**.
2. You will undertake this internship in **Statistical Data Sciences & Analytics** team and will be placed at **IND-Chennai Office** reporting to **Alex Jegadeep Raja A - Manager, Statistical Data Sciences Lead**.
3. You need to produce a bonafide letter from your institute, one passport size photograph, a photo-Identity and other required documents to undergo the project assignment.
4. You will be paid Stipend of **INR 30,000** per month, during the period of your internship. The stipend due to you will be liable to statutory deductions as applicable, and the rules made thereunder as may be in force from time to time.
5. You are expected to be committed towards the project assignment given to you by the Management, submit a report at the end of the project and maintain utmost discipline during the above tenure.
6. You will work from Monday to Friday and observe the office timings. However, it is clearly understood that the nature of your training would require you to work beyond specified hours depending on the needs of the project assigned to you.
7. You can avail of the lunch in the company canteen when such services are available, subject to such rules as may be applicable.
8. You shall follow the safety rules and instructions and comply with disciplinary rules of the Company.



9. We have explained, and you have agreed that the information you will come across during your training period with regards to the company's products, business processes and any financial information as well as personal information relating to employees, temporaries, contractors etc. will be held in strict confidence.
10. You shall maintain secrecy with reference to confidential matters/work processes that you may have access to or may become aware of during your training or thereafter. You shall not at any time divulge any information relating to the business of the Company which may become known to you by reason of your training, to any customer, agent (s) of any other business concern save insofar as such disclosure shall be in the interest of the Company and you shall be true and faithful to the Company in all dealings and transactions whatsoever relating to Company's business.
11. During your assignment you would be provided access to Pfizer electronic communication systems. You hereby agree to only carry out legitimate business of Pfizer using these systems.
12. During your engagement with us you are not permitted to take up part time work elsewhere, with or without personal gain. In case you violate this, your contract for training is liable to be discontinued / terminated forthwith without any notice, and/or compensation.
13. Your relationship with Pfizer shall that be of an "Intern", and nothing shall be construed in this Letter or during the course of your training to place 'Pfizer' and 'You', in the relationship of Employer- Employee.
14. You hereby acknowledge that during the training period your performance will be assessed by Pfizer. On successful completion of your internship/training, you will be given an internship completion letter by Pfizer.
15. In the event your performance during the training is not found up to the standards expected by the Company, then your internship may be terminated at the discretion of the company. You shall handover to your Project Guide all the Company properties and all confidential documents as may be in your possession, custody or control. It is understood that all documents and information received by you during the course of your engagement as an 'Intern' shall remain the property of the Company and you shall have no proprietary or other interest therein and shall hold the same in trust for the sole benefit of the Company.
16. Your assignment can be terminated at any time, without notice, and without giving any reason whatsoever. In any case, the internship will automatically come to an end on completion of the stipulated period.
17. Subject to the applicable laws, during the course of your training or otherwise, Pfizer shall not be responsible for untoward incident including accident or loss of life. You assume all of the risks of participating in the internship. In consideration of the opportunity afforded to you to participate in the internship program, you hereby agree that you or your assignees, heirs, guardians and legal representatives will not make a claim against Pfizer or any of its affiliates or



either of their officers, or directors collectively or individually, or any of its employees, for any untoward incident, however caused arising from the internship. Without limiting, the generality of the foregoing, you hereby waive and release any right, action or cause or action resulting from personal injury or damage to your property sustained in connection with the internship.

18. You shall not be entitled to any other benefits or remuneration except those specifically stated in this letter.

If the above terms and conditions are agreeable to you, kindly sign a copy of this letter and return the same to us as a token of acceptance.

Wishing you successful training.

Yours truly,  
For Pfizer Healthcare India Private Limited

DocuSigned by:  
*Tulika Joshi*  
49164D43679F440...  
Authorized Signatory

Accepted

DocuSigned by:  
*Shambhavi Pandey*  
2DDDD9806B3C4A7...  
Shambhavi Pandey



March 22, 2024

To: Shambhavi Pandey

## CONFIDENTIALITY AGREEMENT

Please find enclosed a **CONFIDENTIALITY AGREEMENT** issued by Pfizer for your review and acceptance. The need to implement this policy on a global basis is to protect our own interest. Your day-to-day work may run into our important planning schedule, product information, etc., which are critical to the survival of our business. In view of this, I suggest you read the policy carefully and please return a copy of this letter duly signed to Human Resources Department.

Yours sincerely,

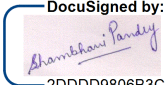
DocuSigned by:  
*Tulika Joshi*  
49164D43679F440...

For and on behalf of Pfizer Healthcare India Private Limited

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I have read Pfizer's **CONFIDENTIALITY AGREEMENT** and agree that in consideration of my internship with Pfizer, I shall be bound by the provisions.

Name of Intern: Shambhavi Pandey

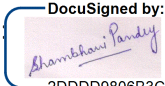
Signature:   
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## CONFIDENTIALITY POLICY

1. The nature of the Intern's work in Pfizer involves his having access to the trade secrets, product formulae, information gathered or imparted in confidence, files and records of Pfizer pertaining to its business which Pfizer regards as secret and confidential in order to safeguard its legitimate interests (hereinafter referred to as "Confidential Information").
2. Confidential Information includes but is not limited to the following:
  - a) Pfizer's formulae and prescriptions {now or hereafter owned by Pfizer}.
  - b) The method, process or manner of manufacturing, compounding or preparing any of the products manufactured by Pfizer.
  - c) Marketing philosophy and objectives and product features.
  - d) Pfizer's systems and operations and financial results.
  - e) commercial records such as customer lists and sales figures, names of distributors of Pfizer, product development, advertising or sales programs and.
  - f) Any other information whatsoever in connection with Pfizer's business
  - g) which would give Pfizer an advantage over its competitors.
3. The Intern shall not, either during the term of his internship or after the termination of internship, reveal, divulge or make known to any third parties Confidential Information of Pfizer unless in the proper performance of his duties and/or expressly directed or permitted to do so by Pfizer in writing.
4. Upon termination of internship for whatever reasons, the Intern shall forthwith deliver to Pfizer all notebooks, records and other data relating to Pfizer's Confidential Information.
5. The Internship may be terminated with or without notice in the event he breaches his obligations under this Confidentiality Policy.
6. The Intern hereby agrees that money damages will not be a sufficient remedy for any breach of this Confidentiality Policy and that Pfizer shall be entitled to specific performance and injunctive or other equitable relief as a remedy for any such breach, and the Intern further agrees to waive any requirement for security or posting of any bond in connection with such remedy. Such remedy shall not be the exclusive remedy for any breach of this Confidentiality Policy and shall be in addition to all other remedies available in law or equity to Pfizer.

Name of Intern: Shambhavi Pandey

Signature  DocuSigned by:  
2DDDD9806B3C4A7...



**Pfizer Healthcare India Private Limited**

Emerald Building,  
No.237, Anna Salai,  
Chennai - 600 006, Tamil Nadu, India.  
Tel: +91 44 61568000, Fax: + 91 44 61568790

March 22, 2024

Srijan Banerjee  
International Institute for Population Studies (IIPS),  
Mumbai.

**Subject: Engagement as 'Intern'**

This is with reference to your application for being considered as an '**Intern**' in our organization and the subsequent interviews you had with us. We are pleased to offer you the opportunity of internship in our organization based on following terms and conditions -

We understand that this training is being undertaken purely as a part of your academic requirement and on that strength alone we offer you this opportunity of learning and training.

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2. You will undertake this internship in **Statistical Data Sciences & Analytics** team and will be placed at **IND-Chennai Office** reporting to **Alex Jegadeep Raja A - Manager, Statistical Data Sciences Lead**.
3. You need to produce a bonafide letter from your institute, one passport size photograph, a photo-Identity and other required documents to undergo the project assignment.
4. You will be paid Stipend of **INR 30,000** per month, during the period of your internship. The stipend due to you will be liable to statutory deductions as applicable, and the rules made thereunder as may be in force from time to time.
5. You are expected to be committed towards the project assignment given to you by the Management, submit a report at the end of the project and maintain utmost discipline during the above tenure.
6. You will work from Monday to Friday and observe the office timings. However, it is clearly understood that the nature of your training would require you to work beyond specified hours depending on the needs of the project assigned to you.
7. You can avail of the lunch in the company canteen when such services are available, subject to such rules as may be applicable.
8. You shall follow the safety rules and instructions and comply with disciplinary rules of the Company.



9. We have explained, and you have agreed that the information you will come across during your training period with regards to the company's products, business processes and any financial information as well as personal information relating to employees, temporaries, contractors etc. will be held in strict confidence.
10. You shall maintain secrecy with reference to confidential matters/work processes that you may have access to or may become aware of during your training or thereafter. You shall not at any time divulge any information relating to the business of the Company which may become known to you by reason of your training, to any customer, agent (s) of any other business concern save insofar as such disclosure shall be in the interest of the Company and you shall be true and faithful to the Company in all dealings and transactions whatsoever relating to Company's business.
11. During your assignment you would be provided access to Pfizer electronic communication systems. You hereby agree to only carry out legitimate business of Pfizer using these systems.
12. During your engagement with us you are not permitted to take up part time work elsewhere, with or without personal gain. In case you violate this, your contract for training is liable to be discontinued / terminated forthwith without any notice, and/or compensation.
13. Your relationship with Pfizer shall that be of an "Intern", and nothing shall be construed in this Letter or during the course of your training to place 'Pfizer' and 'You', in the relationship of Employer- Employee.
14. You hereby acknowledge that during the training period your performance will be assessed by Pfizer. On successful completion of your internship/training, you will be given an internship completion letter by Pfizer.
15. In the event your performance during the training is not found up to the standards expected by the Company, then your internship may be terminated at the discretion of the company. You shall handover to your Project Guide all the Company properties and all confidential documents as may be in your possession, custody or control. It is understood that all documents and information received by you during the course of your engagement as an 'Intern' shall remain the property of the Company and you shall have no proprietary or other interest therein and shall hold the same in trust for the sole benefit of the Company.
16. Your assignment can be terminated at any time, without notice, and without giving any reason whatsoever. In any case, the internship will automatically come to an end on completion of the stipulated period.
17. Subject to the applicable laws, during the course of your training or otherwise, Pfizer shall not be responsible for untoward incident including accident or loss of life. You assume all of the risks of participating in the internship. In consideration of the opportunity afforded to you to participate in the internship program, you hereby agree that you or your assignees, heirs, guardians and legal representatives will not make a claim against Pfizer or any of its affiliates or





either of their officers, or directors collectively or individually, or any of its employees, for any untoward incident, however caused arising from the internship. Without limiting, the generality of the foregoing, you hereby waive and release any right, action or cause or action resulting from personal injury or damage to your property sustained in connection with the internship.

18. You shall not be entitled to any other benefits or remuneration except those specifically stated in this letter.

If the above terms and conditions are agreeable to you, kindly sign a copy of this letter and return the same to us as a token of acceptance.

Wishing you successful training.

Yours truly,  
For Pfizer Healthcare India Private Limited

Accepted

DocuSigned by:  
*Tulika Joshi*  
49164D43679F440...  
Authorized Signatory

\_\_\_\_\_  
Srijan Banerjee



March 22, 2024

To: Srijan Banerjee

**CONFIDENTIALITY AGREEMENT**

Please find enclosed a **CONFIDENTIALITY AGREEMENT** issued by Pfizer for your review and acceptance. The need to implement this policy on a global basis is to protect our own interest. Your day-to-day work may run into our important planning schedule, product information, etc., which are critical to the survival of our business. In view of this, I suggest you read the policy carefully and please return a copy of this letter duly signed to Human Resources Department.

Yours sincerely,

DocuSigned by:  
*Tulika Joshi*  
49164D43679F440...

**For and on behalf of Pfizer Healthcare India Private Limited**

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I have read Pfizer's **CONFIDENTIALITY AGREEMENT** and agree that in consideration of my internship with Pfizer, I shall be bound by the provisions.

Name of Intern: Srijan Banerjee

Signature:



## CONFIDENTIALITY POLICY

1. The nature of the Intern's work in Pfizer involves his having access to the trade secrets, product formulae, information gathered or imparted in confidence, files and records of Pfizer pertaining to its business which Pfizer regards as secret and confidential in order to safeguard its legitimate interests (hereinafter referred to as "Confidential Information").
2. Confidential Information includes but is not limited to the following:
  - a) Pfizer's formulae and prescriptions (now or hereafter owned by Pfizer).
  - b) The method, process or manner of manufacturing, compounding or preparing any of the products manufactured by Pfizer.
  - c) Marketing philosophy and objectives and product features.
  - d) Pfizer's systems and operations and financial results.
  - e) commercial records such as customer lists and sales figures, names of distributors of Pfizer, product development, advertising or sales programs and.
  - f) Any other information whatsoever in connection with Pfizer's business
  - g) which would give Pfizer an advantage over its competitors.
3. The Intern shall not, either during the term of his internship or after the termination of internship, reveal, divulge or make known to any third parties Confidential Information of Pfizer unless in the proper performance of his duties and/or expressly directed or permitted to do so by Pfizer in writing.
4. Upon termination of internship for whatever reasons, the Intern shall forthwith deliver to Pfizer all notebooks, records and other data relating to Pfizer's Confidential Information.
5. The Internship may be terminated with or without notice in the event he breaches his obligations under this Confidentiality Policy.
6. The Intern hereby agrees that money damages will not be a sufficient remedy for any breach of this Confidentiality Policy and that Pfizer shall be entitled to specific performance and injunctive or other equitable relief as a remedy for any such breach, and the Intern further agrees to waive any requirement for security or posting of any bond in connection with such remedy. Such remedy shall not be the exclusive remedy for any breach of this Confidentiality Policy and shall be in addition to all other remedies available in law or equity to Pfizer.

Name of Intern: Srijan Banerjee

Signature:



March 27, 2024

Sukanya Bose  
24, Satyajit Roy Sarani, Parnasree Pally S.O,  
Kolkata, West Bengal 700060.

### **OFFER LETTER**

Dear Sukanya,

With reference to the interview you had with us, we are pleased to offer the position of **Management Trainee** in our organization. The terms and conditions of your employment are as follows:

1. **Date of Joining:** June 10, 2024
2. **Compensation:** You shall be paid an Annual CTC of Rs. 4,50,000/-
3. **Gratuity:** As applicable under the Gratuity Act
4. Taxes as applicable will be deducted at source.
5. **Probation Period:** Your appointment shall be initially on a probationary period of 1 year commencing from date of joining. Your confirmation shall depend upon your performance during the period of probation and your suitability for the job, of which the management of Magic Bus India Foundation shall be the sole judge. Post confirmation you shall be assigned for any function basis your expertise and internal requirement.
6. **Place of Posting:** Kolkata at the time of joining. Upon completion of the mandatory cross-functional induction, you shall be posted at Kolkata.

#### **MAGIC BUS INDIA FOUNDATION**

CIN: U91110MH2001NPL130853

##### **Registered Office**

3rd Floor, Reliable Plaza  
Thane Belapur Road  
Airoli, Navi Mumbai - 400 708  
Tel.: +91 22 6243 4848  
info@magicbusindia.org  
www.magicbus.org

Magic Bus Regional Offices India: Mumbai, Delhi, Hyderabad, Bangalore, Chennai, Kolkata  
Magic Bus Centre For Learning & Development, Karjat, Maharashtra

Magic Bus UK - London, Magic Bus USA - New York, Magic Bus Singapore, Magic Bus Germany  
facebook.com/magicbusindia • twitter.com/magicbusindia • youtube.com/magicbusin

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**7. Transfer:** During your employment with the company, your services are transferable to any other location in India where the Company's projects are in progress without any other additional remuneration.

We will require you to accept this offer in writing. In case of delay in joining the offer may be Withdrawn. The detailed appointment letter shall be given to you on the day of joining.

For Magic Bus India Foundation,

Savitha  
Prashant  
Shettigar

Digitally signed by  
Savitha Prashant  
Shettigar  
Date: 2024.03.27  
12:40:09 +05'30'

Authorised Signatory

#### MAGIC BUS INDIA FOUNDATION

CIN: U91110MH2001NPL130853

##### Registered Office

3rd Floor, Reliable Plaza  
Thane Belapur Road  
Airoli, Navi Mumbai - 400 708  
Tel.: +91 22 6243 4848  
info@magicbusindia.org  
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Magic Bus Regional Offices India: Mumbai, Delhi, Hyderabad, Bangalore, Chennai, Kolkata  
Magic Bus Centre For Learning & Development, Karjat, Maharashtra

Magic Bus UK - London, Magic Bus USA - New York, Magic Bus Singapore, Magic Bus Germany  
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**Private & Confidential**

SUMAN KUMAR

Mob: +91 9967059251

**Sub: Offer Letter for the position of “ Associate-MIS ”**

Dear SUMAN ,

This is to confirm that we would like to sign a fixed term contract with you on the following terms and conditions:

The Hans Foundation (“hereinafter referred to as “THF”), a registered public charitable Trust and also registered with the Ministry of Home Affairs under the Foreign (Contribution) Regulation Act, 2010 having its registered office at E-4, Asola Homes, Near Shani Dham Mandir, Mehrauli, New Delhi-110074 and corporate office at 7th Floor, Wing B, Milestone Experion Centre, Sector 15, Gurgaon, Haryana – 122001.

- **Job Duties:** You will be employed as **Associate-MIS** and based in **Delhi** for the **Childhood Development & Neuro Rehabilitation Centre- AIIMS** project.
- **Start Date:** Your employment will begin on 16 Apr, 2024 and is valid till 31 March, 2025 or any date which you and the employer agree.
- **Compensation:** The employer will pay you an annual CTC of **INR 4,80,000/-**

EARNINGS	MONTHLY	YEARLY
Basic	28,000.00	3,36,000.00
HRA	8,400.00	1,00,800.00
Special Allowance	1,800.00	21,600.00
SUB TOTAL (A)	38,200.00	4,58,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	INR 40,000.00	INR 4,80,000.00
DEDUCTIONS	MONTHLY	YEARLY
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	INR 1,800.00	INR 21,600.00
TOTAL (A-B)	INR 36,400.00	INR 4,36,800.00

*\*If applicable taxes will be deducted as per income tax rule.*

- **Increment & Promotions:** Any increments in Salary in the future shall be based on merit considering your periodic and overall performances, and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
- **Benefits:** The Employer will offer you benefit programs if any, as is currently being offered to the Contract Staff.
- **Saperation:** The employee may voluntarily resign at any time and for any reason after giving 30 days' notice.

This offer of employment is contingent upon the successful completion of the background check. In case the background check is not successful, the offer would stand withdrawn.

Please indicate your agreement to the terms set out above by replying with an acceptance by returning a copy within **48 hours** from the receipt of this



letter. Subsequent to your joining, the organization will provide you with a detailed employment contract valid till which is end of financial year, and will be renewed every year, based on the project availability, and performance, setting out the complete terms and conditions of your employment.

You are requested to report at the below address at 9:30 am on 16 Apr, 2024. You can reach Sophia Joseph, 8527010108, Seerat, 9958106582 in case of any support or additional information required.

Address:

7th Floor, Wing B, Milestone Experion Centre,  
NH8, Sector 15 Part 2,  
Gurugram, Haryana- 122001

Regards,

The Hans Foundation

Looking forward to a fruitful association!