

29-07-2021

Dear Sidra,

We are pleased to extend you an offer to join us as **Research Associate 2** and would like to formally welcome you to our team. We believe that you would be a great addition to our team, and we look forward to working with you. We are building an organization where professionals find satisfaction of a challenging job and an interesting work environment. We welcome your contributions in this regard as well.

Your annual CTC would be Rs. **3,75,000 /- Per Annum**.

We look forward to having you join us on or before **09-08-2021** at our Gurgaon office at: Bright Lifecare Private Limited, 2nd Floor, Presidency Towers (Opposite Govt. Girls' College), Sector 14, Gurgaon – 122001. You are requested to bring along the following documents on your date of joining and hand over to the HR department.

Please carry photocopies of the documents mentioned below:

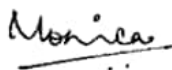
- Passport Size Photograph – 3 copies
- Self-attested documents of your all educational and degree certificates (X, XII, Degree, PG Certificate)
- Permanent and Temporary address proof and telephone no.
- Appointment Letter, Experience Letter and Relieving Letter from current and previous employers
- Salary slips of last 3 months, and Form 16
- Copy of Pan Card and ID proof (Aadhar Card/Voter ID Card/Passport/Driving License)
- Tax Certificate from previous employer

As part of our hiring process, you will be required to successfully complete the background screen. This offer and your employment are conditional upon the Company receiving satisfactory references, background check results and meeting the defined minimum performance criteria during probation.

Kindly return the duplicate copy of this offer letter, duly signed, as a token of your acceptance. We also request you to provide two references, whom you have worked with in a professional capacity.

We look forward to a long, mutually beneficial and rewarding association with you.

For **Bright Lifecare Pvt. Ltd.**



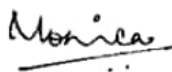
**Monica Mudgal**  
SENIOR VICE PRESIDENT - HUMAN RESOURCES

**Name:** Sidra Khan**Designation:** Research Associate 2 **Grade:** B1**Department:** R&D **Sub-department:** Regulatory**Location:** Presidency Tower Sector - 14, Gurgaon, Haryana, India, (Office)

Indicative Compensation Breakup (to be further refined post joining)

SALARY COMPUTATION		
Components	Per Annum	Per Month
<b>Compensation Breakup</b>		
Basic	1,87,500	15,625
HRA	93,750	7,813
Special Allowance	71,550	5,963
<b>Gross Salary</b>	<b>3,52,800</b>	<b>29,400</b>
<b>Retiral Benefits</b>		
PF Employer Contribution	21,600	1,800
LWF Employer Contribution	600	50
<b>Deductions</b>		
PF Employee Contribution	21,600	1,800
LWF Employee Contribution	300	25
<b>Net Pay</b>	<b>3,30,900</b>	<b>27,575</b>
<b>Fixed CTC</b>	<b>3,75,000</b>	<b>31,250</b>
<b>Total CTC</b>	<b>3,75,000</b>	<b>31,250</b>

For Bright Lifecare Pvt. Ltd.

**Monica Mudgal****SENIOR VICE PRESIDENT - HUMAN RESOURCES**

# Brew51 Technologies Private Limited

Registered Office: #52, 1st floor, SPD Plaza, Koramangala Industrial Layout, 5th Block, Bengaluru, India - 560034

Ref: BTPL/HR/0008

Thursday 16 December, 2021

To,

**Shirin Fatima,  
Bangalore**

## **Sub: Letter of Offer for Appointment - "Food Scientist"**

We have pleasure in welcoming you to our Organisation (Brew51 Technologies Private Limited, **BTPL**) and offer you an appointment as "**Food Scientist**" at Bengaluru, with effect from December 16, 2021 on the following terms and conditions.

We are pleased to specify terms of your appointment with us.

1. You shall be eligible to receive a Total Remuneration of Rs. 7,20,000 /-, (Seven Lakh Twenty Thousand Rupees per annum only) effective from December 16, 2021. Specific details of your Remuneration is provided in Annexure **A** enclosed with this letter.
2. Your remuneration is confidential between you and the company and you are obliged to maintain absolute secrecy of the terms and conditions.
3. **Working Hours-** The Company's standard work week is 45 hours, however you will be required to devote whatever time is necessary to complete the requirements of your position, which may exceed 45 hours per week.
4. During your employment with the company the company will be entitled to terminate your services with mutual discussion, by giving you notice in writing for a period of one month or by payment of salary in lieu of such notice, for a corresponding period. In the event of your desiring to leave the services of the company, you shall give to the company notice in writing for a period of three months. However, the company may, at its sole discretion relieve you of your duties any time during the notice period, and in that event, you will be paid salary up to the last working day only.
5. During your employment with the company, the company may, at any time, at its sole discretion station you in any other location in India.
6. The company shall be entitled at any time during the course of your employment, to transfer you to any of its Affiliates, Subsidiaries or Sister Companies and you shall comply with all directions and instructions in that behalf.
7. You will not at any time without the consent in writing of the Company during the term of your service with the company or after the termination of service by notice, discharge or otherwise, make known or divulge in any manner whatsoever any information which, while the service of the company you have acquired as secret information concerning the technical processes, patents, transactions, finances or affairs of the company. In addition, you shall be bound by the decision of the company in regard to publications written or otherwise. of any work with which you

# **Brew51 Technologies Private Limited**

**Registered Office: #52, 1st floor, SPD Plaza, Koramangala Industrial Layout, 5th Block, Bengaluru, India - 560034**

may be associated. It is, however, mutually agreed that this undertaking shall in no way affect your right to make use of the general knowledge and skill, which you have acquired in the service of the company.

8. If you or your dependent family members have a financial/gainful interest in any business with Brew51 Technologies Private Limited then it would be obligatory on your part to make a written declaration to this effect to the Board of Directors before any business deal is entered into.
9. If at any time you shall, by your conduct, render yourself incompetent to perform your duties or if you should be dishonest, disobedient, intemperate, irregular in attendance, commit any breach of the terms of your appointment or of any of its stipulations herein contained, the company shall, without prejudice to any of its rights under the terms herein be entitled to terminate your employment forthwith without notice or payment in lieu of notice and to deduct from your salary or other emoluments (if any) then due to you, the amount of any loss the company may have sustained.
10. Upon leaving the employment of the company, you shall not take with you any properties, blue print or other reproduction or any other data, tables, calculations, letters or other documents of any other writing or copy of writing of any nature whatsoever pertaining to the business of the company.
11. It is agreed that it shall be open to the company from time to time, to add, to modify any remuneration, benefit, facility or perquisite that may have been extended to you, on a review of the company's functioning, finances and prospects that you shall be found by the company's decision in this behalf.
12. In addition to the shown on the following pages you will also be required to abide by BTPL HR Policies and Benefits Guide, the Code of Conduct, relevant staff dealing rules and other policies and guidelines implemented by BTPL. You will be subject to the company's rules and regulations for the time being in force and as varied from time to time.
13. In any case of change in the address of your residency, which is already provided to us for our records, the same must be intimated to the respective authority.
14. On ceasing to be in the employment of the company, you shall return forthwith all the properties of the company that are entrusted at the time of employment and/or during the course of employment with the company.
15. Any cause of action for the dispute arising out of the Employment Contract between the company and the employee shall lie in the court of Bangalore city only.

# Brew51 Technologies Private Limited

Registered Office: #52, 1st floor, SPD Plaza, Koramangala Industrial Layout, 5th Block, Bengaluru, India - 560034

Kindly return to us the enclosed duplicate copy of this letter of offer for appointment and Annexure A (Total Cost to Company) thereto duly signed by you in token of your confirmation and acceptance of the offer along with the terms and conditions.

**This offer of employment is valid up to 18/12/2021.**

Ravali Amba

**CEO and Director**

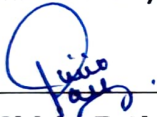
**Brew51 Technologies Private Ltd.**

## ACKNOWLEDGMENT AND ACCEPTANCE

I confirm that I have read and understood the above, and accept this Letter of Appointment and agree to comply with the employment policies, rules and practices of BTPL now in force or which may be amended, revised or adopted from time to time.

I confirm that no representation or inducement has caused me to take this appointment in the Company or leave any previous employment. I also understand and consent to the fact that in the course of employment, BTPL will be required, from time to time, to collect, use and disclose personal information to administer the employment relationship. In signing this agreement you consent to BTPL processing your personal data for the purposes of administration of your employment records. I agree that the terms of this conditional offer are fair and reasonable.

I have carefully read, considered and understood the terms and conditions under which this appointment is being offered to me and which have already been explained to me and I hereby convey my acceptance of all the terms of appointment.



**Shirin Fatima**

17<sup>th</sup> December

\_\_\_\_\_, 2021



PIPL/NH/149/2021  
27/01/2021

**Faizur Rahman**  
**Graduate Engineer Trainee**

Dear **Faizur**,

Many Congratulations.

This has reference to your campus interview you had with us.

We are pleased to offer you the position of **Graduate Engineer Trainee**, based at **Dhulagarh, Howrah, West Bengal** on the terms and conditions discussed and mutually agreed upon, contingent upon the results of your background check.

Please refer to the attached Annexure for your CTC details.

You are advised to join the duties at **Kolkata on or before 07/02/2022** failing which this offer will stand withdrawn unless the date is extended by us and communicated to you in writing.

At the time of joining please bring the following documents:

1. Three passport size photographs.
2. Original and photocopies of all your certificates, matriculation onward (including experience certificates).
3. Relieving letter from the last employer
4. Proof of your last Salary.

We wish you all the very best for a Rollicking Career with us.

Thanking You,  
For Prestige Ice Cream Pvt. Limited,



**Ashish Kant Jha**  
**Head – Human Resources**

**PRESTIGE ICE CREAMS PVT. LTD.**

23, Rustomjee Street, Ballygunge, Kolkata 700019, West Bengal, India



## CTC Annexure

Particulars	Monthly	Annually
Basic	₹ 12,500.00	₹ 1,50,000.00
HRA	₹ 6,250.00	₹ 75,000.00
Spl. Allowances	₹ 5,649.00	₹ 67,788.00
<b>Gross</b>	<b>₹ 24,399.00</b>	<b>₹ 2,92,788.00</b>
PTAX	₹ 130.00	₹ 1,560.00
Medicclaim	₹ 200.00	₹ 2,400.00
<b>Net take</b>	<b>₹ 24,069.00</b>	<b>₹ 2,88,828.00</b>
Gratuity	₹ 601.00	₹ 7,212.00
<b>CTC</b>	<b>₹ 25,000.00</b>	<b>₹ 3,00,000.00</b>
Variable		₹ -
<b>TCTC</b>		<b>₹ 3,00,000.00</b>



**Ashish Kant Jha**  
Head – Human Resources

**PRESTIGE ICE CREAMS PVT. LTD.**

23, Rustomjee Street, Ballygunge, Kolkata 700019, West Bengal, India



ಸಿ.ಎಸ್.ಐ.ಆರ್.-ಕೇಂದ್ರೀಯ ಆಹಾರ ತಾಂತ್ರಿಕ ಸಂಶೋಧನಾಲಯ, ಮೈಸೂರು-570 020, ಭಾರತ  
सीएसआईआर-केन्द्रीय खाद्य प्रौद्योगिक अनुसंधान संस्थान, मैसूरु - ५७० ०२०, भारत  
CSIR-Central Food Technological Research Institute, Mysuru -570 020, India



No.FT/15(CLP-0023)/2022/PATCELL

16<sup>th</sup> February, 2022  
//SPEEDPOST//

To  
Ms. SYED SHAFIA  
ARIFEEN COLONY, SECTOR 1,  
NARBAL, GULMARG ROAD  
JAMMU & KASHMIR -193401  
Mobile No: 7780808931

Sub: Offer of engagement as Project Associate Level-I in **CLP-0023**.  
PI: Dr. Pushpa S Murthy, Principal Scientist, SFS Department.

Madam,

With reference to your application to the position of Project Associate you are hereby intimated that the Director, CSIR-CFTRI, Mysore has been pleased to offer you a temporary position of **Project Associate Level-I** on a monthly stipend of **Rs.25,000/- (Rupees Twenty Five Thousand only)** consolidated per month for the period **21.02.2022 to 20.08.2022 or from the date of joining to 20.08.2022** as per the terms and conditions enclosed.

If you are willing to accept the engagement on the terms and conditions enclosed herewith, **you may please communicate your acceptance within a week** and report for duty immediately thereafter, failing which this offer will stand cancelled without further notice to you.

Yours faithfully,

(MANILAL P)  
Head, PMC

Encl:

- (1) Terms & Conditions of engagement.
- (2) Undertaking by the candidate.
- (3) Relationship Declaration.
- (4) Bio-data form.
- (5) Form of acceptance of terms and condition
- (6) Proforma for medical certificate.
- (7) Attestation form for verification of character and antecedents



EXTENSION OF INTERNSHIP

Name: Ashish Chauhan

Date: 9<sup>th</sup> November, 2021

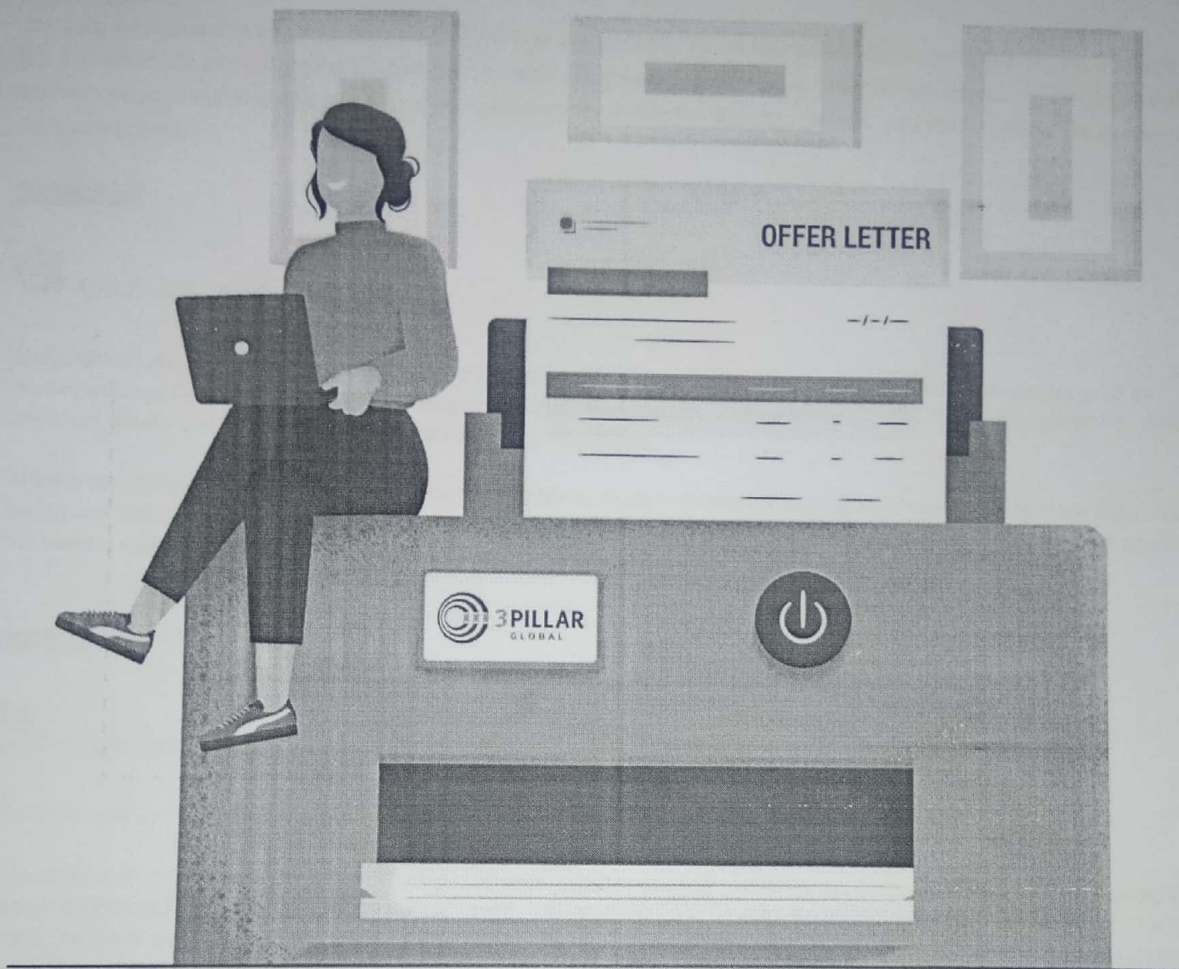
Dear Ashish,

Congratulations!!

We are pleased to offer you internship with **M/s ExpertLancing Research Services** based on your application & the interview process you completed with us.

Details of the other terms and conditions of Internship offer is as follows:

1. During the Extended Internship period you will be designated as **Patent Research Associate – Trainee**, and will be based at our Gurgaon Office.
2. Your start date of Internship will be on **17<sup>th</sup> January, 2022** at 10:30 a.m.
3. Your regular weekly shift timing will be from 9: 30 AM to 6:30 PM from Monday to Friday.
4. You will be entitled to receive a compensation of **INR 12,000 (Twelve Thousand)** per month during the internship period of 6 months.
5. Further, as a part of **M/s ExpertLancing Research Services** training curriculum, we shall be spending **INR 1,00,000/-** on your training to make you employment ready over the entire training period of 6 months. For this, **M/s ExpertLancing Research Services** shall not be charging you any amount subject to Paragraph 8.
6. On successful completion of your internship, basis your performance & our evaluation of the same, you will be considered for a job opportunity with us, i.e., **M/s ExpertLancing Research Services**. For such job opportunity offered, we expect to offer you with a remuneration in the range between **INR 3,50,000 (Three Lakhs Fifty Thousand only)** to



OFFER LETTER EXTENDED BY  
**3Pillar Global India**

**To: Sagar Aggarwal**

## 3PILLAR GLOBAL INDIA OFFER LETTER

Sagar Aggarwal

It is with great pleasure that we invite you to the 3Pillar Global family as an **Apprentice- Software Engineer**. If you accept this offer of internship and our service agreement, you will undergo a **6-month** training program. On successful completion of the training program and evaluation based on your performance during the training program., you will be offered the position of **Software Engineer I**.



### ABOUT 3PILLAR GLOBAL INDIA

3Pillar Global India builds breakthrough software products that power digital businesses. We are an innovative product development partner whose solutions drive rapid revenue, market share, and customer growth for industry leaders in Software and SaaS, Media and Publishing, Information Services, and Retail.

3Pillar's key differentiator is our Product Mindset. Our teams apply this mindset to build digital products that are customer-facing and revenue-generating. Our business-minded approach to agile development ensures that we align to client goals from the earliest conceptual stages through market launch and beyond.



### TERMS OF OUR COLLABORATION

The collaboration with 3Pillar Global India is based on a full-time employment contract for an indefinite period.

You are able to carry out your work activity from the headquarters of 3Pillar Global India, located on **Candor Tech Space, B-2, Tower-3, Ground Floor & First Floor, Sector-62, Noida, UP-201309**, India or avail the Work from Anywhere policy of 3Pillar Global India and work from any location of your choice. Should you choose to work from any other location, company will not reimburse any additional expenses towards it.

You may be required to travel to other company or customer locations.

You will be joining us on **6th December 2021**

The notice period is **30** working days, provided that there are no other contractual terms that require another period (e.g., training, certifications, projects).



### COMPENSATION

During the **6 months** training program, we are offering you a monthly stipend of **INR 12,000 per month (INR 11,450 in hand)**. On successful completion of your training program and evaluation based on your performance during the training program. We will offer you an annual **CTC of INR 5 Lacs per annum**.



**HYATT**  
REGENCY™

### Letter of Intent

Name : Utkarsha Shukla  
Department : Culinary  
Designation : Hygiene Officer  
Reports To : Head Chef  
Level : L-4  
Date of Joining : 04 October 2021

#### 1. Compensation Structure

Components	Amount Per Month (Rs)	Amount Per Annum (Rs)
Basic Salary	9965	119580
Housing Rent Allowance	3986	47832
Conveyance Allowance	1000	12000
Special Allowance	3986	47382
<b>* Gross Pay Slip</b>	<b>18937</b>	<b>227244</b>
Leave Travel Allowance (Paid Annually)	830	9960
Bonus (Paid Annually, as per Co.Policy)	1493	17916
Provident Fund	1794	21528
ESIC	615	7380
<b>Cost to Company</b>	<b>23670</b>	<b>284040</b>

\*Monthly Net Salary would be less all statutory deductions.

#### 2. Other Benefits

As per benefit grid of Hyatt Regency Lucknow

#### Note:

1. Please note that LTA is payable for every completion of one year of employment and will be prorated in the event you do not complete a full year.

Please note that this private salary information is deemed confidential and is an agreement between the company and you. Divulging of this information to any third party or to any other employee within this organization will be considered as a gross misconduct and may result in the termination of the benefits extended to you in this agreement or termination of your employment.

For Hyatt Regency Lucknow

Ashish Kumar  
General Manager

Accepted

Utkarsha Shukla

Date: Dec 31, 2021  
Offer No : QS2433754

**MO MOHAZZAR**  
282, GHALIB APARTMENT, PITAMPURA,  
DELHI 110034  
DELHI

### **FIXED TERM EMPLOYMENT CONTRACT**

Dear **MO MOHAZZAR**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

#### **DEPUTATION:**

You are deputed to ADANI WILMAR LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from JAN 03, 2022 be deputed by QUESS, to work at client's office / premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of india as and required by Quess for rendering the services under this contract

#### **TENURE:**

The term of your Contract shall be valid from JAN 03, 2022 to DEC 02, 2022.

#### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

#### **LOCATION:**



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Offer No : QS2433754

Page 1

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**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

<http://www.quescorp.com> | Toll Free No: 1800-572-3333



**TO CHECK IF YOUR OFFER LETTER IS GENUINE.**

Open the camera on your smart phone and scan.

You are required to work at client's location at DELHI.

**POSITION:**

You are appointed as QA SUPERVISIOR.

**REMUNERATION:**

The details of your salary break up with components are as per the enclosure attached herewith.

**EXTENSION:**

Unless otherwise notified to you in writing this contract of employment would be valid DEC 02, 2022 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

**WORKING HOURS:**

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

**TERMINATION & SUSPENSION:**

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by



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Offer No : QS2433754

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**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**

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the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

**NOTICE PERIOD:**

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

**INDEMNITY:**

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

**CODE OF CONDUCT:**

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

**HOLIDAYS:**

You will be entitled to paid holidays in a year as notified by the company from time to time.

**ADDRESS FOR COMMUNICATION:**

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as



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Offer No : QS2433754

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**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**  
 3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.quesscorp.com> | Toll Free No: 1800-572-3333



**TO CHECK IF YOUR OFFER LETTER IS GENUINE.**

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above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

**BACKGROUND VERIFICATION:**

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

**ABSENTEEISM:**

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

**RULES AND REGULATIONS:**

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

**OTHER TERMS OF CONTRACT:**

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

**JURISDICTION:**

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall



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Page 4

Offer No : QS2433754

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**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**  
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.quesscopy.com> | Toll Free No: 1800-572-3333



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only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bangalore and its subordinate Courts.

**DEEMED CANCELLATION OF CONTRACT:**

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Jan 03 2022 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited**.



**Tej Hans Raj Singh**  
COO Staffing



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Offer No : QS2433754

**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**

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I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name:.....

Signature:.....

Place:.....

Date:.....

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Offer No : QS2433754

**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

**<http://www.quesscorp.com> | Toll Free No: 1800-572-3333**



**TO CHECK IF YOUR OFFER LETTER IS GENUINE.**

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**Compensation Sheet**

Offer No: **QS2433754** Associate Name: **MO MOHAZZAR**  
 Designation: **QA Supervisor** Location: **DELHI**

<b>Pay Heads</b>	<b>Rs. Monthly Pay</b>	<b>Rs. Annual Pay</b>
Basic	12000	144000
House Rent Allowance	6000	72000
City Compensatory Allowance	1150	13800
Statutory_bonus	1000	12000
Washing Allowance	1300	15600
<b>Gross Salary</b>	<b>21450</b>	<b>257400</b>

<b>Employer's Contribution</b>		
Employer Provident Fund	1560	18720
Insurance	90	1080
<b>Total Contribution</b>	<b>1650</b>	<b>19800</b>
<b>Cost to Company: (CTC)</b>	<b>23100</b>	<b>277200</b>

<b>Deduction: (Subjected to change)</b>		
Provident Fund	1440	17280
<b>Total Deduction</b>	<b>1440</b>	<b>17280</b>
<b>Net Take Home</b>	<b>20010</b>	<b>240120</b>

Dear Associate,

Please download the WorQ App on your mobile for a host of benefits

- Access all your HR Documents (PaySlip, Offer Letter, PF/ESIC/Insurance Nos, Form 16
- Get Digital ID Card
- Get Easy Access to Quess helpline
- Get access to Quess Marqet to get lucrative offers specifically for Quess Associates
- Get host of learning opportunities



Quess Confidential  
 Page 7

Offer No : QS2433754

This is a system generated letter

**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**  
 3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.quescorp.com> | Toll Free No: 1800-572-3333



**TO CHECK IF YOUR OFFER LETTER IS GENUINE.**  
 Open the camera on your smart phone and scan.

You will receive your User Id / Password & Company ID by sms to your registered mobile No.

For any issues in login to WorQ app, please email to help@quesscorp.com.

Please mention your

- Offer No :QS2433754
- Name :MO MOHAZZAR
- Mobile No

Link to download WorQ

Play Store (Android) - <https://goo.gl/rqsMnr>

App Store (iOS) - <https://goo.gl/DmHpEj>



*Mohazzar*

Quess Confidential

Page 8

This is a system generated letter

Offer No : QS2433754

**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**

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**TO CHECK IF YOUR OFFER LETTER IS GENUINE.**

Open the camera on your smart phone and scan.

**DISCLAIMER**

**To whomsoever it may Concern**

I, MO MOHAZZAR , Offer ID QS2433754, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

**Associate Name:**

**Associate Signature:**



*Quess Confidential*

*Page 9*

This is a system generated letter

Offer No : QS2433754

**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

**<http://www.quescorp.com> | Toll Free No: 1800-572-3333**



**TO CHECK IF YOUR OFFER LETTER IS GENUINE.**

Open the camera on your smart phone and scan.

29-07-2021

Dear Sidra,

We are pleased to extend you an offer to join us as **Research Associate 2** and would like to formally welcome you to our team. We believe that you would be a great addition to our team, and we look forward to working with you. We are building an organization where professionals find satisfaction of a challenging job and an interesting work environment. We welcome your contributions in this regard as well.

Your annual CTC would be Rs. **3,75,000 /- Per Annum**.

We look forward to having you join us on or before **09-08-2021** at our Gurgaon office at: Bright Lifecare Private Limited, 2nd Floor, Presidency Towers (Opposite Govt. Girls' College), Sector 14, Gurgaon – 122001. You are requested to bring along the following documents on your date of joining and hand over to the HR department.

Please carry photocopies of the documents mentioned below:

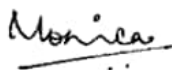
- Passport Size Photograph – 3 copies
- Self-attested documents of your all educational and degree certificates (X, XII, Degree, PG Certificate)
- Permanent and Temporary address proof and telephone no.
- Appointment Letter, Experience Letter and Relieving Letter from current and previous employers
- Salary slips of last 3 months, and Form 16
- Copy of Pan Card and ID proof (Aadhar Card/Voter ID Card/Passport/Driving License)
- Tax Certificate from previous employer

As part of our hiring process, you will be required to successfully complete the background screen. This offer and your employment are conditional upon the Company receiving satisfactory references, background check results and meeting the defined minimum performance criteria during probation.

Kindly return the duplicate copy of this offer letter, duly signed, as a token of your acceptance. We also request you to provide two references, whom you have worked with in a professional capacity.

We look forward to a long, mutually beneficial and rewarding association with you.

For **Bright Lifecare Pvt. Ltd.**



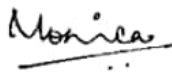
**Monica Mudgal**  
SENIOR VICE PRESIDENT - HUMAN RESOURCES

**Name:** Sidra Khan**Designation:** Research Associate 2 **Grade:** B1**Department:** R&D **Sub-department:** Regulatory**Location:** Presidency Tower Sector - 14, Gurgaon, Haryana, India, (Office)

Indicative Compensation Breakup (to be further refined post joining)

SALARY COMPUTATION		
Components	Per Annum	Per Month
<b>Compensation Breakup</b>		
Basic	1,87,500	15,625
HRA	93,750	7,813
Special Allowance	71,550	5,963
<b>Gross Salary</b>	<b>3,52,800</b>	<b>29,400</b>
<b>Retiral Benefits</b>		
PF Employer Contribution	21,600	1,800
LWF Employer Contribution	600	50
<b>Deductions</b>		
PF Employee Contribution	21,600	1,800
LWF Employee Contribution	300	25
<b>Net Pay</b>	<b>3,30,900</b>	<b>27,575</b>
<b>Fixed CTC</b>	<b>3,75,000</b>	<b>31,250</b>
<b>Total CTC</b>	<b>3,75,000</b>	<b>31,250</b>

For Bright Lifecare Pvt. Ltd.

**Monica Mudgal****SENIOR VICE PRESIDENT - HUMAN RESOURCES**

# Brew51 Technologies Private Limited

Registered Office: #52, 1st floor, SPD Plaza, Koramangala Industrial Layout, 5th Block, Bengaluru, India - 560034

Ref: BTPL/HR/0008

Thursday 16 December, 2021

To,

**Shirin Fatima,  
Bangalore**

## **Sub: Letter of Offer for Appointment - "Food Scientist"**

We have pleasure in welcoming you to our Organisation (Brew51 Technologies Private Limited, **BTPL**) and offer you an appointment as "**Food Scientist**" at Bengaluru, with effect from December 16, 2021 on the following terms and conditions.

We are pleased to specify terms of your appointment with us.

1. You shall be eligible to receive a Total Remuneration of Rs. 7,20,000 /-, (Seven Lakh Twenty Thousand Rupees per annum only) effective from December 16, 2021. Specific details of your Remuneration is provided in Annexure **A** enclosed with this letter.
2. Your remuneration is confidential between you and the company and you are obliged to maintain absolute secrecy of the terms and conditions.
3. **Working Hours-** The Company's standard work week is 45 hours, however you will be required to devote whatever time is necessary to complete the requirements of your position, which may exceed 45 hours per week.
4. During your employment with the company the company will be entitled to terminate your services with mutual discussion, by giving you notice in writing for a period of one month or by payment of salary in lieu of such notice, for a corresponding period. In the event of your desiring to leave the services of the company, you shall give to the company notice in writing for a period of three months. However, the company may, at its sole discretion relieve you of your duties any time during the notice period, and in that event, you will be paid salary up to the last working day only.
5. During your employment with the company, the company may, at any time, at its sole discretion station you in any other location in India.
6. The company shall be entitled at any time during the course of your employment, to transfer you to any of its Affiliates, Subsidiaries or Sister Companies and you shall comply with all directions and instructions in that behalf.
7. You will not at any time without the consent in writing of the Company during the term of your service with the company or after the termination of service by notice, discharge or otherwise, make known or divulge in any manner whatsoever any information which, while the service of the company you have acquired as secret information concerning the technical processes, patents, transactions, finances or affairs of the company. In addition, you shall be bound by the decision of the company in regard to publications written or otherwise. of any work with which you



# **Brew51 Technologies Private Limited**

**Registered Office: #52, 1st floor, SPD Plaza, Koramangala Industrial Layout, 5th Block, Bengaluru, India - 560034**

may be associated. It is, however, mutually agreed that this undertaking shall in no way affect your right to make use of the general knowledge and skill, which you have acquired in the service of the company.

8. If you or your dependent family members have a financial/gainful interest in any business with Brew51 Technologies Private Limited then it would be obligatory on your part to make a written declaration to this effect to the Board of Directors before any business deal is entered into.
9. If at any time you shall, by your conduct, render yourself incompetent to perform your duties or if you should be dishonest, disobedient, intemperate, irregular in attendance, commit any breach of the terms of your appointment or of any of its stipulations herein contained, the company shall, without prejudice to any of its rights under the terms herein be entitled to terminate your employment forthwith without notice or payment in lieu of notice and to deduct from your salary or other emoluments (if any) then due to you, the amount of any loss the company may have sustained.
10. Upon leaving the employment of the company, you shall not take with you any properties, blue print or other reproduction or any other data, tables, calculations, letters or other documents of any other writing or copy of writing of any nature whatsoever pertaining to the business of the company.
11. It is agreed that it shall be open to the company from time to time, to add, to modify any remuneration, benefit, facility or perquisite that may have been extended to you, on a review of the company's functioning, finances and prospects that you shall be found by the company's decision in this behalf.
12. In addition to the shown on the following pages you will also be required to abide by BTPL HR Policies and Benefits Guide, the Code of Conduct, relevant staff dealing rules and other policies and guidelines implemented by BTPL. You will be subject to the company's rules and regulations for the time being in force and as varied from time to time.
13. In any case of change in the address of your residency, which is already provided to us for our records, the same must be intimated to the respective authority.
14. On ceasing to be in the employment of the company, you shall return forthwith all the properties of the company that are entrusted at the time of employment and/or during the course of employment with the company.
15. Any cause of action for the dispute arising out of the Employment Contract between the company and the employee shall lie in the court of Bangalore city only.

# Brew51 Technologies Private Limited

Registered Office: #52, 1st floor, SPD Plaza, Koramangala Industrial Layout, 5th Block, Bengaluru, India - 560034

Kindly return to us the enclosed duplicate copy of this letter of offer for appointment and Annexure A (Total Cost to Company) thereto duly signed by you in token of your confirmation and acceptance of the offer along with the terms and conditions.

**This offer of employment is valid up to 18/12/2021.**

Ravali Amba

**CEO and Director**

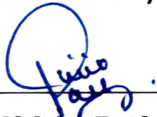
**Brew51 Technologies Private Ltd.**

## ACKNOWLEDGMENT AND ACCEPTANCE

I confirm that I have read and understood the above, and accept this Letter of Appointment and agree to comply with the employment policies, rules and practices of BTPL now in force or which may be amended, revised or adopted from time to time.

I confirm that no representation or inducement has caused me to take this appointment in the Company or leave any previous employment. I also understand and consent to the fact that in the course of employment, BTPL will be required, from time to time, to collect, use and disclose personal information to administer the employment relationship. In signing this agreement you consent to BTPL processing your personal data for the purposes of administration of your employment records. I agree that the terms of this conditional offer are fair and reasonable.

I have carefully read, considered and understood the terms and conditions under which this appointment is being offered to me and which have already been explained to me and I hereby convey my acceptance of all the terms of appointment.



**Shirin Fatima**

17<sup>th</sup> December

\_\_\_\_\_, 2021

# Brew51 Technologies Private Limited

Registered Office: #52, 1st floor, SPD Plaza, Koramangala Industrial Layout, 5th Block, Bengaluru, India - 560034

## ANNEXURE A

### Break up of total Cost to Company (CTC)

	Monthly	Annual
Monthly Benefit /Compensation*	INR	INR
Basic	30000	360000
HRA @ 50% of basic	15000	180000
Leave Travel Allowance	1200	14400
Special Allowance	13800	165600
<b>Total - Gross Salary</b>	<b>60,000</b>	<b>7,20,000</b>
* Effective from 16/12/2021		

Salary set out herein is gross of income tax and contribution to be made under the provisions of the Employee Provident Fund and Miscellaneous Provisions Act, 1956, and any other statutory contributions. The Company shall be entitled to make all necessary deductions and withholdings as may be necessary in this regard in accordance with applicable law. You will be paid on a monthly basis in arrears, in accordance with BTPL's normal payroll practices and will be directly deposited into your Indian designated bank account (details whereof are given by you to BTPL).

#### **Benefits:**

- (1) **Medical Insurance:** As per Company Policy and guidelines framed by the Board of Directors in this regard.
- (2) **Life Insurance:** As per Company Policy and guidelines framed by the Board of Directors in this regard.
- (3) **ESOP (Employee Stock Options Program):** You will be entitled to Stock Options as per eligibility criteria, under the ESOP scheme formulated and approved by the Board of Directors.
- (5) **Annual Leave** - You will be entitled to 15 days of annual paid leave per year, which accrues over the course of each year. Your entitlement for your first year of employment will be pro-rated according to your start date. All leave must be taken and scheduled in accordance with BTPL's vacation policy and may be taken in full-day or half-day segments.
- (6) **Other Leave** - You will be entitled to the leave applicable under the legislation in the state where you are employed and on accordance to the Leave policy of BTPL.
- (7) **Reimbursable Expenses** - Normal and reasonable business expenses substantiated in accordance with the policies and procedures from time to time established by BTPL will be reimbursed.



OFFER LETTER EXTENDED BY  
**3Pillar Global India**

**To: Simran Mishra**

## 3PILLAR GLOBAL INDIA OFFER LETTER

**Simran Mishra**

It is with great pleasure that we invite you to the 3Pillar Global family as an **Apprentice- Software Engineer**. If you accept this offer of internship and our service agreement, you will undergo a **6-month** training program. On successful completion of the training program and evaluation based on your performance during the training program., you will be offered the position of **Software Engineer I**.



### ABOUT 3PILLAR GLOBAL INDIA

3Pillar Global India builds breakthrough software products that power digital businesses. We are an innovative product development partner whose solutions drive rapid revenue, market share, and customer growth for industry leaders in Software and SaaS, Media and Publishing, Information Services, and Retail.

3Pillar's key differentiator is our Product Mindset. Our teams apply this mindset to build digital products that are customer-facing and revenue-generating. Our business-minded approach to agile development ensures that we align to client goals from the earliest conceptual stages through market launch and beyond.



### TERMS OF OUR COLLABORATION

The collaboration with 3Pillar Global India is based on a full-time employment contract for an indefinite period.

You are able to carry out your work activity from the headquarters of 3Pillar Global India, located on **Candor Tech Space, B-2, Tower-3, Ground Floor & First Floor, Sector-62, Noida, UP-201309**, India or avail the Work from Anywhere policy of 3Pillar Global India and work from any location of your choice. Should you choose to work from any other location, company will not reimburse any additional expenses towards it.

You may be required to travel to other company or customer locations.

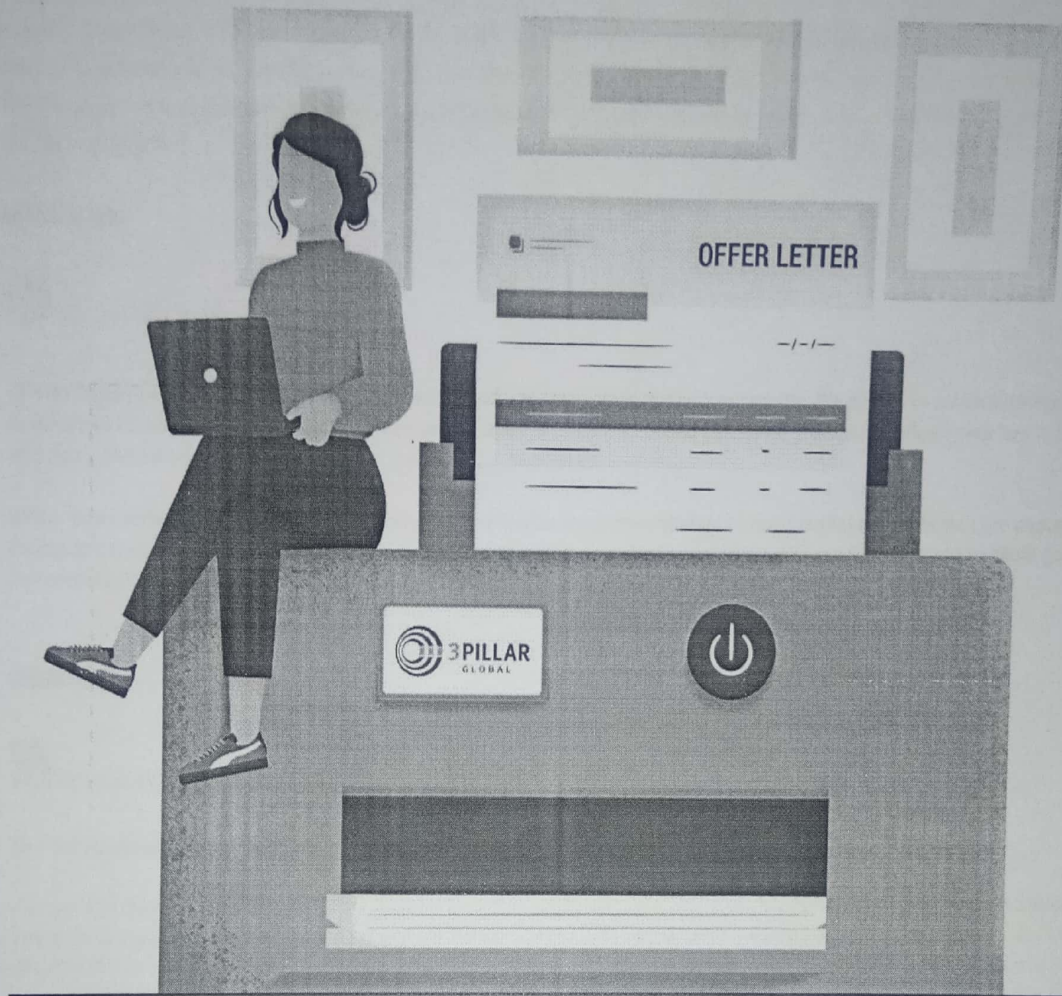
You will be joining us on **6th December 2021**

The notice period is **30** working days, provided that there are no other contractual terms that require another period (e.g., training, certifications, projects).



### COMPENSATION

During the **6 months** training program, we are offering you a monthly stipend of **INR 12,000 per month (INR 11,450 In hand)**. On successful completion of your training program and evaluation based on your performance during the training program. We will offer you an annual **CTC of INR 5 Lacs per annum**.



OFFER LETTER EXTENDED BY  
**3Pillar Global India**

**To: Raiyyan Israili**

## 3PILLAR GLOBAL INDIA OFFER LETTER

Raiyyan Israili

It is with great pleasure that we invite you to the 3Pillar Global family as an **Apprentice- Software Engineer**. If you accept this offer of internship and our service agreement, you will undergo a **6-month** training program. On successful completion of the training program and evaluation based on your performance during the training program., you will be offered the position of **Software Engineer I**.



### ABOUT 3PILLAR GLOBAL INDIA

3Pillar Global India builds breakthrough software products that power digital businesses. We are an innovative product development partner whose solutions drive rapid revenue, market share, and customer growth for industry leaders in Software and SaaS, Media and Publishing, Information Services, and Retail.

3Pillar's key differentiator is our Product Mindset. Our teams apply this mindset to build digital products that are customer-facing and revenue-generating. Our business-minded approach to agile development ensures that we align to client goals from the earliest conceptual stages through market launch and beyond.



### TERMS OF OUR COLLABORATION

The collaboration with 3Pillar Global India is based on a full-time employment contract for an indefinite period.

You are able to carry out your work activity from the headquarters of 3Pillar Global India, located on **Candor Tech Space, B-2, Tower-3, Ground Floor & First Floor, Sector-62, Noida, UP-201309, India** or avail the Work from Anywhere policy of 3Pillar Global India and work from any location of your choice. Should you choose to work from any other location, company will not reimburse any additional expenses towards it.

You may be required to travel to other company or customer locations.

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### COMPENSATION

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**EXTENSION OF INTERNSHIP**

Name: Pragun Pathania

Date: 9<sup>th</sup> November, 2021

Dear Pragun,

Congratulations!!

We are pleased to offer you internship with **M/s ExpertLancing Research Services** based on your application & the interview process you completed with us.

Details of the other terms and conditions of Internship offer is as follows:

1. During the Extended Internship period you will be designated as **Patent Research Associate – Trainee**, and will be based at our Gurgaon Office.
2. Your start date of Internship will be on **17<sup>th</sup> January, 2022** at 10:30 a.m.
3. Your regular weekly shift timing will be from 9: 30 AM to 6:30 PM from Monday to Friday.
4. You will be entitled to receive a compensation of **INR 12,000 (Twelve Thousand)** per month during the internship period of 6 months.
5. Further, as a part of **M/s ExpertLancing Research Services** training curriculum, we shall be spending **INR 1,00,000/-** on your training to make you employment ready over the entire training period of 6 months. For this, **M/s ExpertLancing Research Services** shall not be charging you any amount subject to Paragraph 8.
6. On successful completion of your internship, basis your performance & our evaluation of the same, you will be considered for a job opportunity with us, i.e., **M/s ExpertLancing Research Services**. For such job opportunity offered, we expect to offer you with a remuneration in the range between **INR 3,50,000 (Three Lakhs Fifty Thousand only)** to



**Ujjawal Singhal**  
Email:ujjawalsinghal2000@gmail.com  
Phone No:8799725051

Dear Mr.Ujjawal,

**Letter of Intent**

Consequent upon the discussion and subsequent interviews held with you, we are pleased to offer you the position of **Technical Graduate Trainee** in our esteemed organization as per the agreed terms & conditions

1. A detailed Appointment Letter shall be issued on your joining the company. You are required to report at sharp 10:00 AM on 3<sup>rd</sup> Jan 2022 ,address F-01, B-14/15 Sector-1, Near sector 15 metro station Noida.
2. Your offer stipend would be Rs.1.92 LPA for the initial 4 months(During the training period) then you will get up to 5.0-5.2 LPA including benefits and reimbursements\* for the next 14 months and promoted to **Associated Software Engineer** based on your work & training performance. You are required to sign an 18 Months bond with the company and also submit the refundable bank cheque of Rs.2.5 Lakhs, for security purpose it can be from a zero-balance account too.
3. During the training period of 4 months, please carry your own laptop afterward company will assign you as per the project requirement.
4. Please bring the following documents at the time of joining: -
  - (a) PAN & Aadhar Card
  - (b) Proof of permanent and present address.
  - (c) Educational qualification (Please bring all the original certificates).
  - (d) Medical fitness certificate. (To be signed by a Registered Medical Practitioner holding a degree not below that of M.B.B.S.)
  - (e) Three passport size photographs.
5. Meanwhile, please intimate your acceptance of our offer on duplicate copy of this Letter of intent.
6. This letter is valid up to 3<sup>rd</sup> Jan 2022, If you do not join on or before 3<sup>rd</sup> Jan 2022, the letter will stand cancelled without any intimation.

**Note:** Employees who would complete their 18 months are only eligible for 50,000INR Association bonus. Association bonus will be only disbursed after completing additional 6 months with organization from the day of completion of the Bond period.

Best Regards,

For Big Oh Notation Private Limited

01/10/2021

**Amanpreet Kaur,**

E59, Second Floor, Paradise Apartment, Rohini, Sector-18, Delhi-110089

**Subject: Employment Letter (Project Linked)**Dear **Amanpreet Kaur,**

Reference your application and your subsequent interview held wherein you have expressed your desire and willingness to provide your services to our Organisation (also referred to as CISSD). We are a voluntary charitable Organisation engaged in the mission of helping vulnerable communities in India, engaged in several projects pan-India.

As a part of our said activities and the projects, we are pleased to appoint you as **Nurse Mentor Supervisor (BEmONC) Grade – G**, in the project **Continue Technical Support to GoB to Reduce Maternal & neonatal Mortality (MNH II)**, in CISSD. You will report to **DRU - Team Lead, Continue Technical Support to GoB to Reduce Maternal & neonatal Mortality (MNH II)** project.

**A detailed JD is as annexed.**

Your employment shall be subject to the following terms and conditions:

**1. TENURE**

Your employment would be for a fixed period commencing from the date you join our services i.e. **01/10/2021**, which shall expire and automatically stand terminated on the close of working hours of **31/03/2022**. The parties may, however, by mutual agreement in writing, further extend the said period of employment, provided in no case the period of employment shall go beyond the life of the said **Continue Technical Support to GoB to Reduce Maternal & neonatal Mortality (MNH II)** project.

However, in case the said project for whatsoever reason comes to an end prior to the expiry of your employment in the said project; your services will also automatically cease as on the last day of expiry of the said project. Similarly, in case the size of the project is required to be reduced at any time, for whatsoever reason, then the Organization may terminate your services by giving you one month's notice or pay in lieu thereof.

**2. PROBATION**

You will be initially placed on an assessment period of three (3) months commencing from **01/10/2021**, in order to evaluate your suitability and competence to meet the position requirements, failing which, the Management has

Page 1/5

....over

**Fwd: Joining Date Confirmation - Evalueserve Campus Hiring 2021 - 2022 | Jamia Hamdard**  
1 message

Tabish Mufti <tabishmufti@jamiyahamdard.ac.in>  
To: Nida Iftikhar <nida.iftikhar@jamiyahamdard.ac.in>

Tue, Dec 21, 2021 at 12:42 PM

----- Forwarded message -----  
From: Aniket Das <Aniket.Das@evalueserve.com>  
Date: Fri, 10 Dec 2021 at 3:52 PM  
Subject: Joining Date Confirmation - Evalueserve Campus Hiring 2021 - 2022 | Jamia Hamdard  
To: Tabish Mufti <tabishmufti@jamiyahamdard.ac.in>, Manpreet Kaur Kohli <manpreetkaurkohli@jamiyahamdard.ac.in>  
Cc: Campus <campus@evalueserve.com>, balankar@jamiyahamdard.ac.in <balankar@jamiyahamdard.ac.in>

Hi Manpreet and Tabish,

Greetings from Evalueserve!

Please find the attached list below for the selected students.

Name	Gender	Designation	LOB	Sub Allocation	College Name	Course	Contact Number	Email Id	DOJ
Farah Naaz	Female	Intern	CIB	CIB	Jamia Hamdard	MBA	+91 7419040809	farahnaaz2017m@gmail.com	10-Jan-22
Shimroz Waseem	Male	Intern	CIB	CIB	Jamia Hamdard	MBA	+91 8586001022	shimroz.waseem1@gmail.com	10-Jan-22
Bazgha Khan	Female	Intern	CIB	CIB	Jamia Hamdard	MBA	+91 9650545613	bazghakhan.94@gmail.com	10-Jan-22
Mohammad Rakibuddin	Male	Intern	IPRD	IPRD 02	Jamia Hamdard	Blechn	+91 8368650951	mdrakibprog7867@gmail.com	10-Jan-22

Please confirm their DOJ earliest by today EOD.

BIGOH/HR/LOI/2021-22

Date :14th September 2021

Moh Zaid Khan  
Email:khanhamza2014@gmail.com  
Phone No:8979872952

Dear Mr.Zaid,

**Letter of Intent**

Consequent upon the discussion and subsequent interviews held with you, we are pleased to offer you the position of **Technical Graduate Trainee** in our esteemed organization as per the agreed terms & conditions

1. A detailed Appointment Letter shall be issued on your joining the company. You are required to report at sharp 10:00 AM on 3<sup>rd</sup> Jan 2022 ,address F-01, B-14/15 Sector-1, Near sector 15 metro station Noida.
2. Your offer stipend would be Rs.1.92 LPA for the initial 4 months(During the training period) then you will get up to 5.0-5.2 LPA including benefits and reimbursements\* for the next 14 months and promoted to **Associated Software Engineer** based on your work & training performance. You are required to sign an **18 Months bond** with the company and also submit the refundable bank cheque of **Rs.2.5 Lakhs**, for security purpose it can be from a zero-balance account too.
3. During the training period of 4 months, please carry your own laptop afterward company will assign you as per the project requirement.
4. Please bring the following documents at the time of joining: -
  - (a) PAN & Aadhar Card
  - (b) Proof of permanent and present address.
  - (c) Educational qualification (Please bring all the original certificates).
  - (d) Medical fitness certificate. (To be signed by a Registered Medical Practitioner holding a degree not below that of M.B.B.S.)
  - (e) Three passport size photographs.
5. Meanwhile, please intimate your acceptance of our offer on duplicate copy of this Letter of intent.
6. This letter is valid up to 3<sup>rd</sup> Jan 2022, If you do not join on or before 3<sup>rd</sup> Jan 2022, the letter will stand cancelled without any intimation.

**Note:** Employees who would complete their 18 months are only eligible for **50,000INR Association bonus**. Association bonus will be only disbursed after completing additional 6 months with organization from the day of completion of the Bond period.

Best Regards,

For Big Oh Notation Private Limited

BIGOH/HR/LOI/2021-22

Date :14th September 2021

Neill Rawani  
Email:neillrawani2699@gmail.com  
Phone No:8130885662

Dear Mr.Neill,

**Letter of Intent**

Consequent upon the discussion and subsequent interviews held with you, we are pleased to offer you the position of **Technical Graduate Trainee** in our esteemed organization as per the agreed terms & conditions

1. A detailed Appointment Letter shall be issued on your joining the company. You are required to report at sharp 10:00 AM on 3<sup>rd</sup> Jan 2022 ,address F-01, B-14/15 Sector-1, Near sector 15 metro station Noida.
2. Your offer stipend would be Rs.1.92 LPA for the initial 4 months(During the training period) then you will get up to 5.0-5.2 LPA including benefits and reimbursements\* for the next 14 months and promoted to **Associated Software Engineer** based on your work & training performance. You are required to sign an 18 Months bond with the company and also submit the refundable bank cheque of Rs.2.5 Lakhs, for security purpose it can be from a zero-balance account too.
3. During the training period of 4 months, please carry your own laptop afterward company will assign you as per the project requirement.
4. Please bring the following documents at the time of joining: -
  - (a) PAN & Aadhar Card
  - (b) Proof of permanent and present address.
  - (c) Educational qualification (Please bring all the original certificates).
  - (d) Medical fitness certificate. (To be signed by a Registered Medical Practitioner holding a degree not below that of M.B.B.S.)
  - (e) Three passport size photographs.
5. Meanwhile, please intimate your acceptance of our offer on duplicate copy of this Letter of intent.
6. This letter is valid up to 3<sup>rd</sup> Jan 2022, If you do not join on or before 3<sup>rd</sup> Jan 2022, the letter will stand cancelled without any intimation.

**Note:** Employees who would complete their 18 months are only eligible for 50,000INR Association bonus. Association bonus will be only disbursed after completing additional 6 months with organization from the day of completion of the Bond period.

Best Regards,

For Big Oh Notation Private Limited



OFFER LETTER EXTENDED BY  
**3Pillar Global India**

**To: Aishwarya Chand**

North America | Asia Pacific | Europe | Latin America  
| TPG Software Pvt. Ltd. | Regd. Off. 1D-1/17 | Lalita Park | Laxmi Nagar | Delhi - 110092 |  
info@3pillarglobal.com | CIN No. U72900DL2011PTC220633 | www.3pillarglobal.com

## 3PILLAR GLOBAL INDIA OFFER LETTER

Aishwarya Chand

It is with great pleasure that we invite you to the 3Pillar Global family as an **Apprentice- Software Engineer**. If you accept this offer of internship and our service agreement, you will undergo a 6-month training program. On successful completion of the training program and evaluation based on your performance during the training program., you will be offered the position of Software Engineer I.



### ABOUT 3PILLAR GLOBAL INDIA

3Pillar Global India builds breakthrough software products that power digital businesses. We are an innovative product development partner whose solutions drive rapid revenue, market share, and customer growth for industry leaders in Software and SaaS, Media and Publishing, Information Services, and Retail.

3Pillar's key differentiator is our Product Mindset. Our teams apply this mindset to build digital products that are customer-facing and revenue-generating. Our business-minded approach to agile development ensures that we align to client goals from the earliest conceptual stages through market launch and beyond.



### TERMS OF OUR COLLABORATION

The collaboration with 3Pillar Global India is based on a full-time employment contract for an indefinite period.

You are able to carry out your work activity from the headquarters of 3Pillar Global India, located on **Candor Tech Space, B-2, Tower-3, Ground Floor & First Floor, Sector-62, Noida, UP-201309**, India or avail the Work from Anywhere policy of 3Pillar Global India and work from any location of your choice. Should you choose to work from any other location, company will not reimburse any additional expenses towards it.

You may be required to travel to other company or customer locations.

You will be joining us on **6th December 2021**

The notice period is **30** working days, provided that there are no other contractual terms that require another period (e.g., training, certifications, projects).



### COMPENSATION

During the **6 months** training program, we are offering you a monthly stipend of **INR 12,000 per month (INR 11,450 In hand)**. On successful completion of your training program and evaluation based on your performance during the training program. We will offer you an annual **CTC of INR 5 Lacs per annum**.

EXTENSION OF INTERNSHIP

Name: Aadil Umar Saifi

Date: 9<sup>th</sup> November, 2021

Dear Aadil,

Congratulations!!

We are pleased to offer you internship with **M/s ExpertLancing Research Services** based on your application & the interview process you completed with us.

Details of the other terms and conditions of Internship offer is as follows:

1. During the Extended Internship period you will be designated as **Patent Research Associate – Trainee**, and will be based at our Gurgaon Office.
2. Your start date of Internship will be on **17<sup>th</sup> January, 2022** at 10:30 a.m.
3. Your regular weekly shift timing will be from 9: 30 AM to 6:30 PM from Monday to Friday.
4. You will be entitled to receive a compensation of INR **12,000 (Twelve Thousand)** per month during the internship period of 6 months.
5. Further, as a part of **M/s ExpertLancing Research Services** training curriculum, we shall be spending INR 1,00,000/- on your training to make you employment ready over the entire training period of 6 months. For this, **M/s ExpertLancing Research Services** shall not be charging you any amount subject to Paragraph 8.
6. On successful completion of your internship, basis your performance & our evaluation of the same, you will be considered for a job opportunity with us, i.e., **M/s ExpertLancing Research Services**. For such job opportunity offered, we expect to offer you with a remuneration in the range between INR 3,50,000 (Three Lakhs Fifty Thousand only) to



20 September 2021

Global ID: - 212313

Ms. Amita Anil Thomas

H.No-28/1077,

New Delhi-110062,

### Letter of Appointment

Dear Amita,

We have pleasure in appointing you as **Staff Nurse 1** in Nursing. Nursing at Fortis Escorts Heart Institute - Okhla effective 20 September 2021 on the following terms and conditions.

#### **1. Reporting**

You will report to Chief of Nursing – Nursing, Nursing Administration or any other designated person as specified by the Company from time to time.

#### **2. Remuneration & Benefits**

You will be placed in **Grade N3** of the Company, and will be entitled to compensation (salary, variable pay and other applicable benefits) as detailed in **Annexure 1**. Your compensation (direct and indirect) will be governed by the rules of the Company and the statutory provisions, as applicable and/or amended hereafter.

Your salary will be reviewed annually, normally w.e.f **1st April** of each year following the completion of probationary period (if applicable) or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results. All taxes arising in respect of the remuneration and other payments made by the Company to you pursuant to your employment with the Company shall be paid by you in accordance with the applicable laws and regulations under the laws of the relevant jurisdiction.

In addition to your salary and subject to any eligibility requirements, you may be included in such Incentive Schemes as may be operated by the company from time to time and as determined by the Remuneration Committee of the Company.

Depending on your position/grade in the company, you may be entitled to additional benefits as outlined in the company's policy which may be amended from time to time with or without notice to you.

#### **3. Probation**

You will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued to you in writing.

#### **4. Hours of Work:**

The hours of work will be in accordance with the ongoing policy of the Company.



NABH Accredited



PIPL/NH/149/2021  
27/01/2021

**Faizur Rahman**  
**Graduate Engineer Trainee**

Dear **Faizur**,

Many Congratulations.

This has reference to your campus interview you had with us.

We are pleased to offer you the position of **Graduate Engineer Trainee**, based at **Dhulagarh, Howrah, West Bengal** on the terms and conditions discussed and mutually agreed upon, contingent upon the results of your background check.

Please refer to the attached Annexure for your CTC details.

You are advised to join the duties at **Kolkata on or before 07/02/2022** failing which this offer will stand withdrawn unless the date is extended by us and communicated to you in writing.

At the time of joining please bring the following documents:

1. Three passport size photographs.
2. Original and photocopies of all your certificates, matriculation onward (including experience certificates).
3. Relieving letter from the last employer
4. Proof of your last Salary.

We wish you all the very best for a Rollicking Career with us.

Thanking You,  
For Prestige Ice Cream Pvt. Limited,



**Ashish Kant Jha**  
**Head – Human Resources**

**PRESTIGE ICE CREAMS PVT. LTD.**

23, Rustomjee Street, Ballygunge, Kolkata 700019, West Bengal, India

Info@rollick.co.in | +91 82405 77021 | www.rollick.co.in | CIN : U15205WB2004PTC100452



## CTC Annexure

Particulars	Monthly	Annually
Basic	₹ 12,500.00	₹ 1,50,000.00
HRA	₹ 6,250.00	₹ 75,000.00
Spl. Allowances	₹ 5,649.00	₹ 67,788.00
<b>Gross</b>	<b>₹ 24,399.00</b>	<b>₹ 2,92,788.00</b>
PTAX	₹ 130.00	₹ 1,560.00
Medicclaim	₹ 200.00	₹ 2,400.00
<b>Net take</b>	<b>₹ 24,069.00</b>	<b>₹ 2,88,828.00</b>
Gratuity	₹ 601.00	₹ 7,212.00
<b>CTC</b>	<b>₹ 25,000.00</b>	<b>₹ 3,00,000.00</b>
Variable		₹ -
<b>TCTC</b>		<b>₹ 3,00,000.00</b>



**Ashish Kant Jha**  
Head – Human Resources

**PRESTIGE ICE CREAMS PVT. LTD.**

23, Rustomjee Street, Ballygunge, Kolkata 700019, West Bengal, India

**Fwd: list of shortlisted Students for 3 Pillars Global | Interview held on 17/11/2021**  
1 message

Tabish Mufti <tabishmufti@jamiyahamdard.ac.in>  
To: Nida Iftikhar <nida.iftikhar@jamiyahamdard.ac.in>

Tue, Dec 21, 2021 at 12:29 PM

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

From: Tabish Mufti <tabishmufti@jamiyahamdard.ac.in>  
Date: Thu, Nov 18, 2021 at 11:24 AM  
Subject: list of shortlisted Students for 3 Pillars Global | Interview held on 17/11/2021  
To: A. Alam <aalam@jamiyahamdard.ac.in>

Hi Tabish,  
As discussed over the call, We are delighted to announce we have shortlisted 5 candidates for the role of **Apprentice- Software Engineer** from the placement Drive happened Yesterday **17th Nov.21**. Thank you for your input. We would like to have them onboard with us by **6th December.21**. We will be releasing their offer letters in the next 2 days.

S.No	Candidate name	Status
1	Aishwarya chand	Shortlisted
2	Sagar Agrawal	Shortlisted
3	Raiyyan Israili	Shortlisted
4	Simran Mishra	Shortlisted
5	P Sai harshita	Shortlisted

On Wed, Nov 17, 2021 at 12:52 PM Nipun Sharma <nipun.sharma@3pillarglobal.com> wrote:

15 farheen naim	<a href="https://meet.google.com/kcw-ahgi-gym?authuser=0">https://meet.google.com/kcw-ahgi-gym?authuser=0</a>	Sumit
16 Raiyyan Israili	<a href="https://meet.google.com/kcw-ahgi-gym?authuser=0">https://meet.google.com/kcw-ahgi-gym?authuser=0</a>	Sumit

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

From: Nipun Sharma <nipun.sharma@3pillarglobal.com>  
Date: Wed, Nov 17, 2021 at 12:22 PM  
Subject: list of shortlisted Students  
To: <tabishmufti@jamiyahamdard.ac.in>

25

**HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH  
AND ASSOCIATED HAH CENTENARY HOSPITAL  
GURU RAVIDAS MARG, NEW DELHI - 110062**

No: HIMSR/HR/N/03

Dated: 20.01.2021

**OFFICE ORDER**

On the recommendation of Standing Assessment cum Selection Committee, the competent authority is pleased to approve contractual appointment of staff nurses in Hakeem Abdul Hameed Centenary Hospital of Hamdard Institute of Medical Sciences & Research for a period of one year with effect from the date of their joining. An Annexure detailing their consolidated salary against their names is enclosed herewith.

All the incumbents are hereby directed to report to the Medical Superintendent of Hakeem Abdul Hameed Centenary Hospital for medical examination and other joining formalities within a week from the date of this order.

**The appointment is subject to your medical fitness clearance certificate.**

**The terms and conditions of the appointment will be as under:**

1. Your engagement is purely on contractual basis for a period of one year from the date of joining.
2. In addition to normal holidays(s), you will be entitled for 1 ½ days of leave for each completed month of service and maximum 18 days during the period of one year as per present policy subject to review. Leave will be availed in direct proportion to the period of service rendered in the months. In case of unauthorized/willful absence from duties for more than seven days, the appointment shall be terminable without assigning any notice. You will mark your attendance in the Biometric System (Face Recognition) of the Organisation.
3. There will be no encashment of leave. On the expiry of contract, the leave will be treated as lapsed, if not availed during the period of contract.
4. That this contract can be terminated within the contract period by one month notice or one month pay in lieu of notice from either side without assigning any reason.
5. You will be required to be present in the HAHCH Hospital throughout the working hours and may be asked to perform duties beyond office hours and on holidays without any extra remuneration. Your conduct & activities should be in a manner that promotes the aims and objectives of HIMSR/HAHCH.
6. **If at any time during the period of the contract, your activities are found detrimental to the interest of the Organisation, your services will be terminated forthwith without any notice and no representation for its continuation will be entertained.**
7. That no notice is required to be given on expiry of the contractual period by efflux of time.
8. That this appointment will not confer any right on you to claim regular appointment to the post and will not count for the purpose of seniority, promotion and service benefits etc.
9. That the above terms & conditions are illustrative and not exhaustive. The Competent Authority may vary them as per exigencies of work.
10. If the contractual appointment is acceptable, you may submit your joining and acceptance of the terms and conditions report to the office of Medical Superintendent within a week, failing which this offer shall stand withdrawn automatically.

(Mushtaq/A. Zargar)  
Head Finance & Administration

**All Concerned Appointees**

I, KEHKACHA..... accept the above terms & conditions for joining as Staff Nurse on 23.1.21..... in Hakeem Abdul Hameed Centenary Hospital of Hamdard Institute of Medical Sciences & Research.

**Copy to:**

1. Medical Superintendent, HAHCH
2. Nursing Superintendent, HAHCH
3. Addl. Medical Superintendent
4. Finance Section, HIMSR
5. P.A to Dean HIMSR
6. P.S. to CEO
7. Personal File/Guard File



Physiotherapy

6620 6650



## Utility Powertech Limited

(A Joint Venture Of NTPC & Reliance Infra Ltd.)

Delhi Office: Badarpur Thermal Power Station

Near CISF Reception, Gate No 4

Badarpur, New Delhi - 110 044

Email ID: badarpur@uplmail.com

Phone: - +91-11-2694 9771 Fax: - +91-11-2694 9774

Ref: UPL/BTPS/K/42

Date: 20/05/2021

To,  
Ms. Kehkasha  
D/o Sh. Mohd Qayum  
H. No. G379/20, Gali No.-20,  
Near Noor Masjid, Old Mustafabad,  
North East, Delhi-110094,  
Mobile No. 9643946881,  
Email id. [Kehkashabism114644@gmail.com](mailto:Kehkashabism114644@gmail.com)

### Sub: Letter of Engagement on Contract Basis.

We are pleased to engage your services as a "Staff Nurse" on purely temporary basis in our organization for Badarpur, NTPC, Hospital in our project site Badarpur, NTPC on temporary basis w.e.f. 05/05/2021 on the following terms and conditions:-

- 1 The Scope of the work includes round the clock nursing services in the Hospital for OPD, Indoor, specialty clinic and Injection room etc, including Working in shifts also. This engagement will be for a period upto 12/04/2022, during which you will be paid a Monthly Emolument of Rs.21, 500/- (Rs. Twenty One Thousand Five Hundred Only) as Basic Pay. Necessary PF deduction and Company's contribution will be done as per the company norms and applicable legal requirements.
- 2 HRA shall be paid to you @ rate of 30% of your Basic pay.
- 3 Conveyance Allowance shall be paid to you @ rate of Rs.1500/- per month.
- 4 Washing & Uniform Allowance shall be paid to you @ rate of Rs.1500/- per month.
- 5 Mobile reimbursement will be Rs. 500/- per month.
- 6 Bonus/Ex-Gratia @ 8.33% of Basic pay - Rs.1666.00 per month (restricted to Rs. 20000/-).
- 7 You will be entitled to avail two days leave per month, apart from one normal weekly off from the office Un-availed leave (s) to the extent of 50% of the total entitled leave (s) can be encashed at the end of the contract. All other kinds absence will be treated as without compensation and necessary deduction shall be affected from your compensation package.
- 8 Your engagement is without having further claim for re- engagement in any form whatsoever. This engagement may also be terminated at any time by either party by giving one month notice in writing or by payment of one month Basic in lieu thereof. The site establishment may not assign any reasons for such termination/closure of the contract discretion other than what is stipulated in this paragraph. Your engagement will terminated automatically on 12/04/2022.
- 9 As regards discipline and duties, you will be subjected to the rules and regulations in force from time to time by the company
- 10 You are required to produce original certificate in support of your date of birth, educational qualification and experience and salary certificate of previous employers(s) with Xerox copies thereof.

If you are agreeable to the above, please return the duplicate copy of this letter of engagement duly signed within 10 days as a token of your acceptance of this offer letter.

Thanking You,

For Utility Powertech Ltd.

Resident Manager.

# EMPLOYMENT SCHEDULE CASUAL EMPLOYEE



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Between

- **The Employer:** Mercy Aged and Community Care Ltd, ABN 77 191 901 062 (“Mercy Health”)
- **The Employee:** Aamna Zahir

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**Casual Position and Reporting Relationship (Clause 1):**

**Position Title:** Personal Care Assistant

**Position Reports to:** Service Manager

**Applicable Enterprise Agreement (Clause 2):**

Mercy Health and Aged Care Victoria, ANMF and HSU Enterprise Agreement 2018

**Date of Commencement (Clause 4):**

The proposed commencement date of your employment is 13/12/2021

**Primary Place of Work (Clause 5):**

Mercy Place - Rice Village

**Casual Remuneration (Clause 6):**

**Classification:** Personal Care Assistant Grade 3 Year 1

**Salary:** \$27.2132 gross per hour exclusive of Mercy Health’s statutory obligations under Superannuation legislation.

**Additional Terms & Conditions: (if applicable)**

**Visa Conditions**

- You maintaining eligibility to work and reside in Australia in accordance with the Department of Home Affairs Skilled graduates visa visa requirements
  - Registration approval from the Australian Health Practitioner Regulation Agency (AHPRA), where required by the position
  - You obtaining any regulatory or licensing approvals to reside in Australia and perform the position
  - You providing consent for Mercy Health to conduct regular Visa Entitlement Verification Online (VEVO) checks to ensure you have working rights in Australia
-

# EMPLOYMENT SCHEDULE CASUAL EMPLOYEE



## 1. Position and Reporting Relationship

The Employment Schedule sets out the position in which you will be employed.

During the continuance of your employment you shall perform the duties set out in your position description, and also undertake such other duties as may be assigned to you by your manager or the Group Chief Executive Officer of Mercy Health.

## 2. Applicable Enterprise Agreement

Your conditions of employment will be as per the Enterprise Agreement (“the Enterprise Agreement”) set out in the Employment Schedule and applicable legislation.

The additional terms and conditions as set out in the attached Employment Schedule will also apply to your employment.

## 3. Nature of Employment

This Contract of Employment sets out the terms and conditions of your casual employment and is accompanied by an Employment Schedule.

## 4. Date of Commencement

Your employment will commence on the date set out in the Employment Schedule on a casual basis working as operational requirements deem necessary.

## 5. Place of Work

Your place of work is set out in the Employment Schedule and may also involve you undertaking work at Mercy Health facilities and other locations as circumstances warrant.

## 6. Remuneration

### a) Classification and Salary

Your classification and salary are set out in the Employment Schedule.

In accordance with the Enterprise Agreement you will be paid a casual loading which is in lieu of any entitlement associated with permanent employment including paid annual leave, paid sick leave and other paid entitlements.

### b) Salary Packaging

You will have access to salary packaging in accordance with Fringe Benefits Tax legislation and the Mercy Health Flexible Remuneration Packaging Policy. Please refer to the policy for the maximum limits available under employment arrangements. It should be noted that in the event of changes to Fringe Benefits Tax legislation, there is no automatic compensation for the loss of benefits that Mercy Health enjoys under the current Fringe Benefits Act.

### c) Superannuation

The employer superannuation contribution in this contract is calculated in accordance with the *Superannuation Guarantee (Administration) Act 1992*.

The employer contribution will be made to a complying superannuation fund that you nominate. It is up to you to provide Mercy Health with the relevant information and details of this fund. A *Superannuation - Standard Choice Form* is attached for your convenience. If you decide not to choose a superannuation fund or fail to notify the organisation in writing of your choice prior to your first pay cycle, Mercy Health will offer Catholic Super as the default fund.



**d) Pay Period**

Your cash salary will be paid fortnightly in arrears to a bank account or accounts nominated by you.

**7. Employment Requirements**

**a) Police Record Check**

Your employment is subject to a satisfactory Police Record Check being provided to Mercy Health prior to your commencement. In the event the Police Record Check is unsuccessful or not sighted by your Manager prior to the commencement date of this contract, Mercy Health reserves the right to withdraw this employment offer.

The Police Record Check is to be obtained at your expense. Satisfactory, ongoing, three-yearly Police Checks obtained at your expense will be required as per the Aged Care Act 1997 (Cth).

You are obliged to disclose any relevant criminal charges or convictions which would disqualify you from being employed in the period between the three (3) yearly checks.

You are required to read and comply with *Mercy Health's Police Record Check Policy and Procedure* containing information relating to the types of offences which would disqualify you from employment and your obligations whilst employed with Mercy Health.

**b) Health Practitioner Registration**

If the position requires you hold a registration you agree to maintain this as defined in the *Health Practitioner Regulation National Law Act 2009* and to provide proof of registration prior to commencement and during your employment, including information on any pending or placed restrictions or conditions.

In the event you cease to hold your registration or this is suspended, you accept you will be stood down from the position until evidence of current registration has been provided to the satisfaction of Mercy Health.

**8. Hours of Work**

Shift(s) will be offered as deemed necessary to fulfil operational requirements. However, you may be asked to assist in other areas, vary your working times, hours and perform tasks, which are consistent with your skills and abilities.

If employed in Victoria, at commencement of employment you will be required to register on the time and attendance electronic system using the Biometric scanning system. Mercy Health reserves the right to withdraw this offer of employment if you do not register at commencement of employment.

**9. Leave**

You are entitled to unpaid carers leave, unpaid compassionate leave and other leave entitlements in accordance with the Enterprise Agreement and the *Fair Work Act 2009 (Cth)*.

**10. Mercy Values, Code of Conduct, Policies and Procedures**

Mercy Health has a number of documents that detail expected standards of behaviour and deal with workplace issues. You are required to be familiar with the Code of Conduct; and Policies and Procedures and to comply with them. These documents may be amended by Mercy Health from time to time. Whilst you are required to comply with these documents they are not incorporated into, or otherwise included into, your contract of employment with Mercy Health (including this contract).



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## 11. Workplace Surveillance

In accordance with the Workplace Surveillance Act 2005 (NSW), Mercy Health seeks to advise you that it currently uses CCTV to monitor public spaces within its NSW sites. The cameras are programmed to continually record (vision only) 24 hours per day 7 days per week. Signs will indicate where cameras are in operation and all cameras will be visible to employees, residents and visitors to the site.

## 12. Performance Review and Mandatory Competencies

Mercy Health shall conduct a formal review of your performance on an annual basis. You must co-operate fully with Mercy Health's performance review procedures.

You are required on commencement and then annually thereafter to complete the mandatory organisational competencies and relevant role related competencies as defined in the *Mercy Health Learning Ladder Framework*.

## 13. Termination

Mercy Health may terminate your employment in accordance with the Enterprise Agreement and the *Fair Work Act 2009 Cth*).

## 14. Return of Company Property

Upon termination of your employment, all property, materials and items issued to you and/or belonging to Mercy Health or any related entities of Mercy Health, including but not limited to office keys, mobile phone, business cards, documents or records of any nature held by you, computers, papers, electronic storage devices, and any other items in your possession or otherwise under your control which belong to Mercy Health must be immediately returned to Mercy Health.

## 15. Confidentiality

In the course of your employment, you will have access to and will encounter information relating to Mercy Health and its business and assets. You must treat all information as confidential. You must only use, copy and reproduce this information for purposes directly associated with your employment with Mercy Health. You must do all things necessary to safeguard the confidentiality of this information, in particular by ensuring that it is stored properly and securely. Upon termination of your employment, you must return to Mercy Health all documents or copies of documents containing this information.

Your confidentiality obligations do not apply to information, which is within the public domain, other than as a result of a breach by any person of their obligations of confidence.

## 16. Intellectual Property

This contract requires that you assign to Mercy Health all intellectual property rights in the works created by you during your employment with Mercy Health (refer to Code of Conduct).

## 17. Moral Rights

It is a condition of employment that you confirm that you will not exert your moral rights during your employment with Mercy Health.

## 18. Variation

This Agreement may be varied at any time while it is in operation, by written agreement between you and Mercy Health.

## 19. Entire Agreement

The Employment Schedule, Terms and Conditions of Employment, together with the attached letter, and documents contain the entire understanding between you and Mercy Health concerning the employment and supersede all prior communications between the parties.



Mercy Health

Care first

---

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**Acceptance by Employee**

I have read and understood the terms and conditions set out in this Contract of Employment and agree to be bound by them as well as the specific terms and conditions set out in the Employment Schedule.

Signature: .....

Date: .....

Name (please print): ..... (the Employee)



# Nightingale Institute of Nursing

(Formerly Nightingale College of Nursing & Nightingale School of Nursing)

Recognized by : Indian Nursing Council, New Delhi,  
U.P. Govt. & State Medical Faculty, Lucknow, U.P. &  
C.C.S. University, Meerut.

Date: 18/08/2021

## Joining Letter

To,

**B Pooja**

836, Janta Flats, G.T.B Enclave  
Delhi - 110093

Dear Pooja,

Congratulations!

We are pleased to confirm that Nightingale Institute of Nursing, Noida run by Nightingale Education Society would like to offer you the position of Lecturer in Community Health Nursing department. This letter confirms our offer of employment to you commencing from 18th August 2021.

Also, this is to mention that you've accepted our offer to earn consolidated salary of Rs.28,000/= (Twenty Eight Thousand only) per month for this position during your final interview. Also, we've already discussed at large regarding other terms and conditions of your employment in our institution.

The detailed terms and conditions stated explicitly below are to be followed during your tenure.

1. Probation/Confirmation: You will be on a Probation period for the Six months. Based on your performance your services will be confirmed with the Organisation after six months.
2. During the probation period your services can be terminated with seven-day notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on one month notice on either side.

Contd...

3. Absence for a continuous period of ten days without prior approval of the Principal/HOD HR, (including overstay on leave) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

4. Your appointment is based on the understanding that all the information, documentation i.e. authenticity of all your original certificates of education, ID proof, experience, salary and perquisites drawn earlier etc. provided by you is correct, true and complete.

5. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

6. Leave: You will be eligible to the benefits of the Institute's Leave Rules on your confirmation in the Institute's service. Detailed service rules are enclosed herewith in Annexure II.

7. During the period of your employment with the Institute you will devote full time to the work of the Institute. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash, kind or otherwise, without the prior written permission of the Institute.

8. You will not (except in the normal course of the Institute's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Institute's confidential content or to any matter with which the Institute may be concerned, unless you have previously applied to and obtained the written permission from the Institute.

9. You will be required to maintain utmost confidentiality in respect of documents, academic planning, software packages and licenses, Institute's policies, and human assets profiles.

10. Any of our academic or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

11. If at any time in our opinion—which is final in this matter—you are found non-performer or guilty of dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence

from duty without permission or any other conduct considered by us a deterrent to our interest or in violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission and the Institute shall be entitled to recover the damages from you.

12. You will be responsible for safekeeping and return in good condition and order of all Academic/Labs' articles which may be in your use, custody or charge.


13. You will be required to comply with all such rules and regulations as the Institute may frame from time to time.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to the Institute and look forward to a fruitful collaboration!

With best wishes,

**For Nightingale Institute of Nursing, Noida.**

  
Sushama Sharma **SUSHAMA SHARMA**  
(HOD, HR & ADMIN) **HOD (HR & Admin)**  
**Nightingale Institute of Nursing**  
**C-23, Sec-62, Noida**

01/10/2021

**Amber Fatima,**

Q. No.686, Sec-4, Timarpur, Delhi-110054

**Subject: Employment Letter (Project Linked)**Dear **Amber Fatima,**

Reference your application and your subsequent interview held wherein you have expressed your desire and willingness to provide your services to our Organisation (also referred to as CISSD). We are a voluntary charitable Organisation engaged in the mission of helping vulnerable communities in India, engaged in several projects pan-India.

As a part of our said activities and the projects, we are pleased to appoint you as **Nurse Mentor Supervisor (CEmONC) Grade – F**, under the Fund “**Continue Technical Support to GoB to Reduce Maternal & neonatal Mortality (MNH II)**”, in CISSD. You will report to **DRU - Team Lead, Bihar Technical Support Program**.

**A detailed JD is as annexed.**

Your employment shall be subject to the following terms and conditions:

**1. TENURE**

Your employment would be for a fixed period commencing from the date you join our services i.e. **01/10/2021**, which shall expire and automatically stand terminated on the close of working hours of **31/03/2022**. The parties may, however, by mutual agreement in writing, further extend the said period of employment, provided in no case the period of employment shall go beyond the life of the said **Continue Technical Support to GoB to Reduce Maternal & neonatal Mortality (MNH II)** project.

However, in case the said project for whatsoever reason comes to an end prior to the expiry of your employment in the said project; your services will also automatically cease as on the last day of expiry of the said project. Similarly, in case the size of the project is required to be reduced at any time, for whatsoever reason, then the Organization may terminate your services by giving you one month's notice or pay in lieu thereof.

**2. PROBATION**

You will be initially placed on an assessment period of three (3) months commencing from **01/10/2021**, in order to evaluate your suitability and competence to meet the position requirements, failing which, the Management has

Page 1/5

....over

the discretion to extend your said period of probation for a further three (3) months. On your successful completion of your probation period or extended probation period, you will be issued a letter confirming your employment in our Organisation. During the probation period and any extension thereof, either party can terminate this employment by giving seven (7) days prior notice or notice pay in lieu thereof. The Management reserves its right to waive the required notice period and handover clause in case of resignation, without any payment in lieu of pending notice period.

### 3. REMUNERATION

That the Organization shall pay you remuneration as per salary structure attached herewith in **Annexure A**.

### 4. SERVICE RULES

You shall be governed by the rules contained in our Human Resource Policy Manual in so far as the same are applicable to you and in respect of the matters which are not specifically provided herein. You are required to carefully read and familiarize yourself with the CISSD Human Resource Policy Manual. The Organisation is entitled to revise/amend/modify the said rules and the revised/amended/modified rules would govern you. In case you require to seek any clarification, you may kindly contact the Human Resource Department.

### 5. TERMINATION

- (i) Your services shall stand terminated automatically without any notice on the conclusion of your fixed term of employment as stated above. Further, your employment is co-terminus with **Continue Technical Support to GoB to Reduce Maternal & neonatal Mortality (MNH II)** project. Hence, if for any reason whatsoever, the said project is discontinued prior to its scheduled end date, then your employment will also stand automatically terminated.
- (ii) Once confirmed, either party may terminate this employment without assigning any reason, at any time by either party by giving one (1) month notice or salary in lieu thereof. The Management reserves the right to ask you to complete the task at hand prior before separation from CISSD and that you shall be bound to comply with the condition. You will be required to furnish a No Dues Certificate duly signed by the authorized person before separation; to enable the Management to settle your dues in full & final. In case of resignation, the Management reserves the right to forgo the required notice period and handover clause, without any payment in lieu of pending notice period.
- (iii) Your services may be terminated by the Management in case of shortage of funds in a project, discontinuation of funding or any other budgetary constraints, by giving you one (1) month's notice or payment in lieu thereof.
- (iv) Your services may be terminated by the Management with immediate effect without any notice or notice pay in case you indulge in any act of misconduct inter alia those mentioned below viz:
  - a. Conflict of interest
  - b. Fraud
  - c. Dishonesty



- d. Disobedience
  - e. Indiscipline
  - f. Disorderly behavior
  - g. An act of Sexual Harassment, exploitation or abuse in any form including child abuse
  - h. An act of moral turpitude
  - i. Absence from duty without prior permission, authorization or sanction
  - j. Violation of any other Policy/ Rule/ Regulation, terms and conditions or committing any other misconduct.
- \*Note: This list is merely illustrative and not exhaustive.

V) Your services are liable to be terminated without any notice, if any information tendered by you in your Application and / or other documents submitted by you for employment on the basis of which this appointment is made, is found to be false, misleading or certain facts are found to have been omitted or exaggerated.

## 6. CONFIDENTIALITY

- (i) You shall ensure that there is no unauthorized access to or disclosure of confidential data of any other organisation during the conduct of your official duties with us. Therefore, no unauthorized confidential data from other organisations will be kept or copied onto CISSD official computers, laptops, servers at any time during the course of your employment with us.
- (ii) All records, files, documents and materials, or copies thereof, relating to CISSD, which you prepare, or use, or come into contact with, shall be and remain the sole property of CISSD, as the case may be, and shall be promptly returned to us upon the cessation of your employment with us.
- (iii) You shall not, during your employment hereunder or at any time thereafter, divulge or disclose any confidential information as to the working or affairs of CISSD or its Partners, associates or any of their interests, operations, plans, methods, protocols or confidential practices and processes or the data and information relating to personnel, vendor or donor of CISSD, obtained by you during your employment, to any person whomsoever or make any use of such information for your own purpose or for any purpose other than that of CISSD. You shall, during the continuance of your employment hereunder, use your endeavors to prevent any other person from doing so. You shall not communicate to the public, any newspapers, social media and the like; at any time, any information or documents, official or otherwise relating to the Organisation. This restriction shall equally apply after cessation of your employment with CISSD and at all the time thereafter and shall remain enforceable for all the time, failing which CISSD will take necessary legal action against you.

## 7. EXCLUSIVITY

You will be a whole-time employee of our Organisation, and during your employment with us, you will not engage yourself in any other works or occupation directly or indirectly, part-time or full-time, honorary or otherwise; unless permitted in writing to do so by the Management.

**8. PROPRIETARY RIGHTS**

Any intellectual property pertaining to the Organisations activities created by you or jointly with any other person during the course of your employment shall become the sole property of the Organization and you shall have no claim over the same. This shall also apply to all correspondence that you may have with other Organizations in connection with our activities. Further, if registration or any statutory protection is required qua such work, then you will be required to assist the Organisation in obtaining the requisite statutory protection.

**9. CONFLICT OF INTEREST**

CISSD Organisation policy discourages employment of immediate family members or close social or business associates. As per the policy, you are required to sign and submit the Code of Ethics & Conduct as well as Conflict of Interest statement as attached.

**10. TRANSFER**

You will be initially posted at **Nawada, Bihar** but the Management, at its discretion, will be entitled to transfer your services to any place in India for working and/or in any matter relating to its Programs and Projects which may be in operation now or in the future. Your refusal to comply with such lawful and reasonable instructions of the Management shall warrant your termination without notice.

**11. DISPUTE RESOLUTION**

Any dispute pertaining to your employment would be subject to the exclusive jurisdiction of the Courts at Delhi only.

For and on behalf of  
CARE India Solutions for Sustainable Development



Anup Gopalakrishnan Nair  
Deputy Director - HR

Received & Accepted

-----  
**Amber Fatima**

Witnesses:

1. \_\_\_\_\_

2. \_\_\_\_\_

Copy: Sunil Babu, Chief of Party, CISSD Bihar  
PCF- 23326

**ANNEXURE A**

<b>Name</b>	<b>Amber Fatima</b>		
<b>Designation</b>	<b>Nurse Mentor Supervisor (CEmONC)</b>		
<b>Grade</b>	<b>F</b>		
<b>Project</b>	<b>Continue Technical Support to GoB to Reduce Maternal &amp; neonatal Mortality (MNH II)</b>		
<b>Department</b>	<b>Projects</b>		
<b>Location</b>	<b>Nawada, Bihar</b>		
<b>DETAILS</b>	<b>AMOUNT(RS)</b>		
	<b>Per Month</b>	<b>Per Annum</b>	<b>Remarks</b>
<b>MONTHLY COMPONENTS</b>			
Basic	32667	392000	
HRA	13067	156800	
Other Allowance	2888	34660	
Transportation	1600	19200	
Provident Fund	3920	47040	As per the HR Policy
<b>SUB TOTAL</b>	<b>54142</b>	<b>649700</b>	
<b>Flexible Components</b>	<b>11192</b>	<b>134300</b>	
<b>Special Allowance*</b>		<b>80000</b>	
Gratuity	As per policy		
Group Mediclaim	As per policy		
Term Insurance	As per policy		
Personal Accident Insurance	As per policy		
<b>ANNUAL COMPENSATION</b>		<b>864000</b>	
<b><i>TDS as appropriate on taxable income will be deducted in accordance with the prevalent Finance Act of the relevant year.</i></b>			
<b><i>Compensation is highly confidential and should be discussed with HR only.</i></b>			
<b><i>*Special Allowance will continue as long as you are associated with expanded BMGF funded projects in Bihar &amp; Jharkhand.</i></b>			

For and on behalf of  
CARE India Solutions for Sustainable Development



Anup Gopalakrishnan Nair  
Deputy Director - HR



01/10/2021

**Neha Parveen,**

B-216 prem Nagar 3rd nangloi Delhi 86

**Subject: Employment Letter (Project Linked)**

Dear **Neha Parveen,**

Reference your application and your subsequent interview held wherein you have expressed your desire and willingness to provide your services to our Organisation (also referred to as CISSD). We are a voluntary charitable Organisation engaged in the mission of helping vulnerable communities in India, engaged in several projects pan-India.

As a part of our said activities and the projects, we are pleased to appoint you as **Nurse Mentor Supervisor (BEmONC) Grade – G**, under the Fund “**Continue Technical Support to GoB to Reduce Maternal & neonatal Mortality (MNH II)**”, in CISSD. You will report to **DRU - Team Lead, Bihar Technical Support Program**.

**A detailed JD is as annexed.**

Your employment shall be subject to the following terms and conditions:

#### **1. TENURE**

Your employment would be for a fixed period commencing from the date you join our services i.e. **01/10/2021**, which shall expire and automatically stand terminated on the close of working hours of **31/03/2022**. The parties may, however, by mutual agreement in writing, further extend the said period of employment, provided in no case the period of employment shall go beyond the life of the said **Continue Technical Support to GoB to Reduce Maternal & neonatal Mortality (MNH II)** project.

However, in case the said project for whatsoever reason comes to an end prior to the expiry of your employment in the said project; your services will also automatically cease as on the last day of expiry of the said project. Similarly, in case the size of the project is required to be reduced at any time, for whatsoever reason, then the Organization may terminate your services by giving you one month's notice or pay in lieu thereof.

#### **2. PROBATION**

You will be initially placed on an assessment period of three (3) months commencing from **01/10/2021**, in order to evaluate your suitability and competence to meet the position requirements, failing which, the Management has



ESTD. IN 1885

# ST. STEPHEN'S HOSPITAL

## Tis Hazari, Delhi-110054



*An ISO 9001, 14001 and BSOHSAS 18001 Certified Institution*

Tel. : 23957977, 23958005, 23977930, 23982978, 23983580, 23983573-74, 23966021-27

Fax : 23932412 • E-mail : [sshdelhi@gmail.com](mailto:sshdelhi@gmail.com) • Website : [www.ststephenshospital.org](http://www.ststephenshospital.org)

Ref. No.SSH/PERS/2022

Ms. Harshita,  
Flat No.164-D, Pocket-A,  
Dilshad Garden, Delhi-95.

14 FEB 2022

Dear Ms. Harshita,

With reference to your application and subsequent interview held on 07.01.2022, we are pleased to appoint you on contract basis in the St. Stephen's Hospital College of Nursing, Delhi on the following terms and conditions with effect from 14.02.2022.

1. You will be designated as **Tutor**.
2. You will be paid a consolidated salary of Rs.45,000/- (Rupees forty five thousand) only per month.
3. You will be on contract for a period of one year and your contractual appointment shall come to an automatic end on the expiry of one year, unless extended in writing by the Management.
4. You will be eligible for a total of 20 days leaves for a period of one year which can be availed on pro-rata basis. The unavailed leaves can neither be accumulated nor encashed and shall stand lapsed at the end of the contract.
5. You will not be eligible for Medical Assistance.
6. You may be transferred according to the exigencies of work at the discretion of the management from one section/departement to another, from one shift to the other or from one centre of the hospital to another centre.
7. During the contract, one month's notice or one month's salary in lieu of notice period is required for termination of service from either side, at any time during the service period. The management shall not assign any reason for termination of service.
8. It is made clear that since your appointment is on contract basis for a period of one year and your starting wages is more than the statutory limit, you shall not be eligible to become P.F. member as per the rules.
9. You will abide by the existing "St. Stephen's Hospital Employees' Service Rules" and "St. Stephen's Hospital Conduct Rules" of the Hospital and also those changes and amendments that may be introduced by the management from time to time. The copies of the same are available in the Library for reference. It is expected that you will read the same. The decision of the Director shall be final in all matters.
10. You are required to deposit Rs.10,000/- (Rupees ten thousand) in cash as security deposit at the time of joining and this money shall be refunded to you on completion of your term or if you are relieved by the Hospital before completion of your term. In the event of your leaving the services before completion of the contract period of one year, the deposit shall be forfeited.
11. This appointment is subject to satisfactory result of medical check up in this hospital.

Please let us have your acceptance in writing.

Yours sincerely,

Dr. Sudhir C. Joseph  
Director

AL/112021/TB/0172

**Preeti Lata Singh**

E-17 Budh Vihar Badarpur, New Delhi-110044

**SUB: APPOINTMENT LETTER FOR THE POSITION OF ANALYST**

**Dear Preeti,**

We are pleased to inform you that you are appointed as **Analyst – Technology Research & Advisory** in our company with immediate effect. During this period, your Total Annual Cost to the company will be **Rupees Seven Lakh Forty-Seven Thousand Five Hundred Only (Rs. 7,47,500/-)**. (Rs. 6,50,000/- fixed + 15% Performance linked bonus\* of fixed). \*Performance bonus will be based on your performance & company's performance.

Your appointment becomes effective from the date of your joining the services of the company which should be no later than the mentioned date of joining i.e. **February 14, 2022**.

- 1. CONFIRMATION:** We do not have any probation period clause; you will be confirmed from the 1<sup>st</sup> day of your joining. You will be entitled to leave and other perquisites as enshrined in Aranca HR Policy Manual.
- 2. RULES AND REGULATIONS:** The Service Rules and Regulations, which may be brought in force or amended from time to time as applicable to all employees of the company, will govern your services.
- 3. GENERAL:** During the course of your employment you will employ yourself efficiently, honestly, faithfully and to the best of your ability and shall devote your whole time and attention to promote the interest of the company and generally carry out duties and work as assigned to you and shall obey and comply with all the lawful orders and directions given to you by the concerned superiors in the company.
- 4. PLACE OF POSTING AND TRANSFER:** Your posting at present is at **Gurgaon**. During your employment with this company, you may be posted or transferred/attached to any other affiliated company or to any of the offices/subsidiaries/units/ associate offices of the company, to any town city in India or abroad at the sole discretion of the management. While working in another company on transferred/attached, you shall be entitled to emoluments and perks as applicable in transferred / attached company and for all purposes you shall be deemed to be employed in the company transferred/attached.
- 5. MORAL RESPONSIBILITY & HONESTY:** You are expected to deal with the company's money, material and documents with utmost honesty and professional ethics. Your services may be dispensed with any time without any prior notice if you are found guilty of gross indiscipline, fraud misappropriation or acting against the interest of the company.

**(Signature of Employee)**

6. **CONFIDENTIALITY AND NON-DISCLOSURE:** Employees have an obligation not to disclose, without consent, any secrets or confidential firm information that is developed or received during the course of their employment. This includes significant or confidential client information, observations, discoveries, inventions, ideas, client names, proprietary clients of company information etc. Serious note would be taken of any deviance.
7. **OTHER EMPLOYMENTS:** During the period of your employment you will not work directly or indirectly for any other person, firm, company or organisation whether with or without remuneration nor will you engage yourself or be interested directly in any trade or business, either as employer employee partner or any other capacity.
8. **NON-SOLICITATION:** You will agree that you will not take up any type of assignment by whatever name called like employment, retainership, consultant, advisor etc. with the company's clients while working on any client project, during the tenure of the project and during a period of one year from the date of completion of such projects, or till your tenure with the company gets over, whichever is later, without prior written permission of the company.
9. **INVENTION & DISCOVERIES:** While employed with the company, you promptly disclose to it and assign to it your interest in any invention, improvement or discovery made or conceived by you either alone or jointly with others, which arises out of any proceeding relating to such invention, movement or discovery and in obtaining domestic and foreign patent or other protection covering the same.
10. **MEDICAL FITNESS:** You are required to maintain yourself in a state of medical/ physical/mental fitness and ensure regular check-ups. Any neglect on your part in maintaining good health may render you medically unfit for the service. In such a case your services are liable for termination, notwithstanding other conditions mentioned in the letter or otherwise.
11. **EXAMS AND COURSES:** In case you intend to appear in some examination or wish to attend some classes while working with the organisation, you are required to obtain written permission for the same giving full details including time frame involved.
13. **NOTICE PERIOD:**
  - a) You are required to give two-month notice if you wish to discontinue your services with the organization. However, relieving you at your request and giving salary in lieu of two-month notice, will be at the sole discretion of the company.
  - b) Your services are liable to be discontinued after giving two-month notice or salary in lieu there-of, at the discretion of Company.
14. **SECRECY:**
  - a) You will not give anyone, by word of mouth, writing, facsimile any devices or otherwise any particulars or details, which you acquire during the course of your employment of our working systems, technical know-how, security arrangement, administrative and/ or organisation matters of our and our clients whether confidential secret or otherwise, either during your employment with Company or afterwards.
  - b) Please note that the terms and conditions of your employment as stipulated here-with or to be intimated hereafter, are to be treated as strictly confidential and you are not to divulge its contents to any employee of the company or any other person connected with the company.

You are advised to read this letter carefully and if the terms and conditions are acceptable to you please sign the duplicate copy as a token of your having understood and accepted the same.

With Best Wishes,

For ARANCA (Mumbai) Private Ltd.,



**S. Kannan**  
CEO

**(Signature of employee)**

BUSINESS RESEARCH & ADVISORY  
TECHNOLOGY RESEARCH & ADVISORY  
PROCUREMENT & SUPPLY CHAIN INTELLIGENCE  
INVESTMENT RESEARCH & ANALYTICS  
VALUATION & FINANCIAL ADVISORY  
PUBLICATION SUPPORT

I.....have read and understood thoroughly the rules of services and the above terms of my appointment of my service. I do hereby agree with all terms as stated in this letter and that I shall abide by all general rules of my service which are now or may hereafter be in force, and accordingly I accept my appointment of my service with Aranca.

**EMPLOYEE'S SIGNATURE IN FULL**

PLACE: \_\_\_\_\_

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



ARANCA (MUMBAI) PVT LTD		
Name	Preeti Lata Singh	
Designation	Analyst	
Department	Technology Research & Advisory	
Level	L2	
CTC Breakup		
Fixed Salary (A)		
Component	Monthly	Annually
Basic	18958	227500
HRA	9479	113750
LTA	1667	20000
Special Allowance	19763	237150
<b>Total</b>	<b>49867</b>	<b>598400</b>
Retiral (B)		
Provident Fund (Employer)	1800	21600
<b>Total</b>	<b>1800</b>	<b>21600</b>
Optional Reimbursement (C)		
Meal Coupons	2500	30000
<b>Total</b>	<b>2500</b>	<b>30000</b>
<b>Fixed CTC (A+B+C)</b>	<b>54167</b>	<b>650000</b>
Performance Linked Pay (D)		<b>97500</b>
<b>Total CTC (A+B+C+D)</b>		<b>747500</b>
Other Benefits		
Gratuity	911	10937
Group Medical Coverage (GMC) (Self + Spouse + 2 Dependent Children)		300000
Group Personal Accident (GPA)		500000
Group term life insurance (GTL)		1000000
<b>Note:</b>	<ul style="list-style-type: none"> <li>* - LTA can be claimed twice in a slab of four calendar year (Current slab is 2018-2021).</li> <li># - Reimbursement components are non-taxable, on submission of bills.</li> </ul>	

## Annexure-I

### DOCUMENT CHECKLIST – JOINING FORMALITIES

Sr. No.	List of Documents
1.	Education certificates (SSC, HSC, Graduation & Post Graduation)
2.	Experience certificates (at least 2 previous employments, as applicable)
3.	Pay slips for the last three months from your previous organization (if applicable)
4.	F&F statement / Tax computation sheet for the current financial year (if applicable)
5.	Identity proof (Copy of Passport/ Driving License / Voter ID)
6.	AADHAR card copy
7.	5 Colour Photographs (with Red background only)
8.	PAN Card for salary account opening (2 copies)



ಸಿ.ಎಸ್.ಐ.ಆರ್.-ಕೇಂದ್ರೀಯ ಆಹಾರ ತಾಂತ್ರಿಕ ಸಂಶೋಧನಾಲಯ, ಮೈಸೂರು-570 020, ಭಾರತ  
सीएसआईआर-केन्द्रीय खाद्य प्रौद्योगिक अनुसंधान संस्थान, मैसूरु - ५७० ०२०, भारत  
CSIR-Central Food Technological Research Institute, Mysuru -570 020, India



No.FT/15(CLP-0023)/2022/PATCELL

16<sup>th</sup> February, 2022  
//SPEEDPOST//

To  
Ms. SYED SHAFIA  
ARIFEEN COLONY, SECTOR 1,  
NARBAL, GULMARG ROAD  
JAMMU & KASHMIR -193401  
Mobile No: 7780808931

Sub: Offer of engagement as Project Associate Level-I in **CLP-0023**.  
PI: Dr. Pushpa S Murthy, Principal Scientist, SFS Department.

Madam,

With reference to your application to the position of Project Associate you are hereby intimated that the Director, CSIR-CFTRI, Mysore has been pleased to offer you a temporary position of **Project Associate Level-I** on a monthly stipend of **Rs.25,000/- (Rupees Twenty Five Thousand only)** consolidated per month for the period **21.02.2022 to 20.08.2022 or from the date of joining to 20.08.2022** as per the terms and conditions enclosed.

If you are willing to accept the engagement on the terms and conditions enclosed herewith, **you may please communicate your acceptance within a week** and report for duty immediately thereafter, failing which this offer will stand cancelled without further notice to you.

Yours faithfully,

(MANILAL P)  
Head, PMC

Encl:

- (1) Terms & Conditions of engagement.
- (2) Undertaking by the candidate.
- (3) Relationship Declaration.
- (4) Bio-data form.
- (5) Form of acceptance of terms and condition
- (6) Proforma for medical certificate.
- (7) Attestation form for verification of character and antecedents

फा.सं.1-17/2021-स्था.(भर्ती) P.F.I  
No.F. 1-17/2021-Estt. (RCT)P.F.I

अंसारी नगर, नई दिल्ली-29  
Ansari Nagar, New Delhi-29  
दिनांक/dated:

कार्यालय आदेश/OFFICE ORDER

13 APR 2022

विषय: अखिल भारतीय आयुर्विज्ञान संस्थान, नई दिल्ली में परिचर्या अधिकारी के पद पर नियुक्ति का प्रस्ताव।  
**Subject: Offer of appointment to the post of Nursing Officer at the AIIMS, New Delhi.**

परिचर्या अधिकारी के पद हेतु दिनांक 20.11.2021 को आयोजित सी.बी.टी. परीक्षा एवं अभ्यर्थी के भौतिक दस्तावेजों का सत्यापन दिनांक 13.04.2022 को एम्स, नई दिल्ली में हुआ। श्री/सुश्री निक्की को सूचित किया जाता है, कि सी.बी.टी. परीक्षा में आपके द्वारा प्राप्त अंकों के आधार पर तथा सक्षम प्राधिकारी के अनुमोदन सहित, अधोहस्ताक्षरी सहर्ष आपको परिचर्या अधिकारी के पद पर आरक्षित 3C श्रेणी के अंतर्गत वेतन मैट्रिक्स के लेवल-7 पर मूल वेतन 44900/- सहित दिल्ली/नई दिल्ली में तथा वर्तमान में ग्रामीण क्षेत्र में स्थित बल्लभगढ़, हरियाणा/राष्ट्रीय औषध निर्भरता उपचार केन्द्र, गाजियाबाद/एनसीआई, बाढसा, झज्जर में सदृश पदों पर नियुक्त केंद्रीय सरकार के कर्मचारियों को अनुमेष भत्तों सहित नियुक्ति का प्रस्ताव करते हैं।

With reference to C.B.T. Examination held on 20.11.2021 and Physical documents verification of candidates on 13.04.2022 at AIIMS, New Delhi for the post of Nursing Officer, **Mr./Ms. NIKKY** is informed that based on his/her score in CBT examination and with the approval of the Competent Authority, the undersigned has been pleased to offer appointment to the post of Nursing Officer against **3C category** in the Level-7 of Pay Matrix with entry pay of Rs. 44900/- plus usual allowance as admissible from time to time to Central Govt. Employees of similar category stationed at Delhi/New Delhi and centre facility presently located at Ballabgarh (Haryana)/National Drugs Dependency Treatment Centre (Ghaziabad)/NCI, Badsha, Jhajjar.

2) यह नियुक्ति निम्नलिखित शर्तों के अधीन होगी:-  
The appointment will be subject to:-

i) पदभार ग्रहण करने से पूर्व उम्मीदवार को संस्थान के चिकित्सा बोर्ड से प्राप्त शारीरिक स्वस्थता प्रमाण-पत्र प्रस्तुत करना होगा जिसके लिए उन्हें किसी भी कार्य-दिवस में न्यू राजकुमारी अमृतकौर ओ.पी.डी., अखिल भारतीय आयुर्विज्ञान संस्थान, नई दिल्ली में प्रभारी अधिकारी, ओ.पी.डी सेवा से प्रातः 08:00 बजे से 08:30 बजे के बीच अपने दो पासपोर्ट साइज फोटो जिसके उपर उनका नाम एवं तिथि अंकित हो के साथ संपर्क करना होगा।

The production of a certificate of fitness from the Medical Board of the Institute before joining the post. For this he/she should contact the Officer-in-Charge OPD Services, New Rajkumari Amritkaur OPD, AIIMS, New Delhi between 8.00 a.m. to 8.30 a.m. on any working day for his/her medical examination alongwith his/her recent two passport size photographs showing his/her name (Capital Letter) and date.

ii) उम्मीदवार को निम्नलिखित मूल प्रमाण पत्र प्रस्तुत करने होंगे:-

Production of the following Original Certificate:-

- क) INC/State द्वारा प्रमाणित संस्थान या विश्वविद्यालय से शैक्षिक योग्यता के डिग्री /डिप्लोमा प्रमाण-पत्र।  
a) The Degree/Diploma Certificate of educational qualifications from INC/State recognized Institute or university.  
ख) मान्यता प्राप्त बोर्ड द्वारा जारी मैट्रिक प्रमाण पत्र / जन्म प्रमाण पत्र - जन्म तिथि प्रमाण के रूप में।  
b) Matriculation Certificate from recognized board/ Birth Certificate - as proof of date of birth.  
ग) किसी भी आरक्षित श्रेणी जैसे अ.जा./अ.ज.जा./अ.पि.व./ ई.डब्ल्यू.एस के तहत आवेदन करने वाले उम्मीदवार को सक्षम प्राधिकारी द्वारा जारी निर्धारित प्रारूप में वैध जाति प्रमाण पत्र प्रस्तुत करने की शर्त के अधीन माना जाएगा। रिक्तियां वित्तीय वर्ष 2021-2022 की अवधि के दौरान विज्ञापित की गई हैं, इसलिए दिनांक 01.04.2021 से 31.03.2022 तक की अवधि के दौरान जारी किए गए



अखिल भारतीय आयुर्विज्ञान संस्थान नागपुर  
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NAGPUR  
Plot No. 02, Sector 20, MIHAN, Nagpur - 441108.  
Website: <http://aiimsnagpur.edu.in>



No. Admin/Rec./Regular/Nursing Officer/Off. letter/NGP/AIIMS/2022/ 2 81 Date 04/04/2022

To,

Ms. Hema Sharma

**Address:-** C1/140,  
Yamuna Vihar,  
Delhi- 110053

**Email:-** hemasharma1295@gmail.com

**Selected Category:-** UR

विषय:- अखिल भारतीय आयुर्विज्ञान संस्थान, नागपुर में नर्सिंग ऑफिसर (स्टाफ नर्स ग्रेड II) (ग्रुप 'B') नियमित पद हेतु कु. हेमा शर्मा को नियुक्ति प्रस्ताव जारी करने के संबंध में।

**Sub:-** Offer of appointment in respect of Ms. Hema Sharma to the post of Nursing Officer (Staff Nurse Grade II) (Group-'B') on regular basis in All India Institute of Medical Sciences, Nagpur (MH).

Dear Ms. Hema Sharma,

अखिल भारतीय आयुर्विज्ञान संस्थान, नागपुर एतद् द्वारा आपको नर्सिंग ऑफिसर (स्टॉफ नर्स ग्रेड II) के पद (ग्रुप.B) पर वेतन संरचना पी.बी.-2 में 9,300 - 34,800 + GP 4,600/- के साथ ही समय-समय पर स्वीकार्य भत्तों के साथ जैसा कि आपके स्तर के केन्द्रीय कर्मधारियों के लिए स्वीकार्य है निम्नलिखित नियम एवं शर्तों के साथ नियुक्ति प्रस्ताव प्रस्तुत करता है:-

All India Institute of Medical Sciences, Nagpur (MAH) offers you appointment to the post of Nursing Officer (Staff Nurse Grade II) (Group-'B') in the Pay Band-2, Rs. 9,300-34,800 + GP 4,600/- and other allowances as admissible to the Central Government employees of your status on the following terms and conditions:

1. आपकी नियुक्ति पदभार ग्रहण तिथि से 02 वर्ष तक परीक्षा अवधि की होगी। उक्त अवधि प्राधिकृत अधिकारी के विवेक से बढ़ाई भी जा सकती है।
1. You will be on probation for a period of 2 years from the date of joining. The period may be extended at the discretion of the Competent Authority.
2. परीक्षा अवधि के दौरान आपकी नियुक्ति अस्थायी होगी एवं आप सी. सी.एस. (अस्थायी सेवा) नियम 1965 के अधीन होंगे। कदाचार या आपके पूर्ववर्ती सत्यापन के असंतोषजनक पाए जाने पर आपकी नियुक्ति निरस्त कर दी जावेगी।
2. During the period of probation, you will be temporary employee and will be governed by the CCS (Temporary Service) Rules, 1965. Your appointment is liable to be terminated in case of misconduct or if your antecedents are reported to be unsatisfactory at a later stage.
3. आपकी नियुक्ति प्रावधिक होगी एवं यह नियुक्ति दस्तावेजों के सत्यापन एवं चरित्र तथा पूर्ववृत्त के पुलिस सत्यापन प्रतिवेदन के आधार पर होगी।
3. Your appointment will be provisional and is subject to verification of records and the receipt of satisfactory police verification report on character and antecedents from the police authorities.
4. परीक्षा अवधि के दौरान आपको किसी भी पद के आवेदन किये जाने हेतु एम्स, नागपुर के द्वारा अनापत्ति प्रमाण पत्र जारी नहीं किया जावेगा। यदि आप परीक्षा अवधि के दौरान अपने पद से

त्यागपत्र देना चाहते हैं तो ऐसी परिस्थिति में आप अपने तीन माह का वेतन जमा कर ऐसा कर सकते हैं।

4. NOC will not be issued in your favour during the probation period. In case, you wish to resign during the probation period you will have to deposit amount equivalent 3 months salary with AIIMS, Nagpur.
5. सभी प्रकार की निजी व्यवसाय पूर्णतः प्रतिबंधित है इसी तरह प्रयोगशाला एवं सलाहकार प्रैक्टिस पूर्णतः निषेध है।
5. Private practice of every kind, including laboratory and consultant practice is prohibited.
6. नियुक्ति निम्नलिखित शर्तों के अनुपालन के अधीन होगी:-
6. The appointment will be further subject to the compliance of the following pre-requisites on the part of appointee:-

1. जकात पद ग्रहण प्रस्ताव करने से पहले राज्य चिकित्सा बोर्ड / निजी राज्य चिकित्सा बोर्ड से



SPEED POST  
E-mail

No. 6-1/2021-Admn.III(N)/ 652  
GOVERNMENT OF INDIA  
OFFICE OF THE MEDICAL SUPERINTENDENT  
SAFDARJANG HOSPITAL & V.M.M. COLLEGE  
New Delhi-110029

Dated: 17 APR 2022

OFFICE MEMORANDUM

Sub: Recruitment to the post of Nursing Officer – reg.

The undersigned is directed to say that on the basis of result of Nursing Officer Recruitment Common Eligibility Test (NORCET)-2021 conducted by AIIMS, New Delhi on 20.11.2021, **Mr./Ms. OSHI RAGHAV S/o/ D/o W/o Sh. SUSHIL KUMAR** has been provisionally selected for the post of Nursing Officer in the VMMC & Safdarjung Hospital, New Delhi and the Medical Superintendent is pleased to offer an appointment to the post of "Nursing Officer".

The offer of appointment is subject to terms and conditions mentioned below:

1. The post is temporary and he/she will be appointed on an officiating basis only. He/She will be on probation for a period of 2 years from the date of appointment, which may be extended at the discretion of the competent authority. He/She will be considered for confirmation after he/she successfully completes the probation. Failure to complete the period of probation to the satisfaction of the competent authority will render him/her liable to be discharged from service at any time without any notice and assigning any reason. After the satisfactory completion of the period of probation, the termination of the appointment will be after giving one month's notice on either side. The appointing authority however, reserves the right of termination of his/her services forthwith or before the expiry of the stipulated period of notice by making payment to his/her of a sum equivalent to the pay and allowances for the period of notice or the un-expired period thereof.
2. The appointment to the post shall be governed by Central CCS (CCA) Rules, 1965, CCS (Conduct) Rules 1964 and other rules as applicable and as amended from time to time and regulations made thereunder.
3. The scale of pay of the post is Level 7 (44900-142400) and his/her initial pay will be fixed in the scale according to the rules or instructions issued by the Government of India as the case may be.
4. Dearness and other allowances as admissible to the Central Government Servants of corresponding status at the place of duty will be payable to him/her.
5. Appointment is subject to being declared medically fit and verification of certificates of qualification, experience and caste etc. before joining and he/she is required to submit a declaration to the effect that:
  - a. He/She does not have more than one spouse living or that he/she having a spouse living is not married in any case in which such marriage is void by reason of its taking place during life time of such spouse.
  - b. Submit a declaration to the effect that he/she is aware that in case any statement in the attestation form earlier filled by him/her is found incorrect, his/her services can be terminated by the Competent Authority without any notice.
6. The original certificate regarding qualifications, experience etc. and certificates of character from Gazetted Officers of the Central Government/State Government and attested from Sub-Divisional Magistrate should be produced at the time of giving acceptance for the post.

20 March 2022

**Ms. Amita Thomas**  
Employee No. 212313  
Ward Nurse\_0743  
Ancillary.Nursing\_Ward/Common

Dear Amita,

We are pleased to inform you that your services have been confirmed with effect from **20 March 2022**. All other terms and conditions of your appointment remain same.

We believe that you have a major role to play in the growth and development of **Ancillary.Nursing\_Ward/Common** and we look forward to your significant contributions in the future.

For Escorts Heart Institute and Research Centre Limited

*Ravi Ranjan Kumar Ravi*

**Ravi Ranjan Kumar Ravi**  
Zonal Head-Human Resources



Annexure I

To,

The Medical Superintendent,  
Safdarjang Hospital & V.M.M.C.  
New Delhi-110029.

Subject: Acceptance to the post of Nursing Officer, Roll No. 9764110 Over All Rank.....731.....

Sir,

With reference to the offer of appointment vide Memorandum No. 6-1/2021-Admin-III(N), dated: 11/04/2022. I hereby accept the above said post on the terms and conditions as laid in your office memorandum under reference and also request you to kindly allow me to join as early as possible.

I Solemnly declare that all statements/information/certificates given by me are true, complete and correct to the best of my knowledge & belief and in the event of any information being found false or incorrect at any state of my entire service any disciplinary/legal action may be initiated against me.

Delhi Raghav

Yours Faithfully

Place: Delhi

Date: 18-4-2022

Signature: Delhi

Name: Delhi Raghav

Roll No.: 9764110

Father's/Husband's name: Sushil Kumar

Address: M.A-300/A East Gokulpur

Aman Colony Street No-03 Delhi-110045

opp. shiv memorial public school

Mob.No.: 8920380895

hrs  
18/4/2022



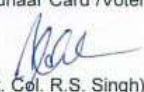
Done 

time of joining. In case, any of the information/particular provided is found to be false or incorrect or ineligibility being detected at any stage irrespective of your joining the duty, the appointment shall be deemed to be terminated forthwith.

3. Leave, Holidays, Medical Facility, LTC and EPF shall be admissible as per the HR Manual of the Institute.
4. Any change in your residential address will be required to be intimated in writing to the Institute within one week of such change. All the communications sent by the Management at the last intimated address will be deemed to have been delivered to you. You shall be responsible to update all changes in the records of the Institute including HR & Finance department about yourself and your family.
5. Your services shall be governed by the HR Manual of ILBS as amended from time to time. You shall be responsible to update yourself about various provisions of HR manual of the Institute. Further, you shall be required to maintain absolute integrity, secrecy about the Institute's documents, total commitment to the vision and mission of the Institute and to conduct yourself in a manner conducive to the best interest, credit and prestige of the Institute. Any violation thereof shall be liable to disciplinary action/termination of contract. During the period of your contract, the Institute shall not be liable for any legal/financial liabilities on your part.



6. You will work full time exclusively for the Institute and will not undertake any assignment or work (from any organization) except with the prior written permission of the Management. You will obtain NOC from the Institute before applying in any Govt. organization/PSU/Autonomous body etc.
7. Minimum six days working is observed in the Institute. However, you may be required to perform additional work as per the requirement of the department/Institute. The attendance would be through the electronic system and would be linked to the remuneration.
8. The duties and responsibilities of the post shall be defined in the job profile/job description and as per requirement of the Institute from time to time. In addition to the job responsibilities, you would also be asked to carry out other administrative/organizational work. Your role and responsibilities may vary and additional responsibilities may be added from time to time depending on the need of the Institute. In view of your responsibilities, you may be expected to work extra hours to achieve this whenever the job so requires. During the probation, you would not be paid extra remuneration on account of additional working hours/days
9. You would be committed to the responsibilities and duties attached to your position and conduct yourself accordingly. You would perform your duties with diligence and devotion and would work in accordance with the Institute's rules and regulations.
10. We do hope that you would accept our appointment offer and the terms and conditions written above. If so, you may kindly submit your acceptance of the above terms and conditions to the undersigned within one week and we welcome you to join the Institute on 08.02.2022 (FN). You are required to bring the testimonials in original including date of birth, current experience & relieving certificates, DNC Certificate Aadhaar Card /Voter Id..and recent photograph (four) at the time of joining.



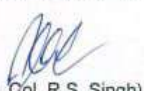
(Lt. Col. R.S. Singh)  
Dy. Head. (N.M/HR),  
Institute of Liver and Biliary Sciences  
Dated:- 25/11/22

F 9. (277) 2021-22/Int./ILBS/Pt-II/ 2238-3.9

To,

**Ms Jyoti Verma**  
B-8, Gaethapur Extn,  
Badarpur, New Delhi- 110044

**Copy to :** Chairman, Medical Board, ILBS with the request to get the medical examination of the candidate conducted prior to joining the Institute and submit the recommendations of the medical board to HR department.



(Lt. Col. R.S. Singh)  
Dy. Head. (N.M/HR),  
Institute of Liver and Biliary Sciences

Done



**INSTITUTE OF LIVER & BILIARY SCIENCES**  
 (An autonomous society under Government of NCT of Delhi)  
 Sector-D, Vasant Kunj, New Delhi, INDIA  
 Phone No. 46300000 Extn- 23233/23234, Telefax: 26123503  
 Email:hr@ilbs.in Website:<http://www.ilbs.in>

F 9. (277) 2021-22/Int./ILBS/P-II/22-39-39

Dated:- 25/11/22

**OFFER OF APPOINTMENT**

**Sub: Offer for appointment to the post of Jr. Executive Nurse in the Institute of Liver & Biliary Sciences (ILBS).**

Director of the Institute of Liver & Biliary Sciences is pleased to offer an appointment to **Ms Jyoti Verma** for the post of **Jr. Executive Nurse**, subject to the post-facto approval of the Governing Council with a consolidated monthly remuneration package of Rs. 28,404/- (Rs. Twenty Eight Thousand Four Hundred Four only) (Consolidated) (Revised) on the following terms and conditions as per HR Manual of the Institute:-

1. The appointment shall be on contract basis for a period of four years including a probation period of one year. One month salary shall be deducted in equal three instalment and kept as FD as security money in lieu of notice period. Either side can terminate the contract by giving to the other party not less than three months' notice in writing or salary in lieu of notice period as deducted above. An annual performance appraisal review shall be carried out on yearly basis and in case of your unsatisfactory/below average/average performance in the annual performance appraisal report, your contract may be terminated during the contractual service including probation period as per the provisions of HR manual. Besides a performance appraisal and assessment review at the end of every year, a comprehensive performance assessment will be carried out at the end of three years by the Performance Assessment Committee for further extension/non- extension of the contract as per policy of the Institute.
2. The appointment shall be subject to the production of educational & experience certificates, Medical fitness & verification of credentials, past work performance, testimonials etc in original including date of birth and DMC/DNC (as applicable) at the time of Joining. In case, any of the information/particular provided is found to be false or incorrect or ineligibility being detected at any stage irrespective of your joining the duty, the appointment shall be deemed to be terminated forthwith.
3. Leave, Holidays, Medical Facility, LTC and EPF shall be admissible as per the HR Manual of the Institute.
4. Any change in your residential address will be required to be intimated in writing to the Institute within one week of such change. All the communications sent by the Management at the last intimated address will be deemed to have been delivered to you. You shall be responsible to update all changes in the records of the Institute including HR & Finance department about yourself and your family.
5. Your services shall be governed by the HR Manual of ILBS as amended from time to time. You shall be responsible to update yourself about various provisions of HR manual of the Institute. Further, you shall be required to maintain absolute integrity, secrecy about the Institute's documents, total commitment to the vision and mission of the Institute and to conduct yourself in a manner conducive to the best interest, credit and prestige of the Institute. Any violation thereof shall be liable to disciplinary action/termination of contract. During the period of your contract, the Institute shall not be liable for any legal/financial liabilities on your part.

6. You will work full time exclusively for the Institute and will not undertake any assignment or work (from any organization) except with the prior written permission of the Management. You will obtain NOC from the Institute before applying in any Govt. organization/PSU/Autonomous body etc.
7. Minimum six days working is observed in the Institute. However, you may be required to perform additional work as per the requirement of the department/Institute. The attendance would be through the electronic system and would be linked to the remuneration.
8. The duties and responsibilities of the post shall be defined in the job profile/job description and as per requirement of the Institute from time to time. In addition to the job responsibilities, you would also be asked to carry out other administrative/organizational work. Your role and responsibilities may vary and additional responsibilities may be added from time to time depending on the need of the Institute. In view of your responsibilities, you may be expected to work extra hours to achieve this whenever the job so requires. During the probation, you would not be paid extra remuneration on account of additional working hours/days
9. You would be committed to the responsibilities and duties attached to your position and

Annexure I

To,

The Medical Superintendent,  
Safdarjang Hospital & V.M.M.C.  
New Delhi-110029.

Subject: Acceptance to the post of Nursing Officer, Roll No 9765956 Over All  
Rank...398.....

Sir,

With reference to the offer of appointment vide Memorandum No. 6-1/2021 -Admn-III(N), dated: 11/04/2022. I hereby accept the above said post on the terms and conditions as laid in your office memorandum under reference and also request you to kindly allow me to join as early as possible.

I Solemnly declare that all statements/information/certificates given by me are true, complete and correct to the best of my knowledge & belief and in the event of any information being found false or incorrect at any state of my entire service any disciplinary/legal action may be initiated against me.

Yours Faithfully

Place: NEW DELHI  
Date: 18-04-2022

Signature: [Signature]Name: ANAMIKA VISHALRoll No.: 9765956Father's/Husband's name: RAM PRAKASHAddress: Q.No - 578, Type - II,RK PURAM, SECTOR - 12,NEW DELHI - 110022.Mob.No.: 9560092324

18/04/22  
Admn-III  
VMMC & SJH  
New Delhi



Indian  
Spinal Injuries  
Centre

NABH, NABL Accredited Organization

HRD/ JD/4305/11/Ward

To,  
Mr. Ritwik Masih  
Employee Id. 03719  
Trainee Staff Nurse - ICU-II  
Department of Ward

**Subject:- Job Description**

Dear Mr. Masih,

With reference to your appointment on the post of Trainee Staff Nurse - ICU - II dated 15<sup>th</sup> February'2022. Kindly find duties and responsibilities to be discharged by you. Also to inform, the following may be subject to future amendments.

**Duties and Responsibilities:-**

*The duties and responsibilities performed by trainee staff would be under supervision of senior staff.*

1. To assist bedside nursing care to the assigned patient in ICU based on basic assessment and evaluating outcomes.
2. To assist in giving psychological support to patients and relatives i.e. End of life care patients .
3. To assist in various procedures like bronchoscopy, intubation, pleural tapping, CVP insertion.
4. To assist for nursing procedures e.g. injections, medications, catheterization, cannulation etc.
5. To monitor vital signs hourly and report any deviation from normal to the concerned authority.
6. To maintain input and output chart after monitoring IV Fluids, oral intake, and urine output.
7. To administer medication and treatment to the patient as prescribed by physician.
8. To work as a good team in case of emergency.
9. To learn to operate ventilator, syringe pump, cardiac monitor etc.
10. To ensure all professional/clinical practices are in line with Policies and ISIC Standards.
11. To ensure appropriate and accurate nursing and medical records are maintained by self
12. To make rounds with doctors.
13. Any other job assigned by the appropriate higher authority.

Please acknowledge the receipt of this letter.

Neeetu Maitra  
Chief Nursing Superintendent

Ritu Kalra  
General Manager - HR

APPOINTMENT LETTER

To,  
Mr. Ritwik Masih  
D/o Mr. Shamaun Masih  
R/o House No :- 1093/1-92,  
Ward No :- 01,  
St. John Church Compound,  
Mehrauli, South Delhi,  
Delhi - 110030.

Dear Ms. Masih,

With reference to your application for the post mentioned herein, Indian Spinal Injuries Centre (hereinafter referred as **ISIC**) is pleased to offer you an appointment on the post of **Trainee Staff Nurse** on the following terms and conditions of services:-

**1. EMOLUMENTS:**

Your Gross Monthly CTC will be Rs. 25, 346/-.

You will be entitled to Gratuity and leave encashment as per your eligibility and Management Rules in force from time to time applicable to the employees of your cadre.

**2. DATE OF JOINING:**

You are required to report on duty latest by **15/02/2022**. No traveling allowance is admissible for your joining the duties.

**3. PROBATION:**

In the first instance you will be on probation for a period of **twelve months (one year)** from the date of your joining, where after the probation period may be either extended at the discretion of the management or may be dispensed with either earlier or on completion or thereafter till confirmation. Unless confirmed in writing, you will be deemed as probationer.

**4. TERMINATION:**

After completion of consecutive three months of service at ISIC, your service may be terminated by ISIC by giving one month notice or with immediate effect with one month salary in lieu of notice



NABH & NABL Accredited Organization

Sector -C, Vasant Kunj, New Delhi-110070 Phone : 91-11-4225 5225 (30 Lines) Fax : +91-11-2689 8810  
E-mail : info@isiconline.org Web : www.isiconline.org



# METRO

## COLLEGE OF NURSING

(A Unit of Society of Metro Group For Education & Medical Research)

MCHSR/MCN/2201039

Date: 13/01/2022

To,  
Ms. Deepika Kumari  
Rz/c-17, Mahavir Vihar,,  
Palam Vilige, Sector-1  
Dwarka, Delhi-110045

**Subject: Appointment letter**

Dear Ms. Dceepika,

With reference to your accepted letter of intent, we are pleased to appoint you as "Nursing Tutor" in the Metro College of Nursing, Greater Noida on the following terms and conditions:-

- 1. Date of Joining:** You have joined us on 13<sup>th</sup> of January, 2022.
- 2. Reporting:** During the period of your services you will be reporting to the Principal / Head of Academics or to the any other person authorized by the management only. You will diligently and satisfactorily carry out instructions to the best of your knowledge and ability.
- 3. PROBATION**
  - a) You will be on probation for a period of Six (6) months, from the date of joining, which can be extended at the sole discretion of management only. During the probationary period, your services are liable to be terminated immediately without assigning any prior notice/reason or any compensation thereof.
  - b) In case you desire to leave service, during the probation period, you will have to give "30 Days" notice period or gross salary in lieu thereof.
- 4. Salary:** Your monthly consolidated CTC is Rs. 25000/- (Rupees Twenty Five Thousand only) the details of which has been given in the attached "Annexure I". TDS shall be deducted as per the applicable rates.
- 5. Increment:** That yearly increment effective from the date of joining or as per policy of the institute. The annual increment will be based on the performance evaluation report given by the Director of education/Principal/H.O.D./Administrator which will clear the past year of services in terms of efficiency, regularity, punctuality and discipline and the same shall be withheld if the performance is found unsatisfactory or accelerated in the case of exceptionally good performance.
- 6. SECURITY Initial security:** You will be required to deposit one month gross salary as initial security. The amount of initial security will be deducted from your monthly salary.

Security refund: Full security will be refunded to you in case you resign by giving proper notice and after serving the notice period. However, it will be forfeited if you leave services without

*Deepika*

notice and proportionate deduction will be made if the period of notice falls short of required period.

**7. Duties and Responsibilities:** As per Job description of the Principal of Metro College of Nursing, Greater Noida as per Annexure "II".

**8. Working Hours:** Your duty timings will be as per the Institute's schedule; you will record your attendance as per the rules of the Institute and will be governed by the rules on working hours. You will record IN & OUT time/entry in biometric punching machine which is mandatory for all employees to make attendance days and salary will be calculated according to the attendance days.

**9. Confidentiality & Non-Disclosure:** You will not, at any time, during or any time after the period of your employment, disclose or divulge or make public, (except on legal obligations, in the proper course of your duties), of any Confidential information (as defined below).

"Confidential Information" shall mean any information concerning/pertaining to Metro College of Health Sciences & Research, other than which is available in public domain, and includes without limitation, (i) information on the contents, wholly or partly, of analysis, compilations, studies and other documents or which contain or otherwise reflect or are generated from and confidential Information; and (ii) written, oral pictorial or in other tangible form including prototypes and samples and whether in the past was or currently or secret and includes, without limitation, all information which by its nature, should have reasonably known, was or would be proprietary, confidential or secret. Without prejudice to the generality of the foregoing, Confidential Information includes, without limitation:

- a) Any information relating to MCHSR's software or hardware products, databases or services, or its research and development projects or plans;
- b) Any information relating to MCHSR's policies, strategies, finances, methodologies, plans or opportunities, including the identity of, or particulars about, MCHSR's staff, students, clients and/or vendors;
- c) Any plan, drawing, report, calculation, specification, instructions, diagram, catalogue, manual and data.

This section shall survive the termination of this Agreement for any reason. In the event you breach this section, the Institute shall have the right to seek any and all remedies at law or in equity against you.

**10. Address:** In case, there will be any change in your address or contact details, you will intimate the Administration in writing within 3 days from the date of such change. All the communications sent to you by the Management at your last given address will be deemed to have been delivered. You will maintain absolute secrecy of the documents and will at no stage leak out any information to any outsider and if you do so, it will amount to misconduct and disciplinary action will be taken against you.



## 11. Termination of Employment & Notice Period:

- a) Your services can be terminated from either side giving "30 Days" notice or gross salary in lieu thereof.
- b) In the event you submit the letter of resignation, the same cannot be withdrawn unless so permitted by approving authority. No kind of leave shall be permitted during notice period.
- c) Your services are also liable to be terminated without giving you any compensation or notice for the following reasons:-
  - i. Illness for a long time, frequent intermittent illness.
  - ii. Commit any act of gross misconduct;
  - iii. breach the Institute's Code of Conduct;
  - iv. Physical and mental disability.
  - v. Conviction in a Court of Law for any offences including moral turpitude.
  - vi. In case you are found medically (Physically/ mentally) unfit for carrying out your normal duties, during the course of your employment. Management reserves the right to conduct medical examination whenever found necessary to ensure your medical and physical fitness to carry out normal duties.
  - vii. In case of absence for a continuous period of 7 days which has not been duly authorized or approved by the approving authority
- d) You will not take any other assignment part-time/full-time with any other institute/organization during the period of your employment, but if found so; the institute shall take appropriate action against you including termination of your services without any notice or compensation in lieu thereof.
- e) Also, you will not (except in the normal academic course of the Institute) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Institute's products or to any matter with which the Institute may be concerned, unless you have previously applied to and obtained the written permission from the Institute.
- f) On Resignation/ Termination of employment, you will immediately hand over the following to the Company; All its properties including official files & folders, correspondence, specifications, books, documents, Laptop, Pen drive, records, uniform, etc. through the proper system of handing over and shall not make copies or retain any of these items and obtain the "No Dues Clearance" from the concerned department in the prescribed format. Accordingly your dues shall be settled once you submit the said No Dues Clearance.

12. **Leave:** Leave during your tenure of services will be given as entitled as per the existing leave policy of the Institute.

13. **Transportation:** You will be required to undertake travel for Institute's work as and when required and your travel expenses will be reimbursed as per the TA/DA and reimbursement policy and rules applicable to your level.

14. **Confidentiality:** You will be required to maintain utmost secrecy in all respect (such as Project documents, commercial offer, design documents, Project cost & Estimation,





Technology, Software packages license, Student Records, Institute's policies, Institute's patterns & Trade Mark and Institute's Human assets profile) with the Institute and shall not divulge the same to any unauthorized person by word of mouth or otherwise, at any time. This shall be covered under intellectual property rights of the Institute and in case of violation it shall be governed under Trade Mark Act, Design Act, Patent Act and Copy Right Act and will invoke provisions there under. Further, any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

**15. COMPLIANCE AND ADHERENCE TO THE INSTITUTE POLICY ("POLICIES")**

It will be obligatory on your part to ensure compliance to the applicable policies and requirement laid down by the institute from time to time and to endure compliance to statutes, regulations and requirements laid down by various regulatory and statutory bodies.

**16. Transparency:** This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

**17. Institute's Asset:** You will be responsible for safekeeping and return in good condition and order of all Institute's property, which may be in your use, custody or charge.

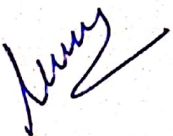
**18. Health Care Facility –** The Institute reserves the right to provide health care facility. After completing the probation period the Staff can avail health facility from parent hospitals i.e. Metro Group of Hospitals as per discount policy except on Consumables and Medicines after showing the ID card or the letter from the Principal / Director.

**19. Superannuation:** The retirement age will be as per the Governing/Examining Body.

**20. Jurisdiction:** All the disputes and differences arising out of the terms and conditions of this contract shall have exclusive jurisdiction of Gautam Budh Nagar district.

We welcome you to The "Metro Family" and look forward to a fruitful collaboration.

With best wishes,



**Dr. Kanak Lata**  
**Director of Education**



Kindly sign the duplicate copy of this Appointment letter and return the same to HR as token of your acceptance of the appointment on the above terms and conditions.

Declaration by the employee

I have read and understood the above terms and conditions of service and undertake to abide by them.

Accepted and Signature of employee:

Date: 13/1/22

A handwritten signature in blue ink, appearing to read 'Deepika', is written over a horizontal line.

Date: 04-02-2022

Mr. Abid Hussain Bhat  
Food and Beverage Production  
Hyderabad.

## OFFER OF EMPLOYMENT

We are pleased to offer you the position of **Food Safety and Hygiene Executive in Food and Beverage Production Department on 11 Months Fixed Term Contract** in ITC Kohenur, Hyderabad with effect **15<sup>th</sup> February 2022 (Tuesday)**.

Your date of Reporting will be **11<sup>th</sup> February 2022 (Friday)** for completion of the joining process.

1. You are required to attend your pre-employment medical tests by the Company's nominated Doctor, prior to your joining. You will be advised regarding the same separately.
2. During the period of your employment with the company, the terms and conditions of employment shall be regulated by such Standing Orders, Rules and Regulations as enforced by the Company from time to time.
3. Your appointment letter will be issued to you in due course, which will formally detail the terms and conditions of your placement.
4. This offer of Employment is subject to:
  - a. Your being found medically fit for employment with us by the Company's Medical Officer.
  - b. Submission of documents as listed in the annexure (List of documents to be submitted).
  - c. Clear background verification in your respect.
5. You may please contact the Human Resources Department at +91 7702299400 during working hours for further details/clarifications if any.

Thank you.  
Welcome aboard!

**P.V.D Nandan**  
Manager Human Resources



MADHAPUR (HI TECH CITY), HYDERABAD 500081, TELANGANA, INDIA  
T: 040-67660101 | F: 040-67660202  
REGISTERED OFFICE: ITC LIMITED, VIRGINIA HOUSE, 37 J.L. NEHRU ROAD, KOLKATA 700 071, WEST BENGAL, INDIA  
CORPORATE IDNETITY NUMBER: L16005WB1910PLC001985  
VISIT US AT [WWW.ITCPORTAL.COM](http://WWW.ITCPORTAL.COM) | EMAIL [itc.kohenur@itshotels.in](mailto:itc.kohenur@itshotels.in)

[ITCHOTELS.IN/ITCKOENUR](http://ITCHOTELS.IN/ITCKOENUR)  
[LUXURYCOLLECTION.COM/ITCKOENUR](http://LUXURYCOLLECTION.COM/ITCKOENUR)

Name	Abid Hussain Bhat			
Department	Food and Beverage Production			
Designation	Food Safety and Hygiene Executive			
Status	11 Months Fixed Term Contract			
<b>TOTAL EARNINGS</b>			<b>TOTAL DEDUCTIONS</b>	
Basic	11480		Provident Fund	1800
Fixed Dearness Allowance	2870		ESI	0
House Rent Allowance	12300		Professional Tax	200
Conveyance Allowance	7380		Cafeteria	250
Special Allowance	6970			
<b>Total Gross</b>	<b>41000</b>		<b>Total Deductions</b>	<b>2250</b>
<b>NET SALARY</b>	<b>38750</b>			
<b>COST TO COMPANY (CTC)</b>				
PF - Employer	1950			
Medical Reimbursement	417			
ESI	0			
Medical Coverage Premium	335			
Bonus	1195			
Employer Cost	3897			
<b>COST TO COMPANY</b>	<b>44897</b>			

**NOTE :**

1. The figures mentioned above may change based on the attendance, Income tax implication, Labour welfare fund deductions, Years of service etc.,
2. Medical cost considered in CTC is for one person only and will change based on the no. of family members eligible & covered.
3. Cafeteria / Accommodation deduction amount or other Terms & Conditions may vary based on the Management's decisions from time to time.

HR MANAGER

DECLARATION

I hereby declare that I Read, Understood and Accept the above Terms & Conditions

SIGNATURE OF ACCEPTANCE

TAKE HOME RS 38,750 +  
Accommodation RS 6,500 +  
RS 45,250 = P. A.

## ANNEXURE

## APPOINTMENT OF STAFF NURSES IN HAH CENTENARY HOSPITAL

S. No.	Name/ Father Name	Consolidated Salary (Per month)
1.	Mr. Shahid/Khan S/O Mr. Sabbir Khan	20,000
2.	Ms. Kavya D/O Mr. Babu A/V	20,000
3.	Mr. Gajendra Singh S/O Mr. Malkhan Singh	20,000
4.	Ms. Yashoda D/O Mr. Jai Pal Singh	20,000
5.	Ms. Suman Mehto D/O Mr. Jatadhari Prasad	20,000
6.	Ms. Taslima D/O Mr. Bhutto Khan	20,000
7.	Ms. Nazboon Khatoon D/O Mr. Md. Qasim	20,000
8.	Ms. Sakrin D/O Mr. Mustaq Mohammad	20,000
9.	Ms. Sanah Parween D/O Mr. Irsad Ali	20,000
10.	Ms. Uzma Rani D/O Man Mohd.	20,000
11.	Ms. Afsha Shahzad D/O Mr. Shazad Ahmed	20,000
12.	Ms. Sarga S. D/O Mr. Subramanyan R.	20,000
13.	Ms. Neha Shrivastava D/O Mr. Girish Chand Shrivastava	21,000
14.	Ms. Najmun Nisha D/O Mr. Shahid Khan	20,000
15.	Ms. Anjana Joseph D/O Mr. Joseph Thomas	20,000
16.	Ms. Rutba Masih D/O Mr. Sh. Lal Masih	21,000
17.	Ms. Anam D/O Mr. Shamsad Ahmed	20,000
✓ 18.	Mr. Azam Ali S/O Mr. Zafar Ali	20,000
19.	Ms. Tuba Qadir D/O Mr. Abdul Qadir	20,000
20.	Ms. Maitraee D/O Mr. Harish Kumar	23,000
21.	Ms. Farheen D/O Mr. Abdur Raheem	20,000
22.	Ms. Komal D/O Mr. Surjit Singh	20,000
23.	Mr. Salim Khan Chouhan S/O Mr. Amirudeen	24,000
24.	Ms. Lalita D/O Mr. Keshav Ram	23,000
25.	Ms. Ningombam Omita Devi D/O Mr. Pradipkumar Singh	21,000
26.	Ms. Sayyada D/O Mr. Zahid Ali	20,000
27.	Ms. Lhinghoithem lhouvum D/O Mr. Paokhothang Lhouvum	23,000

(Mushiq A. Zafar)  
Head Finance & Admin

## Copy to:

1. Dean/Principal, HIMSR
2. MS, NS & AMS, HAHCH
3. Finance Division, HIMSR
4. P.S to D.G/CEO
5. Personal File/Guard File

held on 05.07.2022 is enclosed. The Candidates are requested to contact **Mr. Shahanshah Alam, HR Department** for completing necessary joining formalities. His contact number is – **9911094833**.

**List of Selected Candidates for the post of Staff Nurse in the Interview held on 05.07.2022.**

SL No.	Name/ Father Name
1.	MS. SHAGUFTA ZAIDI D/O MR. FARIDUL HASAN ZAIDI
2.	MS. SABREEN GAYAS D/O MR. GAYAS UDDIN
3.	MS. KM. SANAM D/O MR. KAMRUDDIN IDIRISHI
4.	MS. RIMPY MALHOTRA D/O MR. HARNAM MALHOTRA
5.	MS. LOVELY D/O MR. SURESH KUMAR
6.	MS. KM. ALKA D/O MR. HARI DHASAN

6.	MS. KM. ALKA D/O MR. HARI PRASAD
7.	MS. PATHAN HOORBI RIYAZ D/O MR. RIYAZ ABDUL GAFFAR PATHAN
8.	MS. YUSRA D/O RASHID
9.	MR. ADNAN KHAN S/O MR. AYYUB KHAN
10.	MS. RESHMA KHATOON D/O MR. SIKANDAR ANSARI
11.	MS. SUMAIYYA RAIS D/O MR. RAIS AHMAD
12.	MS. UZMA AFTAB D/O MR. AFTAB ALAM
13.	MS. ASHIYA D/O MR. HAFIZ KHAN
14.	MS. SINDHU RAJBHAR D/O MR. RAMDAUR RAJBHAR
15.	MR. ALI MOHAMMAD S/O MR. UMAR DEEN

ORDER No. 5593/2022

DT: 08.01.2022

Ms. Mubeen Chaudhary,  
D/o Mr. Jamin Shah,  
H.No.-2, Kalyanpur,  
Muzaffarnagar,  
Budhana-251309 (U.P.)

**Sub : APPOINTMENT AS TRAINEE NURSE**

With reference to your application and subsequent interview held with you, we are pleased to inform you that you have been permitted to undergo training as Staff Nurse. The period of training will be of **three months**. You will be paid a consolidated stipend of **Rs.16000/-** per month.

During the said period your training is liable to be discontinued at any time without notice and without assigning any reason therefore. You will perform such other duties as may be assigned to you from time to time as part of your training. You will not be entitled to any other benefit as extended to the regular employee of the hospital.

If the above terms and conditions are acceptable to you, please return the duplicate copy of this letter duly signed in token of acceptance of these terms and conditions to attend Training in this Centre. You have been permitted to join as **Trainee Nurse** on **08th January 2022**.

For Batra Hospital & Medical Research Centre,



**Vinay Kumar Singh**  
Sr. General Manager - HR

**Declaration by the Trainee:**

I have read and understood the above terms and conditions and undertake to abide by them.

**Date:**

**(SIGNATURE)**



**HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH  
AND ASSOCIATED HAH CENTENARY HOSPITAL  
GURU RAVIDAS MARG, NEW DELHI - 110062**


No. HIMSRR/HR/N/24

Dated: 18.01.2022

On the recommendation of Standing Assessment cum Selection Committee, the competent authority is pleased to approve contractual appointment of staff nurses in Hakeem Abdul Hameed Centenary Hospital of Hamdard Institute of Medical Sciences & Research for a period of one year with effect from the date of their joining. An **Annexure** detailing their consolidated salary against their names is enclosed herewith.

**The terms and conditions of the appointment will be as under:**

1. Your engagement is purely on contractual basis for a fixed period of one year which will be treated as probation period from the date of joining.
2. In addition to normal holidays(s), you will be entitled for 1 ½ days of leave for each completed month of service and maximum 18 days during the period of one year as per present policy subject to review. Leave will be availed in direct proportion to the period of service rendered in the months. In case of unauthorized/willful absence from duties for more than seven days, the appointment shall be terminable without assigning any notice. You will mark your attendance in the Biometric System (Face Recognition) of the Organisation.
3. **The appointment is subject to your medical fitness clearance certificate.** For medical examination you may please contact the Medical Superintendent H. A. Hameed Centenary Hospital of HIMSRR within a week from the date of this order.
4. All original certificates may be produced for verification at the time of joining.
5. The appointment shall be terminable on one month notice from either side or one month salary in lieu of notice period during the contract.
6. There will be no encashment of leave. On the expiry of contract, the leave will be treated as lapsed, if not availed during the period of contract.
7. The duties will include all that is assigned from time to time. You may be assigned any Administrative or Managerial job as deemed fit by the HIMSRR, in addition to your normal training schedule.
8. You are required to be present in the Department throughout the working hours and may be asked to perform duties beyond office hours and on holidays without any extra remuneration. You are expected to continuously update your knowledge, actively engage in the assigned job.
9. **If at any time during the period of the contract, your activities are found detrimental to the interest of the Organisation, your services will be terminated forthwith without any notice and no representation for its continuation will be entertained.**
10. That no notice is required to be given on expiry of the contractual period by efflux of time.
11. Your performance will be assessed by taking feedback from the appropriate authority / sources.
12. Your conduct and activities should be in a manner that promotes the aims and objectives of HIMSRR, as set out in their Rules & Regulations.
13. This appointment will not confer any right on you to claim regular appointment to the post and will not count for the purpose of seniority, promotion and retirement benefit etc.
14. The above terms and conditions are only illustrative and not exhaustive. The competent authority may vary them as per exigencies of work.

  
(Mushtaq A. Jargar)  
Head Finance & Administration

**All Concerned Appointees**

I accept the above terms & conditions for joining as Staff Nurse in Hakeem Abdul Hameed Centenary Hospital of Hamdard Institute of Medical Sciences & Research.

Name : Najmun Nishq  
Signature : Najmun Nishq  
Date of joining : 24-01-22

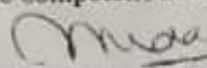
**SUBJECT: APPOINTMENT OF MR. ADNAN KHAN AS STAFF NURSE IN HAHCH HOSPITAL OF HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH.**

Reference: Approval of Competent Authority vide Dy. No. 70 dated 20.07.2022.

On the recommendation of Standing Assessment cum Selection Committee, the Competent Authority is pleased to approve contractual appointment of **MR. ADNAN KHAN S/O MR. AYYUB KHAN** as Staff Nurse in Hakeem Abdul Hameed Centenary Hospital of Hamdard Institute of Medical Sciences & Research for a **period of one year at a consolidated salary of Rs 20,000/- per month (Rupees Twenty Thousand only)** with effect from the date of joining.

**The terms and conditions of the appointment will be as under:**

- Your engagement is purely on contractual basis for a fixed period of one year which will be treated as probation period from the date of joining.
- In addition to normal holidays(s), you will be entitled for 1 ½ days of leave for each completed month of service and maximum 18 days during the period of as per present policy subject to review. Leave will be availed in direct proportion to the period of service rendered in the months. In case of unauthorized/wilful absence from duties for more than seven days, the appointment shall be terminable without assigning any notice. You will mark your attendance in the Biometric System (Face Recognition) of the Organisation.
- The appointment is subject to your medical fitness clearance certificate.** For medical examination you may please contact the Medical Superintendent H. A. Hameed Centenary Hospital of HIMSRR within a week from the date of this order.
- All original certificates may be produced for verification at the time of joining.
- The appointment shall be terminable on one month notice from either side or one month salary in lieu of notice period during the contract.
- There will be no encashment of leave. On the expiry of contract, the leave will be treated as lapsed, if not availed during the period of contract.
- The duties will include all that is assigned from time to time. You may be assigned any Administrative or Managerial job as deemed fit by the HIMSRR, in addition to your normal training schedule.
- You are required to be present in the Department throughout the working hours and may be asked to perform duties beyond office hours and on holidays without any extra remuneration. You are expected to continuously update your knowledge, actively engage in the assigned job.
- If at any time during the period of the contract, your activities are found detrimental to the interest of the Organisation, your services will be terminated forthwith without any notice and no representation for its continuation will be entertained.**
- That notice is required to be given on expiry of the contractual period by efflux of time.
- Your performance will be assessed by taking feedback from the appropriate authority / sources.
- Your conduct and activities should be in a manner that promotes the aims and objectives of HIMSRR, as set out in their Rules & Regulations.
- This appointment will not confer any right on you to claim regular appointment to the post and will not count for the purpose of seniority, promotion and retirement benefit etc.
- The above terms and conditions are only illustrative and not exhaustive. The competent authority may vary them as per exigencies of work.

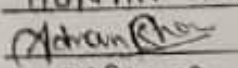
  
(Col. (Dr.) M.S Kidwai)  
I/C HR

**MR. ADNAN KHAN**  
RZ- GALI NO-32, TUGHLAKABAD EXTENSION,  
NEW DELHI-110019

I accept the above terms & conditions for joining as Staff Nurse in Hakeem Abdul Hameed Centenary Hospital of Hamdard Institute of Medical Sciences & Research.

**Copy to:**

- Dean/Principal, HIMSRR
- Head Finance
- MS, Addl. MS, NS, HAHCH
- Finance Division, HIMSRR
- Quality Manager NABH, HIMSRR
- IT Division, HIMSRR
- P.S to CEO

Name : ADNAN KHAN  
Signature :   
Date of joining : 03/08/2022

No. HIMSR/HR/N/491

Dated 01.08.2022

OFFICE ORDER


**SUBJECT: APPOINTMENT OF MS. RESHMA KHATOON AS STAFF NURSE IN HAHC HOSPITAL OF HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH.**

**Reference:** Approval of Competent Authority vide Dy. No. 70 dated 20.07.2022.

On the recommendation of Standing Assessment cum Selection Committee, the Competent Authority is pleased to approve contractual appointment of **MS. RESHMA KHATOON D/O MR. SIKANDAR ANSARI** as Staff Nurse in Hakeem Abdul Hameed Centenary Hospital of Hamdard Institute of Medical Sciences & Research for a **period of one year at a consolidated salary of Rs 20,000/- per month (Rupees Twenty Thousand only)** with effect from the date of joining.

**The terms and conditions of the appointment will be as under:**

1. Your engagement is purely on contractual basis for a fixed period of one year which will be treated as probation period from the date of joining.
2. In addition to normal holidays(s), you will be entitled for 1 ¼ days of leave for each completed month of service and maximum 18 days during the period of as per present policy subject to review. Leave will be availed in direct proportion to the period of service rendered in the months. In case of unauthorized/wilful absence from duties for more than seven days, the appointment shall be terminable without assigning any notice. You will mark your attendance in the Biometric System (Face Recognition) of the Organisation.
3. **The appointment is subject to your medical fitness clearance certificate.** For medical examination you may please contact the Medical Superintendent H. A. Hameed Centenary Hospital of HIMSR within a week from the date of this order.
4. All original certificates may be produced for verification at the time of joining.
5. The appointment shall be terminable on one month notice from either side or one month salary in lieu of notice period during the contract.
6. There will be no encashment of leave. On the expiry of contract, the leave will be treated as lapsed, if not availed during the period of contract.
7. The duties will include all that is assigned from time to time. You may be assigned any Administrative or Managerial job as deemed fit by the HIMSR, in addition to your normal training schedule.
8. You are required to be present in the Department throughout the working hours and may be asked to perform duties beyond office hours and on holidays without any extra remuneration. You are expected to continuously update your knowledge, actively engage in the assigned job.
9. **If at any time during the period of the contract, your activities are found detrimental to the interest of the Organisation, your services will be terminated forthwith without any notice and no representation for its continuation will be entertained.**
10. That no notice is required to be given on expiry of the contractual period by efflux of time.
11. Your performance will be assessed by taking feedback from the appropriate authority / sources.
12. Your conduct and activities should be in a manner that promotes the aims and objectives of HIMSR, as set out in their Rules & Regulations.
13. This appointment will not confer any right on you to claim regular appointment to the post and will not count for the purpose of seniority, promotion and retirement benefit etc.
14. The above terms and conditions are only illustrative and not exhaustive. The competent authority may vary them as per exigencies of work.

  
(Col. (Dr.) M.S Kidwai)  
I/C HR

**MS. RESHMA KHATOON**

H. NO.-44, GALI NO-3, CHHURIYA MOHALLA,  
TUGHLAKABAD VILLAGE, NEW DELHI-110044

I accept the above terms & conditions for joining as Staff Nurse in Hakeem Abdul Hameed Centenary Hospital of Hamdard Institute of Medical Sciences & Research.

**Copy to:**

1. Dean/Principal, HIMSR
2. Head Finance
3. MS, Addl. MS, NS, HAHCH
4. Finance Division, HIMSR
5. Quality Manager NABH, HIMSR
6. IT Division, HIMSR
7. P.S to CEO

Name : Reshma Khatoon  
Signature : Reshma Khatoon  
Date of joining : 8/8/22

No. HIMSR/HR/N/488

**OFFICE ORDER**

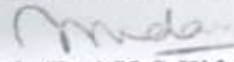
**SUBJECT: APPOINTMENT OF MS. ASHIYA AS STAFF NURSE IN HAHC HOSPITAL OF HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH.**

**Reference:** Approval of Competent Authority vide Dy. No. 70 dated 20.07.2022.

On the recommendation of Standing Assessment cum Selection Committee, the Competent Authority is pleased to approve contractual appointment of **MS. ASHIYA D/O MR. HAFIZ KHAN** as Staff Nurse in Hakeem Abdul Hameed Centenary Hospital of Hamdard Institute of Medical Sciences & Research for a **period of one year at a consolidated salary of Rs 20,000/- per month (Rupees Twenty Thousand only)** with effect from the date of joining.

**The terms and conditions of the appointment will be as under:**

1. Your engagement is purely on contractual basis for a fixed period of one year which will be treated as probation period from the date of joining.
2. In addition to normal holidays(s), you will be entitled for 1 ½ days of leave for each completed month of service and maximum 18 days during the period of as per present policy subject to review. Leave will be availed in direct proportion to the period of service rendered in the months. In case of unauthorized/wilful absence from duties for more than seven days, the appointment shall be terminable without assigning any notice. You will mark your attendance in the Biometric System (Face Recognition) of the Organisation.
3. **The appointment is subject to your medical fitness clearance certificate.** For medical examination you may please contact the Medical Superintendent H. A. Hameed Centenary Hospital of HIMSR within a week from the date of this order.
4. All original certificates may be produced for verification at the time of joining.
5. The appointment shall be terminable on one month notice from either side or one month salary in lieu of notice period during the contract.
6. There will be no encashment of leave. On the expiry of contract, the leave will be treated as lapsed, if not availed during the period of contract.
7. The duties will include all that is assigned from time to time. You may be assigned any Administrative or Managerial job as deemed fit by the HIMSR, in addition to your normal training schedule.
8. You are required to be present in the Department throughout the working hours and may be asked to perform duties beyond office hours and on holidays without any extra remuneration. You are expected to continuously update your knowledge, actively engage in the assigned job.
9. **If at any time during the period of the contract, your activities are found detrimental to the interest of the Organisation, your services will be terminated forthwith without any notice and no representation for its continuation will be entertained.**
10. That ~~the~~ notice is required to be given on expiry of the contractual period by efflux of time.
11. Your performance will be assessed by taking feedback from the appropriate authority / sources.
12. Your conduct and activities should be in a manner that promotes the aims and objectives of HIMSR, as set out in their Rules & Regulations.
13. This appointment will not confer any right on you to claim regular appointment to the post and will not count for the purpose of seniority, promotion and retirement benefit etc.
14. The above terms and conditions are only illustrative and not exhaustive. The competent authority may vary them as per exigencies of work.

  
(Col. (Dr.) M.S Kidwai)  
I/C HR

**MS. ASHIYA**  
H. NO.-C-72-D, PARVESH NAGAR,  
MUBARAKPUR DABAS, NORTH WEST DELHI,  
DELHI-110081

I accept the above terms & conditions for joining as Staff Nurse in Hakeem Abdul Hameed Centenary Hospital of Hamdard Institute of Medical Sciences & Research.

**Copy to:**

1. Dean/Principal, HIMSR
2. Head Finance
3. MS, Addl. MS, NS, HAHCH
4. Finance Division, HIMSR
5. Quality Manager NABH, HIMSR
6. IT Division, HIMSR

Name : ASHIYA  
Signature : Ashiya  
Date of joining : 8/8/2022

**ORDER No. 5895/2022**

**DT: 16.06.2022**

**Ms. Sheeba Parveen,  
D/o Mr. Mohd. Muqem,  
Asara, Baghpat,  
Baraut,  
U.P. - 250623**

**Sub: APPOINTMENT AS TRAINEE NURSE**

With reference to your application and subsequent interview held with you, we are pleased to inform you that you have been permitted to undergo training as Staff Nurse. The period of training will be of **three months**. You will be paid a consolidated stipend of **Rs.16000/-** per month.

During the said period your training is liable to be discontinued at any time without notice and without assigning any reason therefore. You will perform such other duties as may be assigned to you from time to time as part of your training. You will not be entitled to any other benefit as extended to the regular employee of the hospital.

If the above terms and conditions are acceptable to you, please return the duplicate copy of this letter duly signed in token of acceptance of these terms and conditions to attend Training in this Centre. You have been permitted to join as **Trainee Nurse** on **16th June 2022**.

For **Batra Hospital & Medical Research Centre,**

*Aarti*  
**Aarti Gulati Gandhi**  
**Manager - HR**

**Declaration by the Trainee:**

I have read and understood the above terms and conditions and undertake to abide by them.

**Date:** 16/6/22

*Sheeba*

**(SIGNATURE)**



Sri Balaji

# Action Medical Institute

Multi Speciality Hospital

SBAMI/HR/NAL/2021/8715

Date-06-12-2021



Ms. Wajiha Naqvi  
H.No-40, Near Imam Bada,  
Mukarpur Khema, Bijnor,  
Uttar Pradesh-246701.

Ms. Wajiha Naqvi,

## Appointment Letter

This has reference to your application and subsequent discussion in connection with your appointment for the position of **Trainee - Nurse**. In this regard, we are pleased to appoint you as **Trainee - Nurse** in the Department of **Nursing** with effect from **06-12-2021**. You would be on a **CTC of Rs. 22,000/-per month** (Rupees Twenty Two Thousand only per month) as per details mentioned in Annexure A.

The appointment is subject to the following terms and condition: -

1. That you are appointed on contractual basis for a fixed period of one year as agreed upon during the discussions held with you. Your appointment would automatically come to an end on the expiry of the fixed period and no notice or notice pay or retrenchment compensation would be payable to you by the management. However, the tenure of your appointment may be further extended depending upon your performance at the sole discretion of the administration. Since your appointment is being made for a specified period, you will neither have any right or lien on a job held by you. Also you would not claim regular employment even if there is such a vacancy for the post held by you or otherwise. In case you continue to work even after the specified fixed period without any letter of extension, it would not be deemed that you became a regular or permanent employee.
2. You would initially be on probation for a period of six months. The probation period can further be extended, if your work, conduct, or performance is not found satisfactory. You would continue to be a probationer until you have been communicated in writing that you have successfully completed period of the probation to the satisfaction of the appropriate authority.

During the period of probation the organization reserves the right to terminate your services without notice or salary and also without assigning any reason thereof. However, in case of your decision to resign, the same is to be with one month notice period or one month salary in lieu thereof. You can avail maximum of one leave during the notice period.

A-4, Paschim Vihar, New Delhi-110063

Tel.: 011-45-666-666, 42-888-888

E-mail: [info@actionhospital.com](mailto:info@actionhospital.com), Website: [www.actionhospital.com](http://www.actionhospital.com)

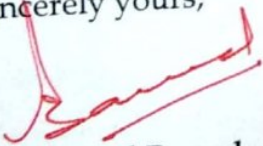
A UNIT OF LALA MUNNI LAL MANGE RAM CHARITABLE TRUST


3. You would be governed by the service conditions/ rules of Sri Balaji Action Medical Institute as amended from time to time. In all matters not specifically provided such as leaves, EPF, ESI and other legal benefits, you would be subject to the rules and regulations of the Institute, which are applicable to your category of employees.
4. Your working hours would be eight and half hours including half an hour break. However, you may be required to work in shift duties as per the duty roaster. You would comply with time office procedures in observing timings and weekly holidays and leave applicable to you as per rules and regulations of the Institute. In case you absent yourself from duty continuously for a period of 10 days, you would be deemed to have repudiated the above stated obligation. Such automatic discontinuation would be deemed as a repudiation of the terms of employment by you and not as termination of service by the Institute.
5. You would be required to deposit your one month's CTC or Rs 25000/- whichever is lesser as security. The amount of security would be deducted in ten equal monthly installments. The security would be refunded to you if you serve one month notice period. It would be forfeited if you leave service without serving the requisite notice period and proportionate deduction would be made if the period of notice falls short of required notice period of one month.
6. Your appointment is being made on the basis of your particulars such as qualifications, experiences etc as mentioned in your application for employment and in case any information given by you is found false or incorrect, your appointment would be deemed void-ab-initio and liable for termination without any notice or wages in lieu thereof.
7. You are required to perform your duties efficiently, diligently and to the best of your ability and generally to carry out duties and work as assigned to you from time to time. You would obey and comply with all lawful orders and directions given by the management and would punctually attend to your duties at the place or places where you are posted.
8. You would at all times maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interests, credit and prestige of the Institute.
9. You would at all times conduct yourself soberly temperately and show proper respect and civility to all persons in authority over you and to all your colleagues and subordinates. You would conduct yourself graciously while dealing with the guests/ visitors and patients and would not conduct yourself in a manner, which may amount to a breach of discipline or which may otherwise offend the patients/visitors. In short you would do nothing, which may adversely affect the reputation of the Institute.

10. You would inform any change in your postal address within two days of the change, otherwise all communications sent to you at the address available in the official records would be deemed to have been served. You would be solely responsible for the consequences of not informing the Institute about the change and the Institute would have no liability arising out of it.
11. You would not, during the period of your employment with the Institute, work directly or indirectly in any trade or business either as employee, employer or partner or in any other capacity with or without remuneration without the express consent of the Institute obtained in writing.
12. Your place of posting would initially be at New Delhi. However, you can be transferred according to exigencies of work and solely at the discretion of the management from one place to another, from one department to another, from Institute to another unit whether existing at present in the NCT of Delhi or out of NCT of Delhi or to be set up or taken over or acquired at a later date in the NCT of Delhi or at any place in India. In case you are transferred out of Delhi, you would be given 3 days time for reporting besides traveling expenses. It would be your responsibility to make arrangement for your residential accommodation/ other arrangements. However the wages, grade if any, continuity of service and other conditions of services would remain same and would not be adversely affected by such transfer.
13. This appointment would be effective from the date of your joining the duties.
14. We look forward to having you as a member of our organization and wishing you all the best.

The above terms and conditions of this Appointment Letter are broadly as per our discussions held during interview. We sincerely hope that you would accept this appointment and sign the duplicate copy and return the same to H.R Dept.

Sincerely yours,



 **Dr. Anand Bansal**  
**Medical Director**

Accepted & Agreed By:

Name:

Signature & Date:



## Sri Balaji Action Medical Institute

Annexure 'A'

Name  
Designation  
Department  
Date of Joining  
Employee ID

Ms. Wajiha Naqvi  
Trainee - Nurse  
Nursing  
06/12/2021  
8715

Salary Breakup		
	Per Month	Per Annum
Basic	20,990	251,880
Gratuity*	1,010	12,120
CTC	22,000	264,000

\* Gratuity Shall be payable as per payment of Gratuity Act as amended from time to time.



Alok Sharma  
AGM - Human Resources

Accepted and agreed by:

Name:

Signature & Date