

**From:** ashutosh kumar  
**Sent:** Mon, 9 Apr 2018 16:08:03 +0530  
**To:** HR AVG Wire Screens  
**Cc:** Chairman Sir.; Director Sir; Rajni Ma'am  
**Subject:** Joining Date Confirmation : Gentle Reminder : Confirmation mail : Kashi Institute of Technology, Varanasi

Dear Saurabh Sir,

Greetings...

As discussed, I am sharing students name those are looking for joining in First Batch with their Offered Positions..

<b>Name</b>	<b>Offerd Position</b>
Alok Srivasatava	Production Supervisor
Dilip Yadav	Production Supervisor
Ritik Tiwari	Production Supervisor
Pooja Rai	Office Admin
Pitam Verma	Production Supervisor
Pramod Kumar singh	Production Supervisor
Prashant Tiwari	Production Supervisor
Vijay Shankar Pandey	Production Supervisor

Request you to share joining date and students name to whom you are giving joining in First Batch.

Ashutosh Kumar

On Mon, Feb 5, 2018 at 6:46 PM, HR AVG Wire Screens <[hr@avgwire.com](mailto:hr@avgwire.com)> wrote:

Dear Ashutosh G,

It has been our immense pleasure to visit in your college for campus interview for your B.Tech ( Mech ) students as on 17 jan 2018. We are very happy to say you that we have selected total 15 candidates from your college and issued on spot appointment letter to them with acceptance slip. We will be in touch with you and candidates as well for further process.

Regards,

Saurabh Singh ( Manager )

HR & Admin

AVG Wire Screens P Ltd

T: +91 422 2580-350 | M: +91 9566934999

E: [hr@avgwire.com](mailto:hr@avgwire.com)

W: [www.avgwire.com](http://www.avgwire.com)

On Mon, Feb 5, 2018 at 1:52 PM, ashutosh kumar <[crcmanager@kashiit.ac.in](mailto:crcmanager@kashiit.ac.in)> wrote:

Dear Saurabh Sir,

Hope you will be fine...

As discussed, kindly share confirmation mail of selected students.

We will be highly thankful to you.

Ashutosh Kumar

On Mon, Jan 29, 2018 at 3:15 PM, ashutosh kumar <[crcmanager@kashiit.ac.in](mailto:crcmanager@kashiit.ac.in)> wrote:

Dear Saurabh Sir,

Hope you will be fine...

As discussed, kindly share confirmation mail of selected students.

We will be highly thankful to you.

Ashutosh Kumar

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

From: **HR AVG Wire Screens** <[hr@avgwire.com](mailto:hr@avgwire.com)>

Date: Mon, Dec 18, 2017 at 6:16 PM  
Subject: Campus Interview  
To: [Binay.vns@gmail.com](mailto:Binay.vns@gmail.com), [hodmba@kashiit.ac.in](mailto:hodmba@kashiit.ac.in)

Dear Sir,

Greetings of the day!

We have pleasure in introducing ourselves as AVG Wire Screens P Ltd a manufacturing Company that has its manufacturing units in Coimbatore & Navi Mumbai and branch offices in pan India. Our corporate office is in Coimbatore, Tamil Nadu.

As a part of our regular recruiting programme we need 2016,2017 & 2018 passout B.tech( Mech ) candidates for the post “Industrial Marketing Executive” with monthly ctc Rs 21,168 and “Production Supervisor” with monthly ctc Rs 16,933 . Our compensation is amongst the best in the industry. The candidates who join us will have a good career. We wish to conduct a Campus interview in January 2018 in your campus. The process will include an Entrance test and face to face interview. Please let us know when we can visit your campus. Kindly fix the interview schedule on 17/01/2018.

Regards,

Saurabh Singh ( Manager )

HR & Admin

AVG Wire Screens P Ltd  
T: +91 422 2580-350 | M: +91 9566934999  
E: [hr@avgwire.com](mailto:hr@avgwire.com)  
W: [www.avgwire.com](http://www.avgwire.com)

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Thanks and Regard  
Binay Kumar Singh  
Department of Business Administration  
Kashi Institute Of Technology  
Varanasi(U.P.)  
Mob. 09918397111  
Tel-0542-2637777/78 ; Ext. 41

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Thanks & Regards



**Ashutosh Kumar** | Manager Corporate Relations  
**Corporate Relations Centre**  
**Kashi Institute of Technology,**  
MS 23, Varanasi- Allahabad Highway, Mirzamurad, Varanasi, Uttar Pradesh  
E-mail : [crmanager@kashiit.ac.in](mailto:crmanager@kashiit.ac.in) | Mobile: +91 9473507610 | Web: [www.kashiit.ac.in](http://www.kashiit.ac.in)

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Thanks & Regards



**Ashutosh Kumar** | Manager Corporate Relations  
**Corporate Relations Centre**  
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Thanks & Regards



**Ashutosh Kumar** | Manager Corporate Relations

**Corporate Relations Centre**

**Kashi Institute of Technology,**

MS 23, Varanasi- Allahabad Highway, Mirzamurad, Varanasi, Uttar Pradesh

E-mail : [crcmanager@kashiit.ac.in](mailto:crcmanager@kashiit.ac.in) | Mobile: +91 9473507610 | Web: [www.kashiit.ac.in](http://www.kashiit.ac.in)

**From:** Anshika Singh  
**Sent:** Tue, 9 Apr 2019 08:53:05 +0530  
**To:** Ashutosh Sir  
**Subject:** Fwd: Candidate List !!  
**Attachments:** Kashi IT Campus.xlsx

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

From: <[jobs@bonazcapital.com](mailto:jobs@bonazcapital.com)>  
Date: Mon 8 Apr, 2019, 6:45 PM  
Subject: Candidate List !!  
To: Anshika Singh <[crcofficer@kashiit.ac.in](mailto:crcofficer@kashiit.ac.in)>

Dear Anshita,

Kindly go through the attachment of Selected & Rejected Candidate list. I hope all the Selected Candidate will join on given date 20th June 2019.

Thanks & Regards  
Nainsi Jain  
Asst.Manager-HR  
Contact -07312427506, 8839228563

|----- Original Message -----

Subject: Re: Resume of Students for the drive  
From: "Anshika Singh" <[crcofficer@kashiit.ac.in](mailto:crcofficer@kashiit.ac.in)>  
Date: 4/4/19 1:15 am  
To: [jobs@bonazcapital.com](mailto:jobs@bonazcapital.com)

Hello Ma'am,

Thank you for the support

Here, I am sharing the last resume of the drive.

Anshika Singh

On Thu, Apr 4, 2019 at 12:46 PM Anshika Singh <[crcofficer@kashiit.ac.in](mailto:crcofficer@kashiit.ac.in)> wrote:  
Hello Ma'am

I am sharing the resume of B.tech EN & CE

Please find the attachment.

On Thu, Apr 4, 2019 at 10:36 AM Anshika Singh <[crcofficer@kashiit.ac.in](mailto:crcofficer@kashiit.ac.in)> wrote:  
Hello Ma'am

Here I am sharing the resume of B.tech Mechanical

Please find the attachment.

On Wed, Apr 3, 2019 at 10:21 AM Anshika Singh <[crcofficer@kashiit.ac.in](mailto:crcofficer@kashiit.ac.in)> wrote:  
Dear Ma'am,

Thank you for the confirmation.

As per the requirement, here I am sharing the resume of B.tech (CS) female students. For the telephonic round, the calling number will be - 9918900715

I will be sharing the resume of B.tech (CS) male student in same trail mail

Anshika Singh

On Wed, Apr 3, 2019 at 10:05 AM <[jobs@bonazcapital.com](mailto:jobs@bonazcapital.com)> wrote:

Dear Anshika,

This is to inform you that Today we are conducting SKYPE Interview at 11:00 AM.  
We want to your candidate Resume.

Thanks & Regards  
Nainsi Jain

Asst.Manager-HR

Contact -07312427506, 8839228563

----- Original Message -----

Subject: Regarding the confirmation of date of drive - 3rd April

From: "Anshika Singh" <[crcofficer@kashiit.ac.in](mailto:crcofficer@kashiit.ac.in)>

Date: 4/1/19 2:55 am

To: [jobs@bonazcapital.com](mailto:jobs@bonazcapital.com)

Cc: "Vipul Sir" <[vipuljain62@gmail.com](mailto:vipuljain62@gmail.com)>, "Director Sir" <[director@kashiit.ac.in](mailto:director@kashiit.ac.in)>, "Ashutosh Sir" <[crcmanager@kashiit.ac.in](mailto:crcmanager@kashiit.ac.in)>

Hello Ma'am,

Thank you for the JD.

As per their discussion, we are confirming the campus drive on 3rd April.

As per the conversation regarding the interview process, kindly sum-up the final selection through telephonic and Skype round. Students will join the organisation around 20th June after University exam. The excel file of the salary structure is not opening. Please share the new file.

Kindly confirm so that, we can float the notice by today itself. I will share the data of students by tomorrow.

Anshika Singh

On Mon, Apr 1, 2019 at 2:49 PM <[jobs@bonazcapital.com](mailto:jobs@bonazcapital.com)> wrote:

Greetings from Bonaz Capital !!

To  
The Placement Officer

We are writing to express interest in participating in the recruitment session at your college for the Graduates or Post Graduates students of Year.

The role would be that of a Sales Executive and the locations would be



Indore. Currently, we have openings for the Fresher

A brief about the company:

Bonaz Capital stands as one of the leading Financial Investment firm and Best advisory company in Indore

A brief about the role:

Remuneration: CTC will be 2.55 Lpa

Kindly let us know the next steps and we would be glad to take it forward.

Look forward to hiring great talents from your College

Dear Placement Coordinator,

Can the resumes of the candidates be sent to us and we take the initial HR round of discussion on phone followed by the Skype discussion and an assignment round?

We want the final shortlisted students to come down to our office for a face to face discussion, wherein the final CTC will also be decided and henceforth we can release the offer letter.

Thanks & Regards

Nainsi Jain

Ass.Manager-HR

Contact -07312427506, 8839228563



































































































































































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Thanks & Regards

**Anshika Singh- Corporate Relation Officer**

Corporate Relations Centre

Kashi Institute of Technology

MS 23, Varanasi – Allahabad Highway, Mirzamurad, Varanasi, Uttar Pradesh.

E-mail: [crcofficer@kashiit.ac.in](mailto:crcofficer@kashiit.ac.in) | Phone: 9918900715 |

Web: [www.kashiit.ac.in](http://www.kashiit.ac.in)

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Thanks & Regards

**Anshika Singh- Corporate Relation Officer**

Corporate Relations Centre

Kashi Institute of Technology

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Thanks & Regards

**Anshika Singh- Corporate Relation Officer**

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Web: [www.kashiit.ac.in](http://www.kashiit.ac.in)

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Thanks & Regards

**Anshika Singh- Corporate Relation Officer**

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E-mail: [crcofficer@kashiit.ac.in](mailto:crcofficer@kashiit.ac.in) | Phone: 9918900715 |

Web: [www.kashiit.ac.in](http://www.kashiit.ac.in)

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Thanks & Regards

**Anshika Singh- Corporate Relation Officer**

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E-mail: [crcofficer@kashiit.ac.in](mailto:crcofficer@kashiit.ac.in) | Phone: 9918900715 |

Web: [www.kashiit.ac.in](http://www.kashiit.ac.in)

**From:** ashutosh kumar  
**Sent:** Mon, 9 Apr 2018 15:40:01 +0530  
**To:** ENATEL  
**Cc:** enatel.abhay@gmail.com; info@enatel.in; Chairman Sir.; Director Sir; Rajni Ma'am  
**Subject:** Re: Selected Candidates in Enatel from Kashi Institute Varanasi  
**Attachments:** NAME OF CANDIDATES in Enatel 2018.xlsx

Dear Abhishek Sir,

Thanks for honouring our invitation and selecting 10 KIT students.

I'll be in touch with you for further joining formalities.

Thanks once again.

Regards

Ashutosh Kumar

On Mon, Apr 9, 2018 at 3:34 PM, ENATEL <[com.enatel@gmail.com](mailto:com.enatel@gmail.com)> wrote:

Dear sir,  
pfa....list of selected candidates

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Thanks & Regards,



Abhishek Patel | Cluster Head | Lucknow UPE

Mob: +91-9369511110. Mail: [ID-abhishek@enatel.in](mailto:ID-abhishek@enatel.in)

[www.enatel.in](http://www.enatel.in)

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Thanks & Regards



**Ashutosh Kumar** | Manager Corporate Relations

**Corporate Relations Centre**

**Kashi Institute of Technology,**

MS 23, Varanasi- Allahabad Highway, Mirzamurad, Varanasi, Uttar Pradesh

E-mail : [crcmanager@kashiit.ac.in](mailto:crcmanager@kashiit.ac.in) | Mobile: +91 9473507610 | Web: [www.kashiit.ac.in](http://www.kashiit.ac.in)

**From:** ENATEL  
**Sent:** Mon, 9 Apr 2018 03:04:39 -0700  
**To:** crcmanager@kashiit.ac.in  
**Cc:** enatel.abhay@gmail.com; info@enatel.in  
**Subject:** Selected Candidates  
**Attachments:** NAME OF CANDIDATES.xlsx

Dear sir,  
pfa....list of selected candidates

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Thanks & Regards,



Abhishek Patel | Cluster Head | Lucknow UPE

Mob: +91-9369511110. Mail: [ID:-abhishek@enatel.in](mailto:ID:-abhishek@enatel.in)

[www.enatel.in](http://www.enatel.in)

GSS is glad to announce that the below list of students are shorlisted for final phase of interaction,

<u>S.NO</u>	Name							
1	Anurag Rastogi							
2	Arpita Chakrawarti							
3	Pratima Tiwari							
4	Riya Shrivastava							
5	Sherya Priya							
6	Shivangi Singh							

As per your request, we will schedule this interaction with our Director in first or second week of January. Date's for the same will be mailed to you by 15th December.



Friday, February 02, 2018

GSS/HR/OL/17-18/142

Subject: Letter of Intent for employment with Gateway Software Solutions Pvt. Ltd.

Dear Mr. Anurag,

This has reference to your application and subsequent discussions you had with us.

We are pleased to offer you employment in our Organization as **Trainee** on the terms and conditions as mutually agreed during our discussion.

The total gross CTC as agreed will be **INR 1,20,000 /- (One Lac and Twenty Thousand only)** per annum.

This amount will be subject to various deductions as per Company and government policies.

You are advised to report for duty on **Monday, August 06, 2018** at our office at **Gateway Software Solutions Pvt. Ltd., 1512, Ansal Towers, 38 Nehru Place, New Delhi-19.**

Please be informed that joining on above said date signify that you are signing a training bond with **Gateway Software Solutions Pvt. Ltd.** of INR 1,20,000 per year for 2 years. In case of breach of bond, you shall be liable to pay the salary of remaining period of bond as financial penalty.

You will be issued a formal agreement of employment on successful completion of probation period, which will have the details of the CTC package and other terms and conditions of employment.

We welcome you to **GSS** Family and hope it would be the beginning of a long and mutually beneficial association.

Please sign the duplicate copy of this letter in token of your acceptance of this offer and return latest by **Friday, February 09, 2018** otherwise this **offer will be considered null and void.**

Failing to join your duties by the date mentioned, the Organization reserves the right to cancel this offer of appointment.

Thanks,  
Kuldeep Bhargava  
Sr. HR Manager  
Gateway Software Solutions Pvt. Ltd.



**Annexure - Break up of Salary**

Particulars	Monthly Entitlement (₹)	Annual Entitlement (₹)
<b>Part - A (Fixed Component)</b>		
Basic	4,000	48,000
House Rent Allowance	2,000	24,000
Transport Allowance	1,600	19,200
Sundry Medical	1,250	15,000
Special Allowance	1,150	13,800
<b>Total - Part (A)</b>	<b>10,000</b>	<b>1,20,000</b>
<b>Part - B (Statutory Component)</b>		
Employer Contribution of Provident Fund	0	0
<b>Total - Part (B)</b>	<b>0</b>	<b>0</b>
<b>Part - C (Others)</b>		
Deferred Bonus	0	0
Variable Component	0	0
<b>Total - Part (C)</b>	<b>0</b>	<b>0</b>
<b>Gross Salary (A+B+C)</b>	<b>10,000</b>	<b>1,20,000</b>

**Note:**

1. Salary and other benefits shall be subject to deduction of taxes and other statutory deductions and/or contributions as per applicable laws.
2. Your salary and/or the CTC breakup may be subject to change based on regulatory or GSS policy changes from time to time.
3. Your mid probation review will be done on completion of six months of training.
4. You will be issued an appointment letter on successful completion of probation period.



## **Standard Operating Procedure (SOP) For Data Validation and Verification of Affiliated Colleges Manual**

### **A: General Guidelines for HEIs:**

Note: Relevant original documents signed by the concerned authorities, and/or members of the committee should be scanned and uploaded. Insertion of signature(s) and insertion of the header of the Institutional letterhead in the documents for proof of evidence shall not be acceptable.

- The NAAC HEI Portal supports only 5MB data for each metric. If the attachments exceed 5MB, the HEI should host the supporting documents on the HEI's website and provide the link of the same in the template and/or in the HEI-DVV clarification response.
- Data/supporting documents should not be provided on Google Drive, Microsoft one drive, Amazon Cloud or any third-party websites. Any such uploads will not be considered for the data validation and verification process.
- While providing the links of the HEI's website where the supporting documents are hosted, the institution should provide the link in the HEI's clarification box. While providing the links in the running text, to enable the hyperlink, press "Enter Key", then paste the link, and again press, "Enter Key". Provide the relevant supporting documents as per the SOP during the SSR submission to facilitate speedy DVV clarification process.
- It is mandatory to fill the templates in the specific formats provided by NAAC. The HEI is not supposed to alter the template format in which the data is sought. The documents uploaded should be clearly readable for the claims made.
- It is mandatory to respond to all clarifications raised by the DVV for the items in the extended profile and metrics, within the stipulated time.
- Whenever the data is voluminous, the DVV Partner will seek for details from selected sample documents for validation. Before submitting the clarification responses to the DVV, the institution should report to NAAC.
- Once the data is uploaded and the links are submitted to the NAAC, changes/ additions are not permissible and such changes in the documents (if any) will be tracked and viewed seriously, which may lead to actions against the HEI. While providing links,

the institution should ensure that links are operational.

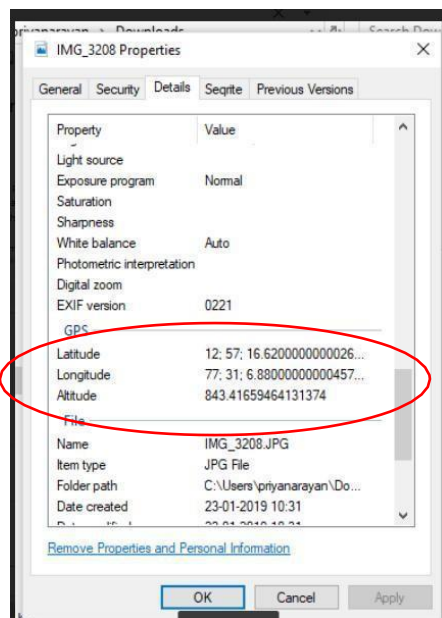
- The institution should give the links as appropriate to the metric and not general links whose landing page is the HEI's home page. In case the links do not work during the DVV validation/clarification stage, the decision of NAAC will be final.
- Content of the supporting documents in regional languages should be translated to English and should be duly signed by the Head of the Institution. The translated copy should be uploaded along with the original regional language document.
- All supporting documents submitted along with the SSR and additional documents submitted during the DVV clarification process should be duly endorsed by the competent authority.

**To reduce the enormous use of paper and printing the entire data, sign and a seal by the Competent Authority for all the papers, the Digital Signature will be accepted by NAAC in filling of SSR. Higher Education Institutions (HEIs) can use the Class-3 Digital signatures (*Means Digital Signature Class-3 is the highest level of DSC where a Registration Authority verifies the identity of a person*) of the head of the institution to authenticate and upload a large number of documents in the SSR.**

## B: Guidelines for specific operations:

**Geo-tagging:** Kindly follow the following steps to obtain a Geo-tagged photo:

- (1) While setting your digital camera, set the location on.
- (2) If you are taking photos using a smart phone, then set the location on.
- (3) Take pictures only after setting the „location on” mode.
- (4) Download the pictures on to a computer system and examine the properties. In properties, click on the details tab, scroll down to see GPS: you will see a picture as shown below, the value entries for latitude and longitude will determine the location where the photo is taken.



- It is possible that both, the Extended Profile and some Quantitative Metrics (QnM) seek responses that require similar data/documents. In such cases, it is adequate to present data/documents in the Extended Profile. That is, if the data/documents sought are given in response to the Extended Profile they need not be repeated under those specific Quantitative Metrics (QnM) of the SSR.

- Whenever both Extended Profile and some Quantitative Metrics (QnM) seek similar responses, make sure that data/documents are provided for those Quantitative Metrics (QnM) which match with the corresponding data/documents given in the Extended Profile.
- Any other clarifications may be sought from the NAAC, by the HEIs
- Programme: A range of learning experiences offered to students in a formal manner over a period not less than one year leading to UG Degree / PG Degree / PG Diploma. All possible formal Degree Programmes are defined/identified by the UGC. Examples: BA (Economics, History, Sociology), B.Sc., (Physics, Chemistry, Mathematics), B.Sc., (Hons Chemistry), BE/B.Tech (Computer Science and Engineering), B.Arch, MSc (Mathematics), M.Com, M.A(English), ME/M.Tech (Textile Technology), PG Diploma (Library Science) and so on etc.,
- Course: A course is a paper/subject with specified number of credits/hours in a formal program. Examples: Organic Chemistry, Real Analysis, Solid State Physics, Indian History, Macro Economics, English, Hindi, Marathi, Telugu etc are courses under BSc/BA/B.Com Programs. A laboratory course having separate credits and examined separately is to be considered as a course.
- Gender Equity: Gender equity means fairness of treatment for women and men, according to their respective needs. This may include equal treatment or treatment that is different, but which is considered equivalent in terms of rights, benefits, obligations, and opportunities.

## (Extended Profile)

### STANDARD OPERATING PROCEDURE (SOP)

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
1.1	Number of students year wise during the last five years	<ul style="list-style-type: none"><li>• Provide appropriate document duly certified by competent authorities</li><li>• Year wise list of students approved by the affiliating University</li></ul>	<ul style="list-style-type: none"><li>• Include the total number of students on rolls across all the programs (consider 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>years etc., of each program) for all the assessment period years.</li><li>• Consider only the students on the rolls during the odd semesters if the program is of semester scheme.</li></ul>	<ul style="list-style-type: none"><li>• If a program is of semester scheme, do not add students of both odd and even semesters.</li></ul>
2.1	Number of full time teachers year wise during the last five years	<ul style="list-style-type: none"><li>• Provide the list of all full time teachers indicating the departmental affiliation during the assessment period year wise authenticated by the Principal on letter head of HEI.</li></ul>	<ul style="list-style-type: none"><li>• A full-time teacher is one who is employed for at least 90 per cent of the normal or statutory number of hours of work during the year</li></ul>	<ul style="list-style-type: none"><li>• A teacher employed only for a part of a year not to be considered</li><li>• Inclusion of part-time / visiting faculty not taking at least 90% of the normal or statutory number of hours of work not to be considered as full- time teacher</li></ul>

3.1	Expenditure excluding salary component year wise during the last five years (INR in lakhs)	<ul style="list-style-type: none"> <li>Audited Statement of income and expenditure duly certified by the Principal and Chartered Accountant in case of privately funded institutions highlighting the salary component. Also provide a statement showing the total expenditure excluding the salary component for each of the years certified by the Principal and Chartered Accountant.</li> </ul>		Claims made without audited Income Expenditure statements not to be considered
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## Metric wise Standard Operating Procedure (SOP)

Sl. No.	Metric	Documents Needed	Specific Instructions to HEIs	Not to be Included /Considered
1.	<b>1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years</b>	<ul style="list-style-type: none"> <li>• Details of each program such as:</li> <li>• Name of the program, duration, list of students enrolled (with signature of students), curriculum, assessment procedures year-wise</li> <li>• Summary report of each program year- wise along with their outcome.</li> <li>• Year-wise list of the students enrolled in the same programmes</li> <li>• Attendance sheet of Students participating with signature should be provided.</li> <li>• Model certificate, issued to the students to be uploaded.</li> </ul>	<ul style="list-style-type: none"> <li>• Add on/Certificate/<i>Value added programs</i> of minimum 30 hours duration to be considered.</li> <li>• DVV may ask for certificate of randomly selected students in selected courses and the attendances for specific date mentioned for the programme.</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid programs conducted under regular university curriculum.</li> <li>• Avoid considering certificate / add on programmes of less than 30 hours.</li> </ul>



2	<p><b>1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years</b></p>	<ul style="list-style-type: none"> <li>• Year-wise List of the students enrolled in the Program as defined in 1.2.1</li> <li>• Attendance sheet of student participating in the programme with signature should be provided.</li> <li>• Model certificate, issued to the students to be uploaded.</li> </ul>	<ul style="list-style-type: none"> <li>• The DVV may seek for certificates of randomly selected students in selected courses and the attendance document for specific date mentioned in the course.</li> </ul>	
3	<p><b>1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</b></p>	<ul style="list-style-type: none"> <li>• List of students undertaking the field projects / internship program-wise in the last completed academic year along with the details of title, place of work etc.</li> <li>• Internship completion certificate / project work completion certificate from the organization where internship / project was completed along with the duration to be provided.</li> <li>• Report of the field work/ sample photographs of the field work / permission letter only for field work from the competent authority will be considered</li> </ul>	<ul style="list-style-type: none"> <li>• Only latest completed academic year data to be considered.</li> <li>• One student involved in multiple field works and/or project work and/or internship in the same academic session should be counted as one.</li> <li>• Internship completion certificate / project work completion certificate given to the students by the host organisation may be asked during DVV process with specific student list.</li> <li>• In case of field work, mentioning objectives and outcomes of field work along with field work report.</li> </ul>	<ul style="list-style-type: none"> <li>• Mere list of students cannot be considered without relevant supporting documents.</li> <li>• Training Internship during the job-enroll will not be considered.</li> </ul>

4.	<p><b>1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website(Yes or No)</b></p>	<ul style="list-style-type: none"> <li>• Sample Filled in feedback forms from the stakeholders to be provided.</li> <li>• Stakeholder feedback analysis report signed by the Principal to be provided.</li> <li>• Department wise Action taken Report on feedback signed by the competent authority Document showing the communication with the affiliating University for the Feedback provided.</li> <li>• Action taken by the affiliating university on the feedback.</li> </ul>	<ul style="list-style-type: none"> <li>• Only filled –in feedback forms to be considered</li> <li>• The DVV partner may ask for filled in forms of few randomly selected stakeholders.</li> <li>• Feedback reports should be hosted in the institutional website.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback reports reflected in other websites will not be considered.</li> </ul>
5	<p><b>2.1.1Enrolment percentage</b></p>	<ul style="list-style-type: none"> <li>• Document related to sanction of intake from affiliating University/ Government/statutory body for first years students only.</li> <li>• Approved admission list year-wise/ program-wise from the Affiliating university.</li> </ul>	<ul style="list-style-type: none"> <li>• Sanctioned admission strength in each program vs. student’s enrolment for each program year-wise.</li> </ul>	

6	<p><b>2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the last five years</b></p> <p><i>( exclusive of supernumerary seats)</i></p>	<ul style="list-style-type: none"> <li>• Copy of letter issued by state govt. or Central Government indicating the reserved categories to be considered as per the state rule (in English as applicable)</li> <li>• Final admission list of first year students indicating their category published by the HEI and signed by the principal to be provided.</li> <li>• Admission extract submitted to the state OBC, SC and ST cell every year for the first year students with seal and signature of the principal.</li> <li>• Number of seats year marked for the reserved categories</li> </ul>	<ul style="list-style-type: none"> <li>• Include only those reserved categories as specified by State/central Government orders for admission (in English).</li> <li>• Only those seats filled against the reserved quota should be counted here.</li> </ul>	<ul style="list-style-type: none"> <li>• Candidates belonging to the reserved categories who are admitted against General Merit category should be excluded.</li> <li>• Exclude admission to supernumerary seats also.</li> </ul>
7	<p><b>2.4.1 Percentage of full time teachers against sanctioned posts during the last five years</b></p>	<ul style="list-style-type: none"> <li>• Sanction letters (in English) indicating number of posts (including Management sanctioned posts) by competent authority.</li> <li>• List of fulltime teachers appointed along with their departmental affiliation.</li> </ul>	<ul style="list-style-type: none"> <li>• Appointment letter of selected teachers may be asked during DVV clarification stage</li> <li>• All full-time teachers with at least 90% prescribed workload should be counted as full-time teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Mere appointment letters provided in regional language cannot be considered.</li> <li>• Avoid inclusion of Part time/Visiting faculty.</li> </ul>

8.	<p><b>2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)</b></p>	<p>List of faculties having <b>NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and any other post doctoral degree</b> should be provide as per academic session wise along with particulars of degree awarding university, subject and the year of award.</p> <ul style="list-style-type: none"> <li>• Doctorate Degree awarded by UGC recognized universities only to be considered.</li> </ul>	<ul style="list-style-type: none"> <li>• Mention number of full-time teachers with highest degree year-wise irrespective of the year of award.</li> <li>• Ph. D. / D.M. / M.Ch./D.N.B Superspeciality / D.Sc. / D.Litt. <b>and any other post doctoral degree</b> of selected faculty will be asked during DVV clarification stage.</li> <li>• List of certificate should be provide as per academic session wise.</li> <li>• Provisional Degree Certificate may be considered wherever Degree Certificate is not available.</li> </ul>	<p>Honorary Doctorate Degrees not to be included/considered</p>
9.	<p><b>2.6.2 Pass percentage of Students during last five years</b></p>	<ul style="list-style-type: none"> <li>• Result sheet published by the affiliating university attested by the principal for fresh final year appeared students.</li> <li>• Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree program-wise / year-wise</li> </ul>	<ul style="list-style-type: none"> <li>• Only final year student data will be considered for all the years of the assessment period.</li> </ul>	<ul style="list-style-type: none"> <li>• Results pertaining to students other than the final year are not to be submitted.</li> </ul>

10.	<b>3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)</b>	<ul style="list-style-type: none"> <li>List of grants for research projects received during the assessment years along with the nature of the award, and the awarding agency with amount.(sanctioned letter highlighting the required parts)</li> <li>E-copies of the letters of award for research projects sponsored by Government and non-government sources.</li> </ul>	<ul style="list-style-type: none"> <li>Sanction letter of grants by the funding agency is mandatory to support the claim.</li> <li>The duration of the grant period to be aligned with the assessment period.</li> </ul>	<ul style="list-style-type: none"> <li>Grants given by their own trust / sister institutions not to be included</li> <li>Grants in the form of Equipments / software / skill development centres will not be considered.</li> </ul>
11.	<b>3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years</b>	<ul style="list-style-type: none"> <li>Detailed report for each program.</li> <li>Brochure/Geo tagged Photograph with date and captions; title of the workshops / seminars conducted.</li> <li>Details of resource persons with their contact details.</li> </ul>	<ul style="list-style-type: none"> <li>Only activities with a bearing on <b>Research Methodology, Intellectual Property Rights (IPR), entrepreneurship and skills development</b> to be considered here.</li> </ul>	<ul style="list-style-type: none"> <li>Programmes conducted under the metric 1.2.1 not to be considered in this metric.</li> </ul>
12.	<b>3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years</b>	<ul style="list-style-type: none"> <li>The HEI should provide the link for paper landing to the paper/article.</li> <li>The HEI should provide the link to the journal website.</li> <li>The HEI should provide screenshots of research articles clearly showing the</li> </ul>	<ul style="list-style-type: none"> <li>Publication of the authors with Institution affiliation will be considered for assessment years only.</li> </ul>	<ul style="list-style-type: none"> <li>Incomplete entries will not be considered.</li> <li>If details given are not complete with the links/ screenshot, the respective publication will not be considered.</li> </ul>

		<p>title of the article, affiliation, name of the journal, year and authors name. If the links and DOI number are not available.</p> <ul style="list-style-type: none"> <li>• The HEI should indicate in the data template against each paper about the presence of the paper in the UGC CARE list.</li> </ul>		
13.	<b><i>3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years</i></b>	<ul style="list-style-type: none"> <li>• Cover page, content page and first page of the selected publication.</li> <li>• Web-link of book showing ISBN number to be given by title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication</li> </ul>	<ul style="list-style-type: none"> <li>• Books with ISBN number only would be considered.</li> <li>• The details of selected publications would be sought during the DVV clarification process, if the data is large.</li> <li>• Book's publication year should be mentioned</li> </ul>	<ul style="list-style-type: none"> <li>• Publication claimed under 3.3.1 not to be repeated / included in this metric.</li> </ul>

14.	<p><b>3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last five years</b></p>	<ul style="list-style-type: none"> <li>• Geo tagged Photographs and any other supporting document of relevance should have proper captions and dates.</li> <li>• Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and collaborating agency</li> </ul>	<ul style="list-style-type: none"> <li>• Can be supplemented with media reports of the events.</li> </ul>	<ul style="list-style-type: none"> <li>• Events conducted for the benefit of their own students not to be included under outreach programs.</li> </ul>
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15.	<p><b>3.5.1</b><i>The number of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the-job training, research and other academic activities during the last five years</i></p>	<ul style="list-style-type: none"> <li>• Copies of MOUs/ collaboration/ related documents indicating the nature of collaboration and activities year-wise.</li> <li>• List of activities conducted under each MoU along with dates of starting and completion year-wise signed by both parties</li> <li>• e-copy of the letters showing MOUs with other institutions</li> </ul>	<ul style="list-style-type: none"> <li>• The MOUs Collaboration should be valid for the assessment period.</li> <li>• The collaboration activities of research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work should be facilitated through the mentioned collaboration only.</li> <li>• The MoU should be functional during the assessment period</li> <li>• If the MoU is for three years viz 2011-2013, it shall be counted only once.</li> <li>• At least one activity should have been conducted under an MOU during the assessment period to qualify as a functional MOU with institutions.</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborations with the sister institutions under the same Trust not to be included.</li> <li>• Certificates issued by external agencies to students/Faculty for research/Faculty exchange/Student exchange/ internship cannot be the proof for having collaboration with the external agency.</li> <li>• MOU's with the sister institutions under the same Trust not to be included.</li> </ul>
16.	<p><b>4.1.2</b> <i>Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs</i></p>	<ul style="list-style-type: none"> <li>• Provide the consolidated fund allocation towards infrastructure augmentation facilities duly certified by Finance Officer / CA.</li> <li>• Highlight the relevant items in the audited income and expenditure statement.</li> </ul>	<ul style="list-style-type: none"> <li>• This metric is supposed to be looked at with the perspective of <b><u>infrastructure augmentation only</u></b></li> <li>• In case of privately funded HEI the document should be certified by Chartered Accountant.</li> <li>• Focus of this metric is on to acquiring new infrastructure.</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid recurring expenditure on laboratory, maintenance of infrastructure and acquisition of books and journals under this metric.</li> </ul>



17.	<b>4.3.2 Student – Computer ratio (Data for the latest completed academic year)</b>	<ul style="list-style-type: none"> <li>• Number of Computers available for student use only to be provided.</li> <li>• Bills for the purchase of computers to be provided.</li> <li>• Highlight the entries of computers purchased in the stock registers to be uploaded..</li> </ul>	<ul style="list-style-type: none"> <li>• The data pertaining to the latest completed academic year.</li> </ul>	<ul style="list-style-type: none"> <li>• The computers for office and faculty use will not be considered.</li> <li>• Computers purchased after the <b>latest</b> completed academic year not to be considered.</li> </ul>
18	<b>4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)</b>	<ul style="list-style-type: none"> <li>• Provide audited income and expenditure statement highlighting the items of expenditure incurred on <b>maintenance</b> of physical facilities and academic support facilities, duly certified by Head of the Institution and CA.</li> </ul>	<ul style="list-style-type: none"> <li>• Focus of this metric is only on the <b>maintenance of physical and academic support facilities.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Mere statement of last five years data on the metric without audited statement will not be considered.</li> </ul>
19	<b>5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years</b>	<ul style="list-style-type: none"> <li>• Upload sanction letter of scholarship and freeships (in English).</li> <li>• Year-wise list of students in each scheme.</li> <li>• Upload policy document of the HEI for award of scholarship and freeships</li> <li>• Copies of the letters.</li> </ul>	<ul style="list-style-type: none"> <li>• For large data, the DVV will ask documents for randomly selected students in specific schemes.</li> </ul>	

20	<p><b>5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following</b></p> <ol style="list-style-type: none"> <li>1. <i>Soft skills</i></li> <li>2. <i>Language and communication skills</i></li> <li>3. <i>Life skills(Yoga, physical fitness, health and hygiene)</i></li> <li>4. <i>ICT/computing skills</i></li> </ol> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li>A. All of the above</li> <li>B. 3oftheabove</li> <li>C. 2oftheabove</li> <li>D. 1oftheabove</li> <li>E. None of the above</li> </ol>	<ul style="list-style-type: none"> <li>• Web-link to particular program/scheme mentioned in the metric</li> <li>• Copy of circular /brochure /report of the event</li> <li>• Geo tagged Photographs with date and caption for each scheme or event.</li> <li>• List of programs conducted and the number of students enrolled for each of the events.</li> </ul>	<ul style="list-style-type: none"> <li>• Consider all the students who have enrolled for the schemes</li> <li>• DVV can seek the documents regarding the attendance and certificates for the selected list of programs/students enrolled in the specified programs.</li> <li>• Facilities like language lab, smart classroom and other ICT facilities used for capacity building and skills enhancement initiatives may be considered.</li> </ul>	<ul style="list-style-type: none"> <li>• Mere circulars and student list cannot be accepted.</li> <li>• Avoid program conducted as part of the University curriculum.</li> </ul>
21	<p><b>5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years</b></p>	<ul style="list-style-type: none"> <li>• Copy of Circular / brochure / report of program with photographs with captions of such programs along with details of the resource persons.</li> <li>• Year-wise list of students attending these schemes, signed by competent authority</li> </ul>	<ul style="list-style-type: none"> <li>• “Students benefited” refers to students registered / attending the said programs</li> <li>• DVV can seek the documents regarding the attendance and certificates for the selected list of students enrolled.</li> </ul>	

22	<p><b>5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases</b></p> <ol style="list-style-type: none"> <li><b>1. Implementation of guidelines of statutory / regulator bodies</b></li> <li><b>2. Organisation wide awareness and undertakings on policies with zero tolerance</b></li> <li><b>3. Mechanisms for submission of online/offline students' grievances</b></li> <li><b>4. Timely redressal of the grievances through appropriate committees</b></li> </ol> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li>A. All of the above</li> <li>B. 3 of the above</li> <li>C. 2 of the above</li> <li>D. 1 of the above</li> <li>E. None of the above</li> </ol>	<ul style="list-style-type: none"> <li>• Minutes of the meetings of student grievance committee, as per metric.</li> <li>• Circular/web-link/ committee report justifying the objective of the metric</li> <li>• Proof of constitution of Internal committees / Grievances Committee formation / other committees as per UGC norms.</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes of the meetings/Report of grievances from the concerned committee is essential.</li> <li>• The mechanism of redressal should be available as document and should be hosted in the HEI's Website. The link of the same shall be provided to validate the same.</li> </ul>	
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23	<b>5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years</b>	<ul style="list-style-type: none"> <li>List of students placed along with placement details such as name of the company, compensation, etc year wise.</li> <li>Upload supporting data for students who have joined for higher education in prescribed format for all the years in the assessment period.</li> <li>Documents relating to placement cell such as brochures, tie-ups etc., can be uploaded.</li> </ul>	<ul style="list-style-type: none"> <li>The placements through HEI placement drive and through pool campus interviews / recruitment drives at other colleges can also be considered.</li> <li>If the data is large, DVV partner will ask for the appointment orders of the selected students.</li> <li>Multiple offers to the same students to be counted once.</li> <li>Proofs like, admission letters or identity cards or higher degree certificates for selected students progressing to higher education will be asked by DVV partner.</li> </ul>	<ul style="list-style-type: none"> <li>If same student has multiple offers it has to be counted only once.</li> <li>Appearing/passing competitive exams for higher education cannot be considered as progression to higher education unless students get admitted.</li> </ul>
24	<b>5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)</b>	<ul style="list-style-type: none"> <li>List of students year-wise under each category</li> <li>Qualifying Certificates of the students taking the examination year wise under each category</li> </ul>	<ul style="list-style-type: none"> <li>Selected students certificate may be asked.</li> </ul>	<ul style="list-style-type: none"> <li>In absence of certificate, the claim will not be considered.</li> <li>Exams conducted for job recruitments other than the examinations conducted by State / Central Government not to be included / considered.</li> </ul>

25.	<p><b>5.3.1</b><i>Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years</i></p>	<ul style="list-style-type: none"> <li>• e-copies of award letters and certificates to be uploaded.</li> </ul>	<ul style="list-style-type: none"> <li>• Only <b>University / state/</b> national or international achievements will be considered.</li> <li>• Participation in Republic Day Parade at Rajpath, New Delhi by NCC candidates may be considered.</li> <li>• Award for a team event should be counted as one.</li> </ul>	<ul style="list-style-type: none"> <li>• Participation/appreciation certificates and awards from regional/local /institutional levels should be avoided.</li> <li>• Awards from intra or inter institutions will not be considered.</li> </ul>
26.	<p><b>5.3.2</b><i>Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)</i></p>	<ul style="list-style-type: none"> <li>• Report of the events/along with photographs appropriately dated and captioned year- wise.</li> <li>• Copy of circular/brochure indicating such kind of activities.</li> <li>• List of students participated in different events year wise signed by the head of the Institution.</li> </ul>	<ul style="list-style-type: none"> <li>• All activities conducted under an event will be counted as one event.</li> <li>• For large data DVV will seek participation Certificates of Specified students.</li> </ul>	<ul style="list-style-type: none"> <li>• Events cannot be split into activities.</li> <li>• The competitions organised by the institution without the participation of their own students will not be considered here.</li> </ul>

27.	<p><b>6.2.2 Implementation of e-governance in areas of operation</b></p> <ol style="list-style-type: none"> <li>1. Administration</li> <li>2. Finance and Accounts</li> <li>3. Student Admission and Support</li> <li>4. Examination</li> </ol> <p>Options:</p> <ol style="list-style-type: none"> <li>A. All of the above</li> <li>A. 3 of the above</li> <li>B. 2 of the above</li> <li>C. 1 of the above</li> <li>D. None of the above</li> </ol>	<ul style="list-style-type: none"> <li>• Institutional expenditure statements for the heads of e-governance implementation reflected in the audited statement.</li> <li>• ERP Document</li> <li>• Screen shots of user interfaces of each module reflecting the name of the HEI.</li> <li>• Annual e-governance report approved by Governing Council.</li> <li>• Policy document on e-governance.</li> </ul>	<ul style="list-style-type: none"> <li>• Bills for the expenditure on implementation of e-governance in the areas of operation.</li> </ul>	
28.	<p><b>6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years</b></p>	<ul style="list-style-type: none"> <li>• Policy document on providing financial support to teachers</li> <li>• e-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year wise under each head.</li> <li>• Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies.</li> </ul>	<ul style="list-style-type: none"> <li>• If the data is large documents related to specific teachers will be asked during DVV clarification.</li> <li>• Receipt of Institution in favour of teacher with amount given should be considered.</li> </ul>	<ul style="list-style-type: none"> <li>• Without proof of payment on financial support for faculty development, mere name-list of the faculty will not considered.</li> <li>• Mere cash vouchers for payment will not be considered</li> </ul>

29.	<p><b>6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years</b></p>	<ul style="list-style-type: none"> <li>• List of professional development / administrative training programs organized by the institution</li> <li>• Event Brochures and reports year-wise</li> <li>• List of participants in each programme</li> <li>• Photographs with date adaption.</li> <li>• Annual reports highlighting the programs organized by the institution.</li> </ul>	<ul style="list-style-type: none"> <li>• If data is large, DVV will seek documents pertaining to selected events.</li> </ul>	<ul style="list-style-type: none"> <li>• Seminars / invited talks cannot be included in this metric.</li> </ul>
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30.	<p><b>6.5.3 Quality assurance initiatives of the institution include:</b></p> <ol style="list-style-type: none"> <li>1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements</li> <li>2. <b>Collaborative quality Initiatives with other institution(s)</b></li> <li>3. Participation in NIRF</li> <li>4. <b>any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc</b></li> </ol> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li>A. All of the above</li> <li>B. 3 of the above</li> <li>C. 2 of the above</li> <li>D. 1 of the above</li> <li>E. None of the above</li> </ol>	<ul style="list-style-type: none"> <li>• Proceedings of meetings of IQAC, Feedback analysis and action taken report.</li> <li>• Activities conducted under collaborative quality initiatives with other institutions.</li> <li>• Supporting documents pertaining to NIRF (along with link to the HEI's ranking in the NIRF portal). NAAC/ISO certificate / NBA certificate or quality certificate from any recognized state/national / international agencies for the assessment period.</li> <li>• Supporting document to be provided as per the options selected.</li> </ul>		Collaborative quality initiatives with sister institutions under the same management will not be considered.
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31.	<p><b>7.1.2The Institution has facilities and initiatives for</b></p> <ol style="list-style-type: none"> <li>1. <i>Alternate sources of energy and energy conservation measures</i></li> <li>2. <i>Management of the various types of degradable and non-degradable waste</i></li> <li>3. <i>Water conservation</i></li> <li>4. <i>Green campus initiatives</i></li> <li>5. <i>Disabled-friendly, barrier free environment</i></li> </ol> <p><b>Options:</b>  A. 4 or All of the above  B. 3 of the above  C. 2 of the above  D.1of the above  E. None of the above</p>	<ul style="list-style-type: none"> <li>• Policy documents of the institution</li> <li>• Geo tagged photographs and videos of the facilities with caption.</li> <li>• Bills for the purchase of equipments for the facilities created under this metric.</li> <li>• Brief report of the facilities provided.</li> <li>• Circulars, reports.</li> <li>• Ramps / rails/lift/wheel chair/signage board/restroom/software should include specific requirement of Divyangjan for their use.</li> <li>• Any other relevant proof for the selected options.</li> </ul>	<ul style="list-style-type: none"> <li>• Bills for purchase of equipments for creating the facility may be asked.</li> </ul>	<ul style="list-style-type: none"> <li>• Having diesel generator set as backup cannot be considered in this metric.</li> </ul>
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32.	<p><b>7.1.3 Quality audits on environment and energy regularly undertaken by the Institution.</b>  <b>The institutional environment and energy initiatives are confirmed through the following</b></p> <ol style="list-style-type: none"> <li><b>1. Green audit / Environment audit</b></li> <li><b>2. Energy audit</b></li> <li><b>3. Clean and green campus initiatives</b></li> <li><b>4. Beyond the campus environmental promotion activities</b></li> </ol> <p><b>Options:</b>  A. All of the above  B. Any 3 of the above  C. Any 2 of the above  D. Any 1 of the above  E. None of the above</p>	<ul style="list-style-type: none"> <li>• Policy document on environment and energy usage</li> <li>• Green Audit / Environment Audit / Energy Audit reports by involving the one external expert of the accredited Institution / Government / Govt. recognised organization.</li> <li>• Certificate from the auditing agency.</li> <li>• Certificates of the awards received from the recognized agency.</li> <li>• Report on environmental promotional activities conducted beyond the campus with geo tagged photographs with caption and date.</li> <li>• Action taken reports and achievement report as clear and Green campus initiatives.</li> <li>• Any other supporting document for the claims made.</li> </ul>		
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**From:** Narang, Ganika G  
**Sent:** Tue, 19 Nov 2019 07:01:07 +0000  
**To:** Ashutosh Kumar  
**Subject:** RE: Genpact Registration Sheet - KIT Varanasi

Dear Ashutosh,

Please find below the list of shortlisted students for Genpact. The students would join us post their final year result

Candidate Name	Mobile Number	Education
Sukalpa Singh	8299527545	B.Tech
Bhavani Prasad	9455533505	B.Tech
Smriti Kedia	7499334040	B.Tech
Siddharth Singh	7007115861	B.Tech
Shubham Pathak	8181825796	B.tech
samridh jaiswal	9140443328	b.tech
shreya joardar	7667375640	b.tech
Sumit Singh Chauhan	7238947710	BBA+MBA
Ankita Mittal	8423662811	B.com+MBA
Ashi Jaiswal	8808614765	B.com+MBA
Anupam Chaurasia	8922865933	B.com+MBA
Vivek srivastava	9793413819	BBA+MBA
Sakshi Gupta	7081021011	BBA+MBA
Abhishek Dubey	6393104055	BA+MBA

Regards  
Ganika Narang

---

**From:** Narang, Ganika G  
**Sent:** Saturday, November 16, 2019 11:24 AM  
**To:** 'Ashutosh Kumar' <crcmanager@kashiit.ac.in>  
**Subject:** RE: Genpact Registration Sheet - KIT Varanasi

Dear Ashutosh,

Please find below the list of shortlisted students for Genpact. The students would join us post their final year result

Candidate Name	Mobile Number	Education
----------------	---------------	-----------

Sukalpa Singh	8299527545	B.Tech
Bhavani Prasad	9455533505	B.Tech
Smriti Kedia	7499334040	B.Tech
Siddharth Singh	7007115861	B.Tech

Regards  
Ganika Narang

---

**From:** Narang, Ganika G  
**Sent:** Monday, November 4, 2019 12:18 PM  
**To:** Malhotra, Priyam <[priyam.malhotra@genpact.com](mailto:priyam.malhotra@genpact.com)>; Sumbli, Vineeta <[vineeta.sumbli@genpact.com](mailto:vineeta.sumbli@genpact.com)>  
**Subject:** FW: Genpact Registration Sheet - KIT Varanasi

---

**From:** Ashutosh Kumar <[crcmanager@kashiit.ac.in](mailto:crcmanager@kashiit.ac.in)>  
**Sent:** Monday, November 4, 2019 12:13 PM  
**To:** Malhotra, Priyam <[priyam.malhotra@genpact.com](mailto:priyam.malhotra@genpact.com)>  
**Cc:** Narang, Ganika G <[Ganika.Narang2@genpact.com](mailto:Ganika.Narang2@genpact.com)>; Chairman Sir. <[vipuljain62@gmail.com](mailto:vipuljain62@gmail.com)>; Director Sir <[director@kashiit.ac.in](mailto:director@kashiit.ac.in)>; Shreya Singh <[crcofficer@kashiit.ac.in](mailto:crcofficer@kashiit.ac.in)>  
**Subject:** Genpact Registration Sheet - KIT Varanasi



**WARNING** - This email originated outside of Genpact.

Do not reply, click on links or open attachments unless you recognize the sender and know the content is safe. If you believe the content of this email may be unsafe, please forward it as an attachment to [spam@genpact.com](mailto:spam@genpact.com) or use the 'Report as Spam' Outlook button.

Hi,

As per the discussions, kindly find the registration sheet.

Please guide for online exam.

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This e-mail (and any attachments), is confidential and may be privileged. It may be read, copied and used only by intended recipients. Unauthorized access to this e-mail (or attachments) and disclosure or copying of its contents or any action taken in reliance on it is unlawful. Unintended recipients must notify the sender immediately by e-mail/phone & delete it from their system without making any copies or disclosing it to a third person.

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**From:** Chunri D. Gupta  
**Sent:** Fri, 2 Feb 2018 18:14:16 +0530  
**To:** ashutosh kumar  
**Cc:** PRIYANKA MUKHERJEE; Chairman Sir.; Director Sir; PAYEL BHATTACHARYA  
**Subject:** Re: Drive Confirmation - Kashi Institute of Technology, Varanasi

Dear Mr. Ashutosh,

PFB names of the candidates who were selected from the campus recruitment drive. As discussed, you are requested to confirm the names of the candidates as per their Aadhar card and confirm the month from which the students will be available to join. Post which we will be generating their offer letters.

Srl No.	Name	Contact No.	Location
1	Akash Verma	7897132414	Guwahati
2	Daraksha Farheen siddique	8181981136	Patna
3	Samrat Suraj	9798256105	Arrah/Sasaram
4	Swaminath	7275679377	Bihar
5	Garima Tiwari	9935144184	Bihar
6	Himanshi Srivasatava	9559814386	Bihar
7	Vedant Sharma	9695038234	Bihar
8	Annu Singh	7309962646	Bihar
9	Urkarsh Tripathi	9451570171	Ranchi
10	Deepak Kumar Singh	7844070895	Bihar
11	Siddharth	8090926983	Bihar
12	Saurabh Kumar Dubey	7309763999	Bihar
13	Rajkumar	7753003459	Bihar

Regards,

Chunri Dutta Gupta

Executive- Human Resources, Kolkata

Ph: +91 33 3041 3700 (Extn-4025)



Passion



Responsiveness



Excellence



Fairness



Integrity



Respect

*Live Our Values Everyday, Every Way*

On 12/28/2017 4:22 PM, Chunri D. Gupta wrote:

Dear Mr. Ashutosh,

As discussed, kindly plan our journey to Varanasi on 22-Jan-18, Monday.

Flight Time: 07:10am. Tickets to be booked by the following names:

1) Ms. Priyanka Mukherjee (Human Resource)

Age: 35Yrs

2) Ms. Chunri Dutta Gupta (Human Resource)

Age: 27 Yrs

Contact No.- 7595023404

3) Mr. Ranvijay Singh (Sales)

Age: 38 Yrs

Day of return- 24-Jan-18, Wednesday.

Flight time: 17:10. Tickets to be booked for 2 persons.

1) Ms. Priyanka Mukherjee (Human Resource)

2) Ms. Chunri Dutta Gupta (Human Resource)

Contact No.- 7595023404

Regards,

Chunri Dutta Gupta

Executive- Human Resources, Kolkata

Ph: +91 33 3041 3700 (Extn-4025)



*Live Our Values Everyday, Every Way*

On 12/27/2017 12:44 PM, ashutosh kumar wrote:

Dear Ma'am,

Kindly find the details as asked in attached format.

Ashutosh Kumar

On Wed, Dec 27, 2017 at 12:37 PM, Chunri D. Gupta

<[chunri.gupta@justdial.com](mailto:chunri.gupta@justdial.com)> wrote:



Dear Mr. Ashutosh,

You are requested to revert on the attached format, which would help us to confirm you the drive dates.

Regards,

Chunri Dutta Gupta

Executive- Human Resources, Kolkata

Ph: +91 33 3041 3700 (Extn-4025)



*Live Our Values Everyday, Every Way*

On 12/26/2017 3:14 PM, ashutosh kumar wrote:

Dear Ma'am,

As per discussion, I am confirming Just Dial Placement activity on 23rd and 24th January, 2018 at our KIT Varanasi Campus for MBA, B. Tech 2018.

Request you to share officials names so that we can book the tickets.

Ashutosh Kumar

On Tue, Dec 19, 2017 at 4:19 PM, Chunri D. Gupta  
<[chunri.gupta@justdial.com](mailto:chunri.gupta@justdial.com)> wrote:

Dear Mr. Asutosh,

As discussed with you I am sharing the detailed requirement for Justdial.

Please find below details about our company as well as the total no of positions.

About Justdial hiring plan , I would like to inform you that Justdial.com is on a major hiring spree nation wide .

In this recruitment program, we are using Campus placements also as one of the sources.

The current hiring program is for our Sales & Marketing profile. I have attached the details here of the same.

We are looking forward to Candidates, who are currently in Final Year or have recently passed out from courses like **BBA**s, **MBA**s or any other stream but are looking forward for a break in the profile of Sales and Marketing .

We may go ahead with a pooled campus as-well.

In case you have a pool of such candidates who could be interested in this, please let us know how to take this forward. Candidates should have their own I Pads ( I pad Air or I pad Air 2 or I pad mini) or should be ready to buy one; the cost of the same will be reimbursed to the employees in monthly installments( The cost of your I-pad will get reimbursed by the company in 36 installments on the actual cost or maximum up to a value of INR 36,000.)

- Or, Samsung Galaxy Tab A SM-T355YZAAINS Tablet (8 inch, 16GB, Wi-Fi + LTE + Voice Calling), Smoky Titanium
- The cost of the Tab will get reimbursed in 17 installments on the actual cost or maximum up to a value of INR 17,000
- Designation : Certified Internet Consultant  
Remote city: 50  
Rest of West Bengal  
Bihar  
Jharkhand  
Yearly CTC- INR 259,000/-  
CTC offering before probation period: 17K  
(Further PF+ESI+PT deduction)  
CTC offering after probation period: 20K  
(Further PF+ESI+PT deduction)  
Further bonus pay

Main city- Kolkata 25  
Yearly CTC- INR 290,500/-  
CTC offering during probation period: 19K (Further PF+ESI+PT deduction)  
CTC offering after probation period: 22.5K (Further PF+ESI+PT deduction)  
Further bonus pay

--

Regards,

Chunri Dutta Gupta

Executive- Human Resources, Kolkata

Ph: +91 33 3041 3700 (Extn-4025)



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**Mint:** [The Learnings of VSS Mani](#)

**Forbes:** [Justdial's E-Gamble](#)

**Business World:** [Minting Money](#)

**INC India:** [How to Ride When the Going Gets Tough](#)

**Man's World:** [Men of The Year 2013 - VSS Mani](#)

<http://www.justdial.com/emaildisclaimer>

--

Thanks & Regards



**Ashutosh Kumar** | Manager Corporate Relations

**Corporate Relations Centre**

**Kashi Institute of Technology,**

MS 23, Varanasi- Allahabad Highway, Mirzamurad, Varanasi, Uttar Pradesh

E-mail : [crcmanager@kashiit.ac.in](mailto:crcmanager@kashiit.ac.in) | Mobile: +91

9473507610 | Web: [www.kitvrns.ac.in](http://www.kitvrns.ac.in)

--

Thanks & Regards



**Ashutosh Kumar** | Manager Corporate Relations

**Corporate Relations Centre**

**Kashi Institute of Technology,**

MS 23, Varanasi- Allahabad Highway, Mirzamurad, Varanasi, Uttar Pradesh

E-mail : [crcmanager@kashiit.ac.in](mailto:crcmanager@kashiit.ac.in) | Mobile: +91 9473507610 | Web: [www.kitvrns.ac.in](http://www.kitvrns.ac.in)

**From:** Admin  
**Sent:** Tue, 12 Jun 2018 15:13:09 +0530  
**To:** amritatiwary1695@gmail.com  
**Cc:** crcmanager@kashiit.ac.in; k k Mishra; crcofficer@kashiit.ac.in; Vipul Jain; Subhalaxmi Manzil; Shweta Manzil  
**Subject:** Offer letter

Dear Amrita,

With reference to the interview you had with us, we are pleased to appoint you as “Associate Recruitment” at our office with effect from 18-06-2018 on the following terms and conditions:

**SALARY**

Salary will be Rs. 11,000 per month

**LOCATION**

Your initial work place will be East Patel Nagar In – Office. However, your services are transferable, and you may be assigned after reasonable notice, to any location in INDIA or abroad.

**LEAVE**

You will be entitled to 5 days of leave during the probation period.

**WORKING HOURS**

Your working hours will be from 9.15 A.M. till 6:00 P.M. from Monday to Friday & 9.30 A.M. till 5 P.M. on Saturday.

**DOCUMENTS**

You shall be required to provide the Company all documents listed below at the time of joining:

- Date of birth proof
- Photo ID
- Address proof
- Qualification proof
- Professional Relieving Letter from previous employer (last employment)

**PROBATION**

A) You shall be on probation for a period of 6 months.

B) During the probation period, if your performance is not satisfactory, the management reserves the right to terminate your service without assigning any reason thereof or without any notice or notice pay thereof.

C) The management also reserves the right to extend the probation period if your performance is not satisfactory.

D) However, after successful completion of probation, your appointment shall be confirmed, in writing, by the management.

## SERVICE CONDITIONS:

A) The company shall be entitled to terminate your services without notice on any of the following grounds:

(1) *If you are found unethically using or sharing passwords of jobs portals.*

(2) You are found guilty of committing breach of any of the conditions of the employment or rules and regulations of the organization.

(3) If you misbehave, disobey or refuse to carry out the work orders of your Superior/Management

(4) You are irregular in attendance.

(5) You will abide by the rules & regulations of the company/establishment which are in force for the time being and / or which may be framed from time to time.

(6) Any dispute arising out of this employment shall be referred to the legal jurisdiction of Delhi courts only.

B) You shall perform the duties and carry out the assignments entrusted to you from time to time efficiently, sincerely and to the best of your ability and capacity.

C) We shall be the sole arbitrator of the assessment to be made of your working efficiency utility or loyalty to the company while taking a decision to give you increment or promotion to higher grade or terminating your services.

(D) Your services are liable to be transferred from one establishment, department or division of the company to the other anywhere in India, at the discretion of the Management.

E) You are to keep and render a faithful account of all properties and business secrets of the company entrusted to you in the course of your employment, and shall not disclose to anybody at any time, during your services or even after you leave the services of the company.

F) During the course of your employment with us, you shall not accept any other employment, either full-time or part-time, either for remuneration or otherwise. Also, you shall not engage yourself in any trade, business or occupation and you shall devote your full time and energy in discharging your duties as our employees.

G) You shall communicate to the Management about any change in your residential address, local and permanent.

## PERIOD OF NOTICE

During Probation, period of notice will be 20 working days. Your relieving from the services of the company would be contingent upon successful serving of the full and complete notice period. Failing to do so would be entitle the Company to recover damages for all damages caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its right to recover damages will not furnish a relieving letter in case of short fall in the notice period. Full & Final settlement of account will be done within 45 days from the date of relieving.

Kindly go through the contents and return the duplicate copy of this letter duly signed by you as token by your acceptance of the terms and conditions mentioned herein.

We welcome you and wish you All The Very Best in your new assignment.

The hard copy will be provided once you join our organisation.

--

Warm Regards

MAHIMA KAPOOR

Manzil HR Services

Call@9212745171

<http://www.manzilhrservices.com>



**From:** CRC officer  
**Sent:** Thu, 21 Jun 2018 09:13:51 +0530  
**To:** ashutosh kumar  
**Subject:** Fwd: Offer Letter

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

From: **Admin** <[admin@manzilhrservices.com](mailto:admin@manzilhrservices.com)>

Date: Wed, Jun 20, 2018 at 1:00 PM

Subject: Offer Letter

To: [tannumishra81@gmail.com](mailto:tannumishra81@gmail.com)

Cc: k k Mishra <[director@kashiit.ac.in](mailto:director@kashiit.ac.in)>, [crcmanager@kashiit.ac.in](mailto:crcmanager@kashiit.ac.in), Vipul Jain <[vipuljain62@gmail.com](mailto:vipuljain62@gmail.com)>, [crcofficer@kashiit.ac.in](mailto:crcofficer@kashiit.ac.in), Subhalaxmi Manzil <[subhalaxmi.panda@manzilhrservices.com](mailto:subhalaxmi.panda@manzilhrservices.com)>, Shweta Manzil <[shweta.pandey@manzilhrservices.com](mailto:shweta.pandey@manzilhrservices.com)>

Dear Shreya,

With reference to the interview you had with us, we are pleased to appoint you as “Associate Recruitment” at our office with effect from 25-06-2018 on the following terms and conditions:

**SALARY**

Salary will be Rs. 11,000 per month

**LOCATION**

Your initial work place will be East Patel Nagar In – Office. However, your services are transferable, and you may be assigned after reasonable notice, to any location in INDIA or abroad.

**LEAVE**

You will be entitled to 5 days of leave during the probation period.

**WORKING HOURS**

Your working hours will be from 9.15 A.M. till 6:00 P.M. from Monday to Friday & 9.30 A.M. till 5 P.M. on Saturday.

**DOCUMENTS**

You shall be required to provide the Company all documents listed below at the time of joining:

- Date of birth proof
- Photo ID
- Address proof
- Qualification proof

Professional Relieving Letter from previous employer (last employment)

### PROBATION

- A) You shall be on probation for a period of 6 months.
- B) During the probation period, if your performance is not satisfactory, the management reserves the right to terminate your service without assigning any reason thereof or without any notice or notice pay thereof.
- C) The management also reserves the right to extend the probation period if your performance is not satisfactory.
- D) However, after successful completion of probation, your appointment shall be confirmed, in writing, by the management.

### SERVICE CONDITIONS:

- A) The company shall be entitled to terminate your services without notice on any of the following grounds:
  - (1) *If you are found unethically using or sharing passwords of jobs portals.*
  - (2) You are found guilty of committing breach of any of the conditions of the employment or rules and regulations of the organization.
  - (3) If you misbehave, disobey or refuse to carry out the work orders of your Superior/Management
  - (4) You are irregular in attendance.
  - (5) You will abide by the rules & regulations of the company/establishment which are in force for the time being and / or which may be framed from time to time.
  - (6) Any dispute arising out of this employment shall be referred to the legal jurisdiction of Delhi courts only.
- B) You shall perform the duties and carry out the assignments entrusted to you from time to time efficiently, sincerely and to the best of your ability and capacity.
- C) We shall be the sole arbitrator of the assessment to be made of your working efficiency utility or loyalty to the company while taking a decision to give you increment or promotion to higher grade or terminating your services.
- (D) Your services are liable to be transferred from one establishment, department or division of the company to the other anywhere in India, at the discretion of the Management.
- E) You are to keep and render a faithful account of all properties and business secrets of the company entrusted to you in the course of your employment, and shall not disclose to anybody at any time, during your services or even after you leave the services of the company.
- F) During the course of your employment with us, you shall not accept any other employment, either full-time or part-time, either for remuneration or otherwise. Also, you shall not engage yourself in any trade, business or occupation and you shall devote your full time and energy in discharging your duties as our employees.
- G) You shall communicate to the Management about any change in your residential address, local and permanent.

### PERIOD OF NOTICE

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recover damages for all damages caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its right to recover damages will not furnish a relieving letter in case of short fall in the notice period. Full & Final settlement of account will be done within 45 days from the date of relieving.

Kindly go through the contents and return the duplicate copy of this letter duly signed by you as token by your acceptance of the terms and conditions mentioned herein.

We welcome you and wish you All The Very Best in your new assignment.

The hard copy will be provided once you join our organisation.

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Warm Regards

MAHIMA KAPOOR

MANZIL HR SERVICES

Call@9212745171

<http://www.manzilhrservices.com>



--

--

Thanks & Regards

Rajni Singh- **Corporate Relation Officer**

Corporate Relations Centre

Kashi Institute of Technology

MS 23, Varanasi – Allahabad Highway, Mirzamurad, Varanasi, Uttar Pradesh.

E-mail: [crcofficer@kashiit.ac.in](mailto:crcofficer@kashiit.ac.in) | Phone: 9918900715 |

Web: [www.kashiit.ac.in](http://www.kashiit.ac.in)

**From:** Admin  
**Sent:** Wed, 20 Jun 2018 13:00:19 +0530  
**To:** tannumishra81@gmail.com  
**Cc:** k k Mishra; crcmanager@kashiit.ac.in; Vipul Jain; crcofficer@kashiit.ac.in; Subhalaxmi Manzil; Shweta Manzil  
**Subject:** Offer Letter

Dear Shreya,

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**LOCATION**

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C) We shall be the sole arbitrator of the assessment to be made of your working efficiency utility or loyalty to the company while taking a decision to give you increment or promotion to higher grade or terminating your services.

(D) Your services are liable to be transferred from one establishment, department or division of the company to the other anywhere in India, at the discretion of the Management.

E) You are to keep and render a faithful account of all properties and business secrets of the company entrusted to you in the course of your employment, and shall not disclose to anybody at any time, during your services or even after you leave the services of the company.

F) During the course of your employment with us, you shall not accept any other employment, either full-time or part-time, either for remuneration or otherwise. Also, you shall not engage yourself in any trade, business or occupation and you shall devote your full time and energy in discharging your duties as our employees.

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Kindly go through the contents and return the duplicate copy of this letter duly signed by you as token by your acceptance of the terms and conditions mentioned herein.

We welcome you and wish you All The Very Best in your new assignment.

The hard copy will be provided once you join our organisation.

--

Warm Regards

MAHIMA KAPOOR  
MANZIL HR SERVICES

Call@9212745171

<http://www.manzilhrservices.com>



**From:** k k Mishra  
**Sent:** Tue, 26 Sep 2017 13:05:50 +0530  
**To:** ashutosh kumar  
**Cc:** Vipul Jain  
**Subject:** Re: Mobiloitte Selection and Joining

Congrats

On 26 Sep 2017 12:56, "ashutosh kumar" <[crcmanager@kashiit.ac.in](mailto:crcmanager@kashiit.ac.in)> wrote:

Respected Sir,

At the time of Campus, Mobiloitte gave 14 selections. They have added two more selections of Amit Gupta and Sonali Gupta. Joining date is 23rd October, 2017. Overall 16 selections from CSE in Mobiloitte.

Please find the trail mail for reference.

Ashutosh Kumar

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

**From:** Menka Sindhu <[menka.sindhu@mobiloitte.com](mailto:menka.sindhu@mobiloitte.com)>

**Date:** Tue, Sep 26, 2017 at 12:27 PM

**Subject:** Re: Kashi Institute, Varanasi

**To:** ashutosh kumar <[crcmanager@kashiit.ac.in](mailto:crcmanager@kashiit.ac.in)>

**Cc:** Director Sir <[director@kashiit.ac.in](mailto:director@kashiit.ac.in)>, Manoj Kumar Yadav <[manoj.yadav@mobiloitte.com](mailto:manoj.yadav@mobiloitte.com)>,  
Harneet Kaur <[harneet.kaur@mobiloitte.com](mailto:harneet.kaur@mobiloitte.com)>

Hi Ashutosh,

Please find below the list of selected candidates :

**SALES:**

1. Shantanu Bhatia
2. Vanisha Rai

3. Amit Gupta

DEVELOPMENT:

1. Bharat Chauhan
2. Brijesh Kesari
3. Sashank Sinha-Designing
4. Diksha Bhavwanani
5. Tushar Rai
6. Shreya Chaudhary
7. Musarrat Jhan Akthar
8. Sonali Gupta
9. Shivangi Singh -QA
10. Arpita Chakroborthy
11. Ayushi Pandey
12. Khalid Mateen
13. Pratima Tiwari

Congratulations to all the selected candidates.

Letter of Intent will be shared with them shortly.

Kindly confirm the date of joining. From our end , 23rd October is finalised.

Thanks and Regards,

**Menka Sindhu**

AVP-HR

+919999525805 | Skype: mobiloitte\_726

Mobiloitte Technologies (I) Pvt. Ltd.

D-115 & [A-235, Okhla Phase-I, New Delhi - 110020](#)

Direct: +91 11 46499900



<http://www.mobiloitte.com/>

<http://www.mobiloitte.com.sg/>



**Meet us at:**

[India Mobile Congress, New Delhi 27th to 28th Sept 2017, Hall no: 11, Shell no: 26](#)

[NASSCOM delegation to Japan with participation at CEATEC, Tokyo, 3rd to 6th October 2017, Kiosk at NASSCOM Area](#)



This email may be confidential. Any distribution, use or copying of this email or the information it contains by anyone other than an intended recipient is unauthorized. If you received this email in error, please advise me (by return email or otherwise) immediately.

On Tue, Sep 26, 2017 at 11:46 AM, ashutosh kumar <[crcmanager@kashiit.ac.in](mailto:crcmanager@kashiit.ac.in)> wrote:

Respected Ma'am,

Good Morning...

I called you several times but couldn't connect with you.

I want to connect with you regarding confirmation mail. Kindly guide me.

Ashutosh Kumar

On Wed, Sep 20, 2017 at 11:27 AM, ashutosh kumar <[crcmanager@kashiit.ac.in](mailto:crcmanager@kashiit.ac.in)> wrote:

Respected Ma'am,

Good Morning....

We are very thankful to you for your visit to our Institute and giving Job Opportunities to our 14 students.

Please convey my deep regard to Manoj Sir. It was a wonderful experience with both of You. We never realise the pressure through out the drive with both of You.

Thanks once again Ma'am.

Looking for a long term association.

--

Thanks & Regards



**Ashutosh Kumar** | Manager Corporate Relations

**Corporate Relations Centre**

**Kashi Institute of Technology,**

MS [23, Varanasi- Allahabad](#) Highway, Mirzamurad, Varanasi, Uttar Pradesh

E-mail : [crcmanager@kashiit.ac.in](mailto:crcmanager@kashiit.ac.in) | Mobile: +91 9473507610 | Web: [www.kitvrns.ac.in](http://www.kitvrns.ac.in)

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Thanks & Regards



**Ashutosh Kumar** | Manager Corporate Relations

**Corporate Relations Centre**

**Kashi Institute of Technology,**

MS [23, Varanasi- Allahabad](#) Highway, Mirzamurad, Varanasi, Uttar Pradesh

E-mail : [crcmanager@kashiit.ac.in](mailto:crcmanager@kashiit.ac.in) | Mobile: +91 9473507610 | Web: [www.kitvrns.ac.in](http://www.kitvrns.ac.in)

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Thanks & Regards



**Ashutosh Kumar** | Manager Corporate Relations

**Corporate Relations Centre**

**Kashi Institute of Technology,**

MS [23, Varanasi- Allahabad](#) Highway, Mirzamurad, Varanasi, Uttar Pradesh

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SOFTWARE DEVELOPMENT	LIVE PROJECT TRAINING	TECHNOLOGY TRAINING	PROFESSIONAL EDUCATION
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**Ms. Deeksha Bhawnani,**

**Employee Code- 843**

## **APPOINTMENT LETTER**

**Ms. Deeksha Bhawnani,**

With reference to your application and subsequent interview held with us, we are pleased to offer you an appointment in our organization on the following term and condition:

**Designation Of Appointment:** Junior Software Developer.

1. **Job Description** - Working on software development projects that the organization assigns along with database development, training of interns assigned. Also constantly ensuring to provide contribution in growth and development of business organization.
2. **Key Responsibilities** –
  - Working on development of databases, Web Designing
  - Coding and Developing software and websites
  - Development of Application Softwares and websites using JAVA, PHP, ASP.NET, ANDROID Technologies
  - Testing the product in controlled, real situations before going live
  - Preparation of training manuals for users
  - Interacting with clients – Both of Training and Development
  - Striving to provide services to organization for business development
  - Interaction with perspective clients to get projects for the organization

**Address:** 1<sup>st</sup> Floor B-12, Sector E, Aliganj, Lucknow-226024.

**Mobile-** 9335165676, 9161104237

**Website :** www.pieinfocomm.com

**E-Mail :** pieinfocomm@yahoo.com, hr.pieinfocomm@gmail.com

3. **Emoluments:** Rs. 9,500/- PM [in Training Period of 6 Months]

After Training Period, the salary would be Rs. 2.4 Lacs Per Annum [consolidated]

4. **Notice Period:** Your service may be terminated by the company without assigning any reason by giving one month's notice of your intention to do so or salary in lieu of such notice.

The company may at its discretion waive the notice and relive you earlier. In such an event, you will be paid salary only up to the last date of your employment with the company. The management shall have right to recover a amount equivalent to one Month salary be deducting it from the amount due to you or in any lawful manner in case you leave the services without giving one month's notice beforehand in writing as stipulated here in above.

5. **Leave:** As per rules of the company in force and may be varied from time to time.

6. **Date Of Joining** – 18<sup>th</sup> july, 2018

Sincerely,



Vijay Kumar Jaiswal  
(Director)

Pie Infocomm Pvt. Ltd.

I accept the terms and condition mentioned in this letter of appointment.

**Signature:**

**Date:**

**Address:** 1<sup>st</sup> Floor B-12, Sector E, Aliganj, Lucknow-226024.

**Mobile-** 9453760339, 8381895219

**Website :** www.pieinfocomm.com

**E-Mail :** pieinfocomm@yahoo.com, hr.pieinfocomm@gmail.com



SOFTWARE DEVELOPMENT	LIVE PROJECT TRAINING	TECHNOLOGY TRAINING	PROFESSIONAL EDUCATION
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**Mr. Khalid Mateen,**

**Employee Code- 844**

## **APPOINTMENT LETTER**

**Mr. Khalid Mateen,**

With reference to your application and subsequent interview held with us, we are pleased to offer you an appointment in our organization on the following term and condition:

**Designation Of Appointment:** Junior Software Developer.

1. **Job Description** - Working on software development projects that the organization assigns along with database development, training of interns assigned. Also constantly ensuring to provide contribution in growth and development of business organization.
2. **Key Responsibilities** –
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  - Development of Application Softwares and websites using JAVA, PHP, ASP.NET, ANDROID Technologies
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**Mobile-** 9335165676, 9161104237

**Website :** www.pieinfocomm.com

**E-Mail :** pieinfocomm@yahoo.com, hr.pieinfocomm@gmail.com

3. **Emoluments:** Rs. 9,500/- PM [in Training Period of 6 Months]

After Training Period, the salary would be Rs. 2.4 Lacs Per Annum [consolidated]

4. **Notice Period:** Your service may be terminated by the company without assigning any reason by giving one month's notice of your intention to do so or salary in lieu of such notice.

The company may at its discretion waive the notice and relive you earlier. In such an event, you will be paid salary only up to the last date of your employment with the company. The management shall have right to recover a amount equivalent to one Month salary be deducting it from the amount due to you or in any lawful manner in case you leave the services without giving one month's notice beforehand in writing as stipulated here in above.

5. **Leave:** As per rules of the company in force and may be varied from time to time.

6. **Date Of Joining** – 18<sup>th</sup> july, 2018

Sincerely,



Vijay Kumar Jaiswal  
(Director)

Pie Infocomm Pvt. Ltd.

I accept the terms and condition mentioned in this letter of appointment.

**Signature:**

**Date:**

**Address:** 1<sup>st</sup> Floor B-12, Sector E, Aliganj, Lucknow-226024.

**Mobile-** 9453760339, 8381895219

**Website :** www.pieinfocomm.com

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SOFTWARE DEVELOPMENT	LIVE PROJECT TRAINING	TECHNOLOGY TRAINING	PROFESSIONAL EDUCATION
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**Ms. Pratma Tiwari,**

**Employee Code~ 842**

## **APPOINTMENT LETTER**

**Ms. Pratma Tiwari,**

With reference to your application and subsequent interview held with us, we are pleased to offer you an appointment in our organization on the following term and condition:

**Designation Of Appointment:** Junior Software Developer.

1. **Job Description** - Working on software development projects that the organization assigns along with database development, training of interns assigned. Also constantly ensuring to provide contribution in growth and development of business organization.
2. **Key Responsibilities** –
  - Working on development of databases, Web Designing
  - Coding and Developing software and websites
  - Development of Application Softwares and websites using JAVA, PHP, ASP.NET, ANDROID Technologies
  - Testing the product in controlled, real situations before going live
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  - Interacting with clients – Both of Training and Development
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**Mobile-** 9335165676, 9161104237

**Website :** www.pieinfocomm.com

**E-Mail :** pieinfocomm@yahoo.com, hr.pieinfocomm@gmail.com

3. **Emoluments:** Rs. 9,500/- PM [in Training Period of 6 Months]

After Training Period, the salary would be Rs. 2.4 Lacs Per Annum [consolidated]

4. **Notice Period:** Your service may be terminated by the company without assigning any reason by giving one month's notice of your intention to do so or salary in lieu of such notice.

The company may at its discretion waive the notice and relive you earlier. In such an event, you will be paid salary only up to the last date of your employment with the company. The management shall have right to recover a amount equivalent to one Month salary be deducting it from the amount due to you or in any lawful manner in case you leave the services without giving one month's notice beforehand in writing as stipulated here in above.

5. **Leave:** As per rules of the company in force and may be varied from time to time.

6. **Date Of Joining** – 18<sup>th</sup> july, 2018

Sincerely,



Vijay Kumar Jaiswal  
(Director)

Pie Infocomm Pvt. Ltd.

I accept the terms and condition mentioned in this letter of appointment.

**Signature:**

**Date:**

**Address:** 1<sup>st</sup> Floor B-12, Sector E, Aliganj, Lucknow-226024.

**Mobile-** 9453760339, 8381895219

**Website :** www.pieinfocomm.com

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SOFTWARE DEVELOPMENT	LIVE PROJECT TRAINING	TECHNOLOGY TRAINING	PROFESSIONAL EDUCATION
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**Mr. Shiv Pradatt Agarwal,**

**Employee Code~ 845**

## **APPOINTMENT LETTER**

**Mr. Shiv Pradatt Agarwal,**

With reference to your application and subsequent interview held with us, we are pleased to offer you an appointment in our organization on the following term and condition:

**Designation Of Appointment:** Junior Software Developer.

1. **Job Description** - Working on software development projects that the organization assigns along with database development, training of interns assigned. Also constantly ensuring to provide contribution in growth and development of business organization.
2. **Key Responsibilities** –
  - Working on development of databases, Web Designing
  - Coding and Developing software and websites
  - Development of Application Softwares and websites using JAVA, PHP, ASP.NET, ANDROID Technologies
  - Testing the product in controlled, real situations before going live
  - Preparation of training manuals for users
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**Website :** www.pieinfocomm.com

**E-Mail :** pieinfocomm@yahoo.com, hr.pieinfocomm@gmail.com

3. **Emoluments:** Rs. 9,500/- PM [in Training Period of 6 Months]

After Training Period, the salary would be Rs. 2.4 Lacs Per Annum [consolidated]

4. **Notice Period:** Your service may be terminated by the company without assigning any reason by giving one month's notice of your intention to do so or salary in lieu of such notice.

The company may at its discretion waive the notice and relive you earlier. In such an event, you will be paid salary only up to the last date of your employment with the company. The management shall have right to recover a amount equivalent to one Month salary be deducting it from the amount due to you or in any lawful manner in case you leave the services without giving one month's notice beforehand in writing as stipulated here in above.

5. **Leave:** As per rules of the company in force and may be varied from time to time.

6. **Date Of Joining** – 18<sup>th</sup> july, 2018

Sincerely,



Vijay Kumar Jaiswal  
(Director)

Pie Infocomm Pvt. Ltd.

I accept the terms and condition mentioned in this letter of appointment.

**Signature:**

**Date:**

**Address:** 1<sup>st</sup> Floor B-12, Sector E, Aliganj, Lucknow-226024.

**Mobile-** 9453760339, 8381895219

**Website :** www.pieinfocomm.com

**E-Mail :** pieinfocomm@yahoo.com, hr.pieinfocomm@gmail.com



SOFTWARE DEVELOPMENT	LIVE PROJECT TRAINING	TECHNOLOGY TRAINING	PROFESSIONAL EDUCATION
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**Ms. Vaishavi Gupta,**

**Employee Code~ 841**

## **APPOINTMENT LETTER**

**Ms. Vaishavi Gupta,**

With reference to your application and subsequent interview held with us, we are pleased to offer you an appointment in our organization on the following term and condition:

**Designation Of Appointment:** Auto CAD Designer.

1. **Job Description** - Working on software development projects that the organization assigns along with database development, training of interns assigned. Also constantly ensuring to provide contribution in growth and development of business organization.
2. **Key Responsibilities** –
  - Working on development of databases, Web Designing
  - Coding and Developing software and websites
  - Development of Application Softwares and websites using JAVA, PHP, ASP.NET, ANDROID Technologies
  - Testing the product in controlled, real situations before going live
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**Mobile-** 9335165676, 9161104237

**Website :** www.pieinfocomm.com

**E-Mail :** pieinfocomm@yahoo.com, hr.pieinfocomm@gmail.com

3. **Emoluments:** Rs. 9,500/- PM [in Training Period of 6 Months]

After Training Period, the salary would be Rs. 2.4 Lacs Per Annum [consolidated]

4. **Notice Period:** Your service may be terminated by the company without assigning any reason by giving one month's notice of your intention to do so or salary in lieu of such notice.

The company may at its discretion waive the notice and relive you earlier. In such an event, you will be paid salary only up to the last date of your employment with the company. The management shall have right to recover a amount equivalent to one Month salary be deducting it from the amount due to you or in any lawful manner in case you leave the services without giving one month's notice beforehand in writing as stipulated here in above.

5. **Leave:** As per rules of the company in force and may be varied from time to time.

6. **Date Of Joining** – 18<sup>th</sup> july, 2018

Sincerely,



Vijay Kumar Jaiswal  
(Director)

Pie Infocomm Pvt. Ltd.

I accept the terms and condition mentioned in this letter of appointment.

**Signature:**

**Date:**

**Address:** 1<sup>st</sup> Floor B-12, Sector E, Aliganj, Lucknow-226024.

**Mobile-** 9453760339, 8381895219

**Website :** www.pieinfocomm.com

**E-Mail :** pieinfocomm@yahoo.com, hr.pieinfocomm@gmail.com

**Date: 05/15/2019**

Akanksha Gupta

**Dear Akanksha,**

Welcome aboard as a valuable member of **Seceon Networks India Pvt. Ltd.**, (hereinafter referred to, in this letter, as 'Company'), for the purpose of nominating you for working for **Seceon Networks India Pvt. Ltd.**, at Varanasi, India.

**TERMS AND CONDITIONS OF EMPLOYMENT**

**1. POSITION:**

We have the pleasure in offering you the position of **Software engineer (Trainee)** subject to your acceptance of the Terms and Conditions of the 12 months probation period and your commitment for learning from your team leader and putting your learned skill to work.

**2. PLACE OF POSTING:**

Your principal location of employment will be at our company's **Corporate Office in Varanasi**. However, your services are transferable and can be seconded or deputed by the company to any of the offices / projects of the Company OR client company operation in India or abroad, without any additional remuneration: whether existing as on date of your appointment/contract or to be established thereafter at the discretion of the company or to any operation under the management and / or ownership of the company including any joint venture in which the company is a participant or to any subsidiary or associate company of the company. **We are happy to welcome you at Seceon Networks India Pvt Ltd., at Varanasi, India once you have completed your final examination.**

**3. Stipend & ALLOWANCES:**

Your initial stipend will be Rs 15000/-per month and company will review your performance on regularly during your probation periodically. On successful completion of your probation period, you will be recommended to BoD for 1200 stock options in company as well, which will vest over 4 years with initial vesting coming after 12 **months from day of completion of probation.**

All taxes as applicable under the relevant Acts will be deducted by the Company at source once you have completed your probation period.

You will be governed at all times by the policies, procedures and rules of the company related to stipend and allowances, which are specified in this appointment letter (including the annexure I & II). Further, the company, at its sole discretion, may modify or change stipend, allowances, and benefits from time to time in accordance with its policies.

**4. COMMENCEMENT DATE:**

Your appointment shall commence on July 1<sup>st</sup>, 2019.

#### **5. PROBATION / CONFIRMATION**

You will be under probation initially for a period of twelve months from date of joining. Your probation may be extended by the company, at its discretion, based on your performance/ conduct. Your services are deemed to be confirmed at the end of the probation period unless you receive intimation to the contrary. During the probation period, your services are liable for termination at any time. The Company may not assign any reason for such termination which shall be at the sole discretion of the Company & you will not be entitled to any claim, damage, compensation or any other payment on that account.

#### **6. PERFORMANCE REVIEW**

There will be an annual review to outline the direction and various Key Result Areas. Subsequently reviews may be conducted, if necessary, depending upon your performance or change in responsibilities, at the discretion of the Company.

Please confirm your acceptance of this Appointment Letter (along with Annexure I & II) by signing the duplicate copy of this letter, at indicated places and return a copy to us.

We take this opportunity to wish you a long, happy and successful career with us. Welcome on Board.

With Best Wishes and Regards,

**For Seceon Networks India Pvt Ltd.,**

M. N.Tiwari  
Managing Director

#### **ACCEPTANCE**

I *Akanksha* have read the appointment letter and terms and conditions of employment (including those mentioned in Annexure I and II attached to this letter) and have understood them. I hereby confirm my acceptance of appointment. Including those mentioned in Annexure I & II attached.

Employee Signature:  
Date:

Place: Varanasi-UP

**Seceon Networks India Private Limited**  
Awleshpur, Kandawa  
Varanasi, Utter Pradesh, India – 221106  
Tel: +91 9415687954

**Annexure I**

**INR1**

Consolidated Pay

**Breakup of Stipend:**

Stipend Rs 15000/Month

**For Seceon Networks India Pvt. Ltd**

**M N. Tiwari**  
**Managing Director**

**ACCEPTANCE**

I **Akanksha**, hereby confirm my acceptance of Annexure I to my appointment letter.

Signature:  
Date:  
Place: Varanasi, UP

**Seceon Networks India Private Limited**  
Awleshpur, Kandawa  
Varanasi, Utter Pradesh, India – 221106  
Tel: +91 9415687954

**Annexure II**  
Terms and Conditions of Employment

**a. Medical Fitness**

The employment is always subject to you being mentally and physically fit to perform your duties, for which purpose you may be required to report for a medical check-up before a doctor nominated by the Management at any time of your employment and you shall comply with these instructions. The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, 30 days time to regain your fitness will be given. In case you do not regain your fitness within the said period of 30 days, your services shall be liable to termination at the sole discretion of the management.

**b. Submission of Documents:**

Your continued employment with us is subject to submission of the following documents on/ within one week of the date of joining employment. Hence we request you to carry the originals of the documents along with a photocopy with you on the date of joining for verification/submission.

1. 2 Passport size photographs
2. PAN Card/ Driving License/Passport
3. Residence Proof
4. Educational Qualification Certificates as stated in the Resume
5. Proof of Current / Last Salary Drawn
6. Relieving letter from your last employer
7. Experience letter from your last employer
8. Medical certificate of fitness from registered medical practitioner
9. Blood group certificate

**c. Travel**

You may be required to undertake journeys to different parts of India or abroad on official work at any time. You shall be entitled to Travel Allowance and Dearness Allowance as per the company's rules and regulations in force from time to time.

**d. Working days:**

A normal workweek will incorporate 6 days (*excluding declared holidays by company*) as scheduled by the Company. The responsibilities of your position may necessitate longer working hours for which there will be no overtime compensation. There will also be no additional compensation for weekend work.

**e. Leave benefits:**

**Casual Leave** - You will be eligible for this leave on your services being confirmed after your probation period. You shall be entitled to Casual Leave with full pay at the rate of 15 (Fifteen) days per calendar year. (These leaves shall be adjusted on a pro-rata basis for employees who join midway through the year) Only 5 (Five) casual leaves un-availed at the end of any calendar year shall be allowed to be carried forward to the next year. No cash compensation shall be allowed at any time against casual leaves. In addition to Casual leaves, you are also entitled to 5 days sick leave per year.

- a. If you absent yourself without approved leave for 5 days or remain absent for more than 5 days beyond the period of sanctioned leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you: Return to work within a future period of 5 days and give an explanation to the satisfaction of the Management regarding such absence.
- b. In case of any absence without prior permission, you will not be entitled to wages for the absent dates pro-data.



All applications for leave shall be addressed to the Leave Sanctioning Authority and routed through your immediate superior. Further, you will be subject the 'Leave Rules and Regulations' of the company, for the time being in force. These 'Leave Rules and Regulations' will provide the framework of reference for the availing and enjoyment of above leave benefits.

You will automatically retire from the service of the company on attaining the superannuation age of 60 years.

**f. Income Tax & Professional Tax:**

The income tax payable to the Department of Income Tax, India, or any other tax jurisdiction, for earning from this appointment shall be borne by you. The Company shall, at any time, be entitled to deduct or set-off against your monthly salary income tax or withholding tax amounts, due from you to the Income Tax Department or any other tax authority. Similarly professional tax will also be deducted as applicable.

**g. Termination:**

Either party giving to the other one months written notice. The company will have the sole discretion of waiving of the notice period if deemed fit.

However:

a) If you absent from duty without due sanction of leave, you shall be treated as absent from duty without leave. Your absence from duty without leave for more than three occasions in a continuous period of twelve months will tantamount to habitual absence which shall be treated as misconduct liable for disciplinary action. Absenting without leave continuously for more than ten days also shall be treated as misconduct warranting disciplinary action. Further, if you remain absent continuously for a period of fifteen days without any sanction of leave or beyond the period of leave originally granted or subsequently extended, you will lose you lien on your appointment unless you return within fifteen days of the expiry of leave and explain to the satisfaction of the Leave Sanctioning Authority your inability to return before the expiry of leave.

b) Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of term 'misconduct' in case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, any act of indiscipline, inefficiency or lower performance as compared to other employees of your category.

c) Further, in the event of your dishonesty, gross and willful misconduct, insubordination or breach of the conditions containing herein, the Company shall have the right to terminate your employment immediately, and in which, the Company shall only be liable for payment to you of salary up to the date of your dismissal and for no other payments or benefits whatsoever.

**h. Restrictive covenant:**

You hereby agree that you shall not during your employment with the Company be employed, carry on for your own account or in partnership, assist, consult or provide services to any other company, Company or business. Further, you shall not indulge in any activity detrimental to the interests of the Company. You hereby agree with the Company that the aforesaid is considered to be reasonable in all circumstances for the protection of the Company's legitimate interest.

**i. Confidential information:**

Except as required by the Company or otherwise permitted by the Company's authorized representative in writing, you shall not disclose to anyone or use, during or subsequent to your employment, any confidential information, trade secrets or other proprietary information relating to the business of the Company or its affiliates, including but not limited to terms of this offer and/or your employment with the Company. Information, concepts and materials developed by you individually or as a team member or received by the Company from third parties, are included within the meaning of this paragraph. Apart from the above you will also be required to sign a Non Disclosure agreement.

**j. Copyright:**

You acknowledge that the copyright and other intellectual property rights in all materials produced by you during, or in connection with your employment (whether or not produced during normal working hours), including, without limitation, computer software, belong to or shall vest in the Company. You agree to execute such assignments and other documents as may be required by the Company to fully vest all copyright and other intellectual property rights in such copyright materials, and in other inventions or creations, in the Company, and shall do everything reasonably necessary to enable the Company or its nominee to protect its rights in such works. You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Patent, Licenses or other rights, privileges or protection as may be directed by us in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favor or in favor of such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.

**k. Non-solicitation:**

During the period of the Employee's relationship to the Company and for a period of one (1) year after termination of such relationship (for any reason), the employee will not directly or indirectly either for himself or herself or for any other commercial enterprise, solicit, divert or take away or attempt to solicit, divert or take away, any of the Company's customers, business or prospective customers in existence at the time of termination of such relationship. For purposes of this Agreement, "Prospective Customers" shall include those customers being solicited by the Company at the time of the Employee's termination. During such employee relationship with the Company and for a period of One (1) year thereafter, the Employee will not solicit any employee of the company with regards to the employment of such Company employee by any commercial enterprise, other than for the benefit of the Company, nor recruit, attempt to recruit, hire, or attempt to hire any such Company employee other than on behalf of the Company.

**l. Nondisclosure Obligation:**

The Employee will not at any time during the period of the Employee relationship, or after termination of such relationship, for any reason whatsoever, reveal to any person or entity (both commercial and non-commercial) any of the trade secrets or confidential business information concerning the Company: including its research and development activities; know-how; marketing plans and strategies; pricing and costing policies; customer and supplier lists and accounts; or nonpublic financial information of the Company so far as they have come or may come to the Employee's knowledge, except as may be required in the ordinary course of performing his or her duties as an Employee of the Company. The Employee shall keep secret all matters of such nature entrusted to him or her and shall not use or disclose any such information for the benefit of himself or herself or any third party in any manner which may injure or cause loss to the Company, whether directly or indirectly. This restriction shall not apply to:

(i) Information that may be disclosed generally or is in the public domain through no fault of the Employee; (ii) information received from a third party outside the Company that was disclosed without a breach of any confidentiality obligation; (iii) information approved for release by written authorization of the Company; or (iv) information that may be required by law or an order of any court, agency or proceeding to be disclosed.

**m. Business Conduct:**

The Company will expect you to work with highest standards of honesty, integrity and loyalty to the Company. You shall demonstrate very high standards of initiative, efficiency and economy during the course of your duties.

**Seceon Networks India Private Limited**  
Awleshpur, Kandawa  
Varanasi, Uttar Pradesh, India – 221106  
Tel: +91 9415687954

You shall devote the whole of your time, attention and ability to the duties as an employee of the Company. You shall not undertake any part-time or contract work without the prior written approval of the Company.

**n. Return of property, equipment, materials, records and documents:**

You shall return to the Company immediately upon request, or upon termination of your employment, all property, equipment, materials, records and documents that you prepared or which came into your possession as a result of your employment.

**o. Absence of Conflicting Agreements.** The Employee understands the Company does not desire to acquire from him or her any trade secrets, know-how or confidential business information that Employee may have acquired from others. The Employee represents that Employee is not bound by any agreement or any other existing or previous business relationship which conflicts with or prevents the full performance of the Employee's duties and obligations to the Company during the course of this Agreement.

**p. Remedies Upon Breach.** The Employee agrees that any breach of this Agreement by the Employee could cause irreparable damage to the Company. The Company shall have, in addition to any and all remedies of law, the right to an injunction or other equitable relief to prevent any violation of the Employee's obligations hereunder.

**q. Other terms and conditions of employment:**

- i. You shall not assign your rights and/or obligations herein. The Company may assign its rights and/or obligations herein to any person or entity acquiring all or a substantial portion of the Company's business or to any corporation or entity, controlling, controlled by, or under common control with the Company.
- ii. You will be governed by the Company's Rules and Regulations including the conduct, discipline and appeal rules, and administrative orders<sup>1</sup> and in case of deputation any such other ruleD/Orders of the Company that may be in force from time to time. At all times the Company shall be your Legal Employer.
- iii. Allowances, if any, are subject to eligibility based on location and position.
- iv. You are appointed on the basis of your education and experience mentioned by you in your Application/Form. In case the facts mentioned therein are found to be incorrect, this will result in termination of your appointment without any notice or salary in lieu thereof.
- v. Your age mentioned in the Matriculation / Higher secondary Certificate will be the conclusive proof of your date of Birth.
- vi. You will inform in writing to the Company of any change of address within a week from the change of the same, failing any communication sent on your last recorded address shall be deemed to have been served on you.
- vii. You will be liable to pay damages to the Company for the loss caused by you directly or indirectly in addition to other legal remedies which may be required for violating any of the provisions of this letter and for this the Court at Varanasi, Utter Pradesh, India will have jurisdiction.
- viii. The designation assigned to you is subject to change depending upon work assignments from time to time.

ix. Company will spend significant resources in training you by highly skilled global professional leaders and expect you to be fully committed for 3 years after probation otherwise company may claim that you pay back company for training and resources spend on you, which can be significant due to top notch USA professional involved.

**For Seceon Networks India Pvt Ltd.,**

**M N Tiwari  
Managing Director**

**ACCEPTANCE**

I **Akanksha**, hereby confirm my acceptance of Annexure II to my appointment letter.

Employee Signature:

Date:

Place: Varanasi, UP

**Seceon Networks India Private Limited**  
Awleshpur, Kandawa  
Varanasi, Utter Pradesh, India – 221106  
Tel: +91 9415687954

**Date: 05/15/2019**

Kirti Vishwakarma

**Dear Kirti,**

Welcome aboard as a valuable member of **Seceon Networks India Pvt. Ltd.**, (hereinafter referred to, in this letter, as 'Company'), for the purpose of nominating you for working for **Seceon Networks India Pvt. Ltd.**, at Varanasi, India.

**TERMS AND CONDITIONS OF EMPLOYMENT**

**1. POSITION:**

We have the pleasure in offering you the position of **Software engineer (Trainee)** subject to your acceptance of the Terms and Conditions of the 12 months probation period and your commitment for learning from your team leader and putting your learned skill to work.

**2. PLACE OF POSTING:**

Your principal location of employment will be at our company's **Corporate Office in Varanasi**. However, your services are transferable and can be seconded or deputed by the company to any of the offices / projects of the Company OR client company operation in India or abroad, without any additional remuneration: whether existing as on date of your appointment/contract or to be established thereafter at the discretion of the company or to any operation under the management and / or ownership of the company including any joint venture in which the company is a participant or to any subsidiary or associate company of the company. **We are happy to welcome you at Seceon Networks India Pvt Ltd., at Varanasi, India once you have completed your final examination.**

**3. Stipend & ALLOWANCES:**

Your initial stipend will be Rs 15000/-per month and company will review your performance on regularly during your probation periodically. On successful completion of your probation period, you will be recommended to BoD for 1200 stock options in company as well, which will vest over 4 years with initial vesting coming after 12 **months from day of completion of probation.**

All taxes as applicable under the relevant Acts will be deducted by the Company at source once you have completed your probation period.

You will be governed at all times by the policies, procedures and rules of the company related to stipend and allowances, which are specified in this appointment letter (including the annexure I & II). Further, the company, at its sole discretion, may modify or change stipend, allowances, and benefits from time to time in accordance with its policies.

**4. COMMENCEMENT DATE:**

Your appointment shall commence on July 1<sup>st</sup>, 2019.

#### **5. PROBATION / CONFIRMATION**

You will be under probation initially for a period of twelve months from date of joining. Your probation may be extended by the company, at its discretion, based on your performance/ conduct. Your services are deemed to be confirmed at the end of the probation period unless you receive intimation to the contrary. During the probation period, your services are liable for termination at any time. The Company may not assign any reason for such termination which shall be at the sole discretion of the Company & you will not be entitled to any claim, damage, compensation or any other payment on that account.

#### **6. PERFORMANCE REVIEW**

There will be an annual review to outline the direction and various Key Result Areas. Subsequently reviews may be conducted, if necessary, depending upon your performance or change in responsibilities, at the discretion of the Company.

Please confirm your acceptance of this Appointment Letter (along with Annexure I & II) by signing the duplicate copy of this letter, at indicated places and return a copy to us.

We take this opportunity to wish you a long, happy and successful career with us. Welcome on Board.

With Best Wishes and Regards,

**For Seceon Networks India Pvt Ltd.,**

M. N.Tiwari  
Managing Director

#### **ACCEPTANCE**

I *Kirti* have read the appointment letter and terms and conditions of employment (including those mentioned in Annexure I and II attached to this letter) and have understood them. I hereby confirm my acceptance of appointment. Including those mentioned in Annexure I & II attached.

Employee Signature:  
Date:

Place: Varanasi-UP

**Seceon Networks India Private Limited**  
Awleshpur, Kandawa  
Varanasi, Utter Pradesh, India – 221106  
Tel: +91 9415687954

**Annexure I**

**INR1**

Consolidated Pay

**Breakup of Stipend:**

Stipend Rs 15000/Month

**For Seceon Networks India Pvt. Ltd**

**M N. Tiwari**  
**Managing Director**

**ACCEPTANCE**

I **Kirti**, hereby confirm my acceptance of Annexure I to my appointment letter.

Signature:  
Date:  
Place: Varanasi, UP

**Seceon Networks India Private Limited**  
Awleshpur, Kandawa  
Varanasi, Utter Pradesh, India – 221106  
Tel: +91 9415687954

**Annexure II**  
Terms and Conditions of Employment

**a. Medical Fitness**

The employment is always subject to you being mentally and physically fit to perform your duties, for which purpose you may be required to report for a medical check-up before a doctor nominated by the Management at any time of your employment and you shall comply with these instructions. The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, 30 days time to regain your fitness will be given. In case you do not regain your fitness within the said period of 30 days, your services shall be liable to termination at the sole discretion of the management.

**b. Submission of Documents:**

Your continued employment with us is subject to submission of the following documents on/ within one week of the date of joining employment. Hence we request you to carry the originals of the documents along with a photocopy with you on the date of joining for verification/submission.

1. 2 Passport size photographs
2. PAN Card/ Driving License/Passport
3. Residence Proof
4. Educational Qualification Certificates as stated in the Resume
5. Proof of Current / Last Salary Drawn
6. Relieving letter from your last employer
7. Experience letter from your last employer
8. Medical certificate of fitness from registered medical practitioner
9. Blood group certificate

**c. Travel**

You may be required to undertake journeys to different parts of India or abroad on official work at any time. You shall be entitled to Travel Allowance and Dearness Allowance as per the company's rules and regulations in force from time to time.

**d. Working days:**

A normal workweek will incorporate 6 days (*excluding declared holidays by company*) as scheduled by the Company. The responsibilities of your position may necessitate longer working hours for which there will be no overtime compensation. There will also be no additional compensation for weekend work.

**e. Leave benefits:**

**Casual Leave** - You will be eligible for this leave on your services being confirmed after your probation period. You shall be entitled to Casual Leave with full pay at the rate of 15 (Fifteen) days per calendar year. (These leaves shall be adjusted on a pro-rata basis for employees who join midway through the year) Only 5 (Five) casual leaves un-availed at the end of any calendar year shall be allowed to be carried forward to the next year. No cash compensation shall be allowed at any time against casual leaves. In addition to Casual leaves, you are also entitled to 5 days sick leave per year.

- a. If you absent yourself without approved leave for 5 days or remain absent for more than 5 days beyond the period of sanctioned leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you: Return to work within a future period of 5 days and give an explanation to the satisfaction of the Management regarding such absence.
- b. In case of any absence without prior permission, you will not be entitled to wages for the absent dates pro-data.



All applications for leave shall be addressed to the Leave Sanctioning Authority and routed through your immediate superior. Further, you will be subject the 'Leave Rules and Regulations' of the company, for the time being in force. These 'Leave Rules and Regulations' will provide the framework of reference for the availing and enjoyment of above leave benefits.

You will automatically retire from the service of the company on attaining the superannuation age of 60 years.

**f. Income Tax & Professional Tax:**

The income tax payable to the Department of Income Tax, India, or any other tax jurisdiction, for earning from this appointment shall be borne by you. The Company shall, at any time, be entitled to deduct or set-off against your monthly salary income tax or withholding tax amounts, due from you to the Income Tax Department or any other tax authority. Similarly professional tax will also be deducted as applicable.

**g. Termination:**

Either party giving to the other one months written notice. The company will have the sole discretion of waiving of the notice period if deemed fit.

However:

a) If you absent from duty without due sanction of leave, you shall be treated as absent from duty without leave. Your absence from duty without leave for more than three occasions in a continuous period of twelve months will tantamount to habitual absence which shall be treated as misconduct liable for disciplinary action. Absenting without leave continuously for more than ten days also shall be treated as misconduct warranting disciplinary action. Further, if you remain absent continuously for a period of fifteen days without any sanction of leave or beyond the period of leave originally granted or subsequently extended, you will lose you lien on your appointment unless you return within fifteen days of the expiry of leave and explain to the satisfaction of the Leave Sanctioning Authority your inability to return before the expiry of leave.

b) Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of term 'misconduct' in case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, any act of indiscipline, inefficiency or lower performance as compared to other employees of your category.

c) Further, in the event of your dishonesty, gross and willful misconduct, insubordination or breach of the conditions containing herein, the Company shall have the right to terminate your employment immediately, and in which, the Company shall only be liable for payment to you of salary up to the date of your dismissal and for no other payments or benefits whatsoever.

**h. Restrictive covenant:**

You hereby agree that you shall not during your employment with the Company be employed, carry on for your own account or in partnership, assist, consult or provide services to any other company, Company or business. Further, you shall not indulge in any activity detrimental to the interests of the Company. You hereby agree with the Company that the aforesaid is considered to be reasonable in all circumstances for the protection of the Company's legitimate interest.

**i. Confidential information:**

Except as required by the Company or otherwise permitted by the Company's authorized representative in writing, you shall not disclose to anyone or use, during or subsequent to your employment, any confidential information, trade secrets or other proprietary information relating to the business of the Company or its affiliates, including but not limited to terms of this offer and/or your employment with the Company. Information, concepts and materials developed by you individually or as a team member or received by the Company from third parties, are included within the meaning of this paragraph. Apart from the above you will also be required to sign a Non Disclosure agreement.

**j. Copyright:**

You acknowledge that the copyright and other intellectual property rights in all materials produced by you during, or in connection with your employment (whether or not produced during normal working hours), including, without limitation, computer software, belong to or shall vest in the Company. You agree to execute such assignments and other documents as may be required by the Company to fully vest all copyright and other intellectual property rights in such copyright materials, and in other inventions or creations, in the Company, and shall do everything reasonably necessary to enable the Company or its nominee to protect its rights in such works. You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Patent, Licenses or other rights, privileges or protection as may be directed by us in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favor or in favor of such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.

**k. Non-solicitation:**

During the period of the Employee's relationship to the Company and for a period of one (1) year after termination of such relationship (for any reason), the employee will not directly or indirectly either for himself or herself or for any other commercial enterprise, solicit, divert or take away or attempt to solicit, divert or take away, any of the Company's customers, business or prospective customers in existence at the time of termination of such relationship. For purposes of this Agreement, "Prospective Customers" shall include those customers being solicited by the Company at the time of the Employee's termination. During such employee relationship with the Company and for a period of One (1) year thereafter, the Employee will not solicit any employee of the company with regards to the employment of such Company employee by any commercial enterprise, other than for the benefit of the Company, nor recruit, attempt to recruit, hire, or attempt to hire any such Company employee other than on behalf of the Company.

**l. Nondisclosure Obligation:**

The Employee will not at any time during the period of the Employee relationship, or after termination of such relationship, for any reason whatsoever, reveal to any person or entity (both commercial and non-commercial) any of the trade secrets or confidential business information concerning the Company: including its research and development activities; know-how; marketing plans and strategies; pricing and costing policies; customer and supplier lists and accounts; or nonpublic financial information of the Company so far as they have come or may come to the Employee's knowledge, except as may be required in the ordinary course of performing his or her duties as an Employee of the Company. The Employee shall keep secret all matters of such nature entrusted to him or her and shall not use or disclose any such information for the benefit of himself or herself or any third party in any manner which may injure or cause loss to the Company, whether directly or indirectly. This restriction shall not apply to:

(i) Information that may be disclosed generally or is in the public domain through no fault of the Employee; (ii) information received from a third party outside the Company that was disclosed without a breach of any confidentiality obligation; (iii) information approved for release by written authorization of the Company; or (iv) information that may be required by law or an order of any court, agency or proceeding to be disclosed.

**m. Business Conduct:**

The Company will expect you to work with highest standards of honesty, integrity and loyalty to the Company. You shall demonstrate very high standards of initiative, efficiency and economy during the course of your duties.

**Seceon Networks India Private Limited**  
Awleshpur, Kandawa  
Varanasi, Uttar Pradesh, India – 221106  
Tel: +91 9415687954

You shall devote the whole of your time, attention and ability to the duties as an employee of the Company. You shall not undertake any part-time or contract work without the prior written approval of the Company.

**n. Return of property, equipment, materials, records and documents:**

You shall return to the Company immediately upon request, or upon termination of your employment, all property, equipment, materials, records and documents that you prepared or which came into your possession as a result of your employment.

**o. Absence of Conflicting Agreements.** The Employee understands the Company does not desire to acquire from him or her any trade secrets, know-how or confidential business information that Employee may have acquired from others. The Employee represents that Employee is not bound by any agreement or any other existing or previous business relationship which conflicts with or prevents the full performance of the Employee's duties and obligations to the Company during the course of this Agreement.

**p. Remedies Upon Breach.** The Employee agrees that any breach of this Agreement by the Employee could cause irreparable damage to the Company. The Company shall have, in addition to any and all remedies of law, the right to an injunction or other equitable relief to prevent any violation of the Employee's obligations hereunder.

**q. Other terms and conditions of employment:**

- i. You shall not assign your rights and/or obligations herein. The Company may assign its rights and/or obligations herein to any person or entity acquiring all or a substantial portion of the Company's business or to any corporation or entity, controlling, controlled by, or under common control with the Company.
- ii. You will be governed by the Company's Rules and Regulations including the conduct, discipline and appeal rules, and administrative orders<sup>1</sup> and in case of deputation any such other ruleD/Orders of the Company that may be in force from time to time. At all times the Company shall be your Legal Employer.
- iii. Allowances, if any, are subject to eligibility based on location and position.
- iv. You are appointed on the basis of your education and experience mentioned by you in your Application/Form. In case the facts mentioned therein are found to be incorrect, this will result in termination of your appointment without any notice or salary in lieu thereof.
- v. Your age mentioned in the Matriculation / Higher secondary Certificate will be the conclusive proof of your date of Birth.
- vi. You will inform in writing to the Company of any change of address within a week from the change of the same, failing any communication sent on your last recorded address shall be deemed to have been served on you.
- vii. You will be liable to pay damages to the Company for the loss caused by you directly or indirectly in addition to other legal remedies which may be required for violating any of the provisions of this letter and for this the Court at Varanasi, Utter Pradesh, India will have jurisdiction.
- viii. The designation assigned to you is subject to change depending upon work assignments from time to time.

ix. Company will spend significant resources in training you by highly skilled global professional leaders and expect you to be fully committed for 3 years after probation otherwise company may claim that you pay back company for training and resources spend on you, which can be significant due to top notch USA professional involved.

**For Seceon Networks India Pvt Ltd.,**

**M N Tiwari  
Managing Director**

**ACCEPTANCE**

I **Kirti**, hereby confirm my acceptance of Annexure II to my appointment letter.

Employee Signature:

Date:

Place: Varanasi, UP

**Seceon Networks India Private Limited**  
Awleshpur, Kandawa  
Varanasi, Utter Pradesh, India – 221106  
Tel: +91 9415687954

**Date: 05/15/2019**

Priyanka Singh  
**Q. no 47 ,P&T colony,  
Maqbool Alam Road  
Khajuri Varanasi 221002**

**Dear Priyanka,**

Welcome aboard as a valuable member of **Seceon Networks India Pvt. Ltd.**, (hereinafter referred to, in this letter, as 'Company'), for the purpose of nominating you for working for **Seceon Networks India Pvt. Ltd.**, at Varanasi, India.

**TERMS AND CONDITIONS OF EMPLOYMENT**

**1. POSITION:**

We have the pleasure in offering you the position of **Software engineer (Trainee)** subject to your acceptance of the Terms and Conditions of the 12 months probation period and your commitment for learning from your team leader and putting your learned skill to work.

**2. PLACE OF POSTING:**

Your principal location of employment will be at our company's **Corporate Office in Varanasi**. However, your services are transferable and can be seconded or deputed by the company to any of the offices / projects of the Company OR client company operation in India or abroad, without any additional remuneration: whether existing as on date of your appointment/contract or to be established thereafter at the discretion of the company or to any operation under the management and / or ownership of the company including any joint venture in which the company is a participant or to any subsidiary or associate company of the company. **We are happy to welcome you at Seceon Networks India Pvt Ltd., at Varanasi, India once you have completed your final examination.**

**3. Stipend & ALLOWANCES:**

Your initial stipend will be Rs 15000/-per month and company will review your performance on regularly during your probation periodically. On successful completion of your probation period, you will be recommended to BoD for 1200 stock options in company as well, which will vest over 4 years with initial vesting coming after 12 **months from day of completion of probation.**

All taxes as applicable under the relevant Acts will be deducted by the Company at source once you have completed your probation period.

You will be governed at all times by the policies, procedures and rules of the company related to stipend and allowances, which are specified in this appointment letter (including the annexure I & II). Further, the company, at its sole discretion, may modify or change stipend, allowances, and benefits from time to time in accordance with its policies.

#### **4. COMMENCEMENT DATE:**

Your appointment shall commence on July 1<sup>st</sup>, 2019.

#### **5. PROBATION / CONFIRMATION**

You will be under probation initially for a period of twelve months from date of joining. Your probation may be extended by the company, at its discretion, based on your performance/ conduct. Your services are deemed to be confirmed at the end of the probation period unless you receive intimation to the contrary. During the probation period, your services are liable for termination at any time. The Company may not assign any reason for such termination which shall be at the sole discretion of the Company & you will not be entitled to any claim, damage, compensation or any other payment on that account.

#### **6. PERFORMANCE REVIEW**

There will be an annual review to outline the direction and various Key Result Areas. Subsequently reviews may be conducted, if necessary, depending upon your performance or change in responsibilities, at the discretion of the Company.

Please confirm your acceptance of this Appointment Letter (along with Annexure I & II) by signing the duplicate copy of this letter, at indicated places and return a copy to us.

We take this opportunity to wish you a long, happy and successful career with us. Welcome on Board.

With Best Wishes and Regards,

**For Seceon Networks India Pvt Ltd.,**

M. N.Tiwari  
Managing Director

#### **ACCEPTANCE**

I *Priyanka* have read the appointment letter and terms and conditions of employment (including those mentioned in Annexure I and II attached to this letter) and have understood them. I hereby confirm my acceptance of appointment. Including those mentioned in Annexure I & II attached.

Employee Signature:

Date:

Place: Varanasi-UP

**Seceon Networks India Private Limited**  
Awleshpur, Kandawa  
Varanasi, Uttar Pradesh, India – 221106  
Tel: +91 9415687954

**Annexure I**

**INR1**

Consolidated Pay

**Breakup of Stipend:**

Stipend Rs 15000/Month

**For Seceon Networks India Pvt. Ltd**

**M N. Tiwari**  
**Managing Director**

**ACCEPTANCE**

I **Priyanka**, hereby confirm my acceptance of Annexure I to my appointment letter.

Signature:  
Date:  
Place: Varanasi, UP

**Seceon Networks India Private Limited**  
Awleshpur, Kandawa  
Varanasi, Utter Pradesh, India – 221106  
Tel: +91 9415687954

**Annexure II**  
Terms and Conditions of Employment

**a. Medical Fitness**

The employment is always subject to you being mentally and physically fit to perform your duties, for which purpose you may be required to report for a medical check-up before a doctor nominated by the Management at any time of your employment and you shall comply with these instructions. The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, 30 days time to regain your fitness will be given. In case you do not regain your fitness within the said period of 30 days, your services shall be liable to termination at the sole discretion of the management.

**b. Submission of Documents:**

Your continued employment with us is subject to submission of the following documents on/ within one week of the date of joining employment. Hence we request you to carry the originals of the documents along with a photocopy with you on the date of joining for verification/submission.

1. 2 Passport size photographs
2. PAN Card/ Driving License/Passport
3. Residence Proof
4. Educational Qualification Certificates as stated in the Resume
5. Proof of Current / Last Salary Drawn
6. Relieving letter from your last employer
7. Experience letter from your last employer
8. Medical certificate of fitness from registered medical practitioner
9. Blood group certificate

**c. Travel**

You may be required to undertake journeys to different parts of India or abroad on official work at any time. You shall be entitled to Travel Allowance and Dearness Allowance as per the company's rules and regulations in force from time to time.

**d. Working days:**

A normal workweek will incorporate 6 days (*excluding declared holidays by company*) as scheduled by the Company. The responsibilities of your position may necessitate longer working hours for which there will be no overtime compensation. There will also be no additional compensation for weekend work.

**e. Leave benefits:**

**Casual Leave** - You will be eligible for this leave on your services being confirmed after your probation period. You shall be entitled to Casual Leave with full pay at the rate of 15 (Fifteen) days per calendar year. (These leaves shall be adjusted on a pro-rata basis for employees who join midway through the year) Only 5 (Five) casual leaves un-availed at the end of any calendar year shall be allowed to be carried forward to the next year. No cash compensation shall be allowed at any time against casual leaves. In addition to Casual leaves, you are also entitled to 5 days sick leave per year.

- a. If you absent yourself without approved leave for 5 days or remain absent for more than 5 days beyond the period of sanctioned leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you: Return to work within a future period of 5 days and give an explanation to the satisfaction of the Management regarding such absence.
- b. In case of any absence without prior permission, you will not be entitled to wages for the absent dates pro-data.



All applications for leave shall be addressed to the Leave Sanctioning Authority and routed through your immediate superior. Further, you will be subject the 'Leave Rules and Regulations' of the company, for the time being in force. These 'Leave Rules and Regulations' will provide the framework of reference for the availing and enjoyment of above leave benefits.

You will automatically retire from the service of the company on attaining the superannuation age of 60 years.

**f. Income Tax & Professional Tax:**

The income tax payable to the Department of Income Tax, India, or any other tax jurisdiction, for earning from this appointment shall be borne by you. The Company shall, at any time, be entitled to deduct or set-off against your monthly salary income tax or withholding tax amounts, due from you to the Income Tax Department or any other tax authority. Similarly professional tax will also be deducted as applicable.

**g. Termination:**

Either party giving to the other one months written notice. The company will have the sole discretion of waiving of the notice period if deemed fit.

However:

a) If you absent from duty without due sanction of leave, you shall be treated as absent from duty without leave. Your absence from duty without leave for more than three occasions in a continuous period of twelve months will tantamount to habitual absence which shall be treated as misconduct liable for disciplinary action. Absenting without leave continuously for more than ten days also shall be treated as misconduct warranting disciplinary action. Further, if you remain absent continuously for a period of fifteen days without any sanction of leave or beyond the period of leave originally granted or subsequently extended, you will lose you lien on your appointment unless you return within fifteen days of the expiry of leave and explain to the satisfaction of the Leave Sanctioning Authority your inability to return before the expiry of leave.

b) Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of term 'misconduct' in case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, any act of indiscipline, inefficiency or lower performance as compared to other employees of your category.

c) Further, in the event of your dishonesty, gross and willful misconduct, insubordination or breach of the conditions containing herein, the Company shall have the right to terminate your employment immediately, and in which, the Company shall only be liable for payment to you of salary up to the date of your dismissal and for no other payments or benefits whatsoever.

**h. Restrictive covenant:**

You hereby agree that you shall not during your employment with the Company be employed, carry on for your own account or in partnership, assist, consult or provide services to any other company, Company or business. Further, you shall not indulge in any activity detrimental to the interests of the Company. You hereby agree with the Company that the aforesaid is considered to be reasonable in all circumstances for the protection of the Company's legitimate interest.

**i. Confidential information:**

Except as required by the Company or otherwise permitted by the Company's authorized representative in writing, you shall not disclose to anyone or use, during or subsequent to your employment, any confidential information, trade secrets or other proprietary information relating to the business of the Company or its affiliates, including but not limited to terms of this offer and/or your employment with the Company. Information, concepts and materials developed by you individually or as a team member or received by the Company from third parties, are included within the meaning of this paragraph. Apart from the above you will also be required to sign a Non Disclosure agreement.

**j. Copyright:**

You acknowledge that the copyright and other intellectual property rights in all materials produced by you during, or in connection with your employment (whether or not produced during normal working hours), including, without limitation, computer software, belong to or shall vest in the Company. You agree to execute such assignments and other documents as may be required by the Company to fully vest all copyright and other intellectual property rights in such copyright materials, and in other inventions or creations, in the Company, and shall do everything reasonably necessary to enable the Company or its nominee to protect its rights in such works. You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Patent, Licenses or other rights, privileges or protection as may be directed by us in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favor or in favor of such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.

**k. Non-solicitation:**

During the period of the Employee's relationship to the Company and for a period of one (1) year after termination of such relationship (for any reason), the employee will not directly or indirectly either for himself or herself or for any other commercial enterprise, solicit, divert or take away or attempt to solicit, divert or take away, any of the Company's customers, business or prospective customers in existence at the time of termination of such relationship. For purposes of this Agreement, "Prospective Customers" shall include those customers being solicited by the Company at the time of the Employee's termination. During such employee relationship with the Company and for a period of One (1) year thereafter, the Employee will not solicit any employee of the company with regards to the employment of such Company employee by any commercial enterprise, other than for the benefit of the Company, nor recruit, attempt to recruit, hire, or attempt to hire any such Company employee other than on behalf of the Company.

**l. Nondisclosure Obligation:**

The Employee will not at any time during the period of the Employee relationship, or after termination of such relationship, for any reason whatsoever, reveal to any person or entity (both commercial and non-commercial) any of the trade secrets or confidential business information concerning the Company: including its research and development activities; know-how; marketing plans and strategies; pricing and costing policies; customer and supplier lists and accounts; or nonpublic financial information of the Company so far as they have come or may come to the Employee's knowledge, except as may be required in the ordinary course of performing his or her duties as an Employee of the Company. The Employee shall keep secret all matters of such nature entrusted to him or her and shall not use or disclose any such information for the benefit of himself or herself or any third party in any manner which may injure or cause loss to the Company, whether directly or indirectly. This restriction shall not apply to:

(i) Information that may be disclosed generally or is in the public domain through no fault of the Employee; (ii) information received from a third party outside the Company that was disclosed without a breach of any confidentiality obligation; (iii) information approved for release by written authorization of the Company; or (iv) information that may be required by law or an order of any court, agency or proceeding to be disclosed.

**m. Business Conduct:**

The Company will expect you to work with highest standards of honesty, integrity and loyalty to the Company. You shall demonstrate very high standards of initiative, efficiency and economy during the course of your duties.

**Seceon Networks India Private Limited**  
Awleshpur, Kandawa  
Varanasi, Uttar Pradesh, India – 221106  
Tel: +91 9415687954

You shall devote the whole of your time, attention and ability to the duties as an employee of the Company. You shall not undertake any part-time or contract work without the prior written approval of the Company.

**n. Return of property, equipment, materials, records and documents:**

You shall return to the Company immediately upon request, or upon termination of your employment, all property, equipment, materials, records and documents that you prepared or which came into your possession as a result of your employment.

**o. Absence of Conflicting Agreements.** The Employee understands the Company does not desire to acquire from him or her any trade secrets, know-how or confidential business information that Employee may have acquired from others. The Employee represents that Employee is not bound by any agreement or any other existing or previous business relationship which conflicts with or prevents the full performance of the Employee's duties and obligations to the Company during the course of this Agreement.

**p. Remedies Upon Breach.** The Employee agrees that any breach of this Agreement by the Employee could cause irreparable damage to the Company. The Company shall have, in addition to any and all remedies of law, the right to an injunction or other equitable relief to prevent any violation of the Employee's obligations hereunder.

**q. Other terms and conditions of employment:**

- i. You shall not assign your rights and/or obligations herein. The Company may assign its rights and/or obligations herein to any person or entity acquiring all or a substantial portion of the Company's business or to any corporation or entity, controlling, controlled by, or under common control with the Company.
- ii. You will be governed by the Company's Rules and Regulations including the conduct, discipline and appeal rules, and administrative orders<sup>1</sup> and in case of deputation any such other ruleD/Orders of the Company that may be in force from time to time. At all times the Company shall be your Legal Employer.
- iii. Allowances, if any, are subject to eligibility based on location and position.
- iv. You are appointed on the basis of your education and experience mentioned by you in your Application/Form. In case the facts mentioned therein are found to be incorrect, this will result in termination of your appointment without any notice or salary in lieu thereof.
- v. Your age mentioned in the Matriculation / Higher secondary Certificate will be the conclusive proof of your date of Birth.
- vi. You will inform in writing to the Company of any change of address within a week from the change of the same, failing any communication sent on your last recorded address shall be deemed to have been served on you.
- vii. You will be liable to pay damages to the Company for the loss caused by you directly or indirectly in addition to other legal remedies which may be required for violating any of the provisions of this letter and for this the Court at Varanasi, Utter Pradesh, India will have jurisdiction.
- viii. The designation assigned to you is subject to change depending upon work assignments from time to time.

ix. Company will spend significant resources in training you by highly skilled global professional leaders and expect you to be fully committed for 3 years after probation otherwise company may claim that you pay back company for training and resources spend on you, which can be significant due to top notch USA professional involved.

**For Seceon Networks India Pvt Ltd.,**

**M N Tiwari  
Managing Director**

**ACCEPTANCE**

I **Priyanka**, hereby confirm my acceptance of Annexure II to my appointment letter.

Employee Signature:

Date:

Place: Varanasi, UP

**Seceon Networks India Private Limited**  
Awleshpur, Kandawa  
Varanasi, Utter Pradesh, India – 221106  
Tel: +91 9415687954

**Date: 05/15/2019**

**Saurabhi Gupta  
C-26/10B1A Ramkatora,  
Varanasi-UP, India**

**Dear Saurabhi,**

Welcome aboard as a valuable member of **Seceon Networks India Pvt. Ltd.**, (hereinafter referred to, in this letter, as 'Company'), for the purpose of nominating you for working for **Seceon Networks India Pvt. Ltd.**, at Varanasi, India.

**TERMS AND CONDITIONS OF EMPLOYMENT**

**1. POSITION:**

We have the pleasure in offering you the position of **Software engineer (Trainee)** subject to your acceptance of the Terms and Conditions of the 12 months probation period and your commitment for learning from your team leader and putting your learned skill to work.

**2. PLACE OF POSTING:**

Your principal location of employment will be at our company's **Corporate Office in Varanasi**. However, your services are transferable and can be seconded or deputed by the company to any of the offices / projects of the Company OR client company operation in India or abroad, without any additional remuneration: whether existing as on date of your appointment/contract or to be established thereafter at the discretion of the company or to any operation under the management and / or ownership of the company including any joint venture in which the company is a participant or to any subsidiary or associate company of the company. **We are happy to welcome you at Seceon Networks India Pvt Ltd., at Varanasi, India once you have completed your final examination.**

**3. Stipend & ALLOWANCES:**

Your initial stipend will be Rs 15000/-per month and company will review your performance on regularly during your probation periodically. On successful completion of your probation period, you will be recommended to BoD for 1200 stock options in company as well, which will vest over 4 years with initial vesting coming after 12 **months from day of completion of probation.**

All taxes as applicable under the relevant Acts will be deducted by the Company at source once you have completed your probation period.

You will be governed at all times by the policies, procedures and rules of the company related to stipend and allowances, which are specified in this appointment letter (including the annexure I & II). Further, the company, at its sole discretion, may modify or change stipend, allowances, and benefits from time to time in accordance with its policies.

#### **4. COMMENCEMENT DATE:**

Your appointment shall commence on July 1<sup>st</sup>, 2019.

#### **5. PROBATION / CONFIRMATION**

You will be under probation initially for a period of twelve months from date of joining. Your probation may be extended by the company, at its discretion, based on your performance/ conduct. Your services are deemed to be confirmed at the end of the probation period unless you receive intimation to the contrary. During the probation period, your services are liable for termination at any time. The Company may not assign any reason for such termination which shall be at the sole discretion of the Company & you will not be entitled to any claim, damage, compensation or any other payment on that account.

#### **6. PERFORMANCE REVIEW**

There will be an annual review to outline the direction and various Key Result Areas. Subsequently reviews may be conducted, if necessary, depending upon your performance or change in responsibilities, at the discretion of the Company.

Please confirm your acceptance of this Appointment Letter (along with Annexure I & II) by signing the duplicate copy of this letter, at indicated places and return a copy to us.

We take this opportunity to wish you a long, happy and successful career with us. Welcome on Board.

With Best Wishes and Regards,

**For Seceon Networks India Pvt Ltd.,**

M. N.Tiwari  
Managing Director

#### **ACCEPTANCE**

I *Saurabhi* have read the appointment letter and terms and conditions of employment (including those mentioned in Annexure I and II attached to this letter) and have understood them. I hereby confirm my acceptance of appointment. Including those mentioned in Annexure I & II attached.

Employee Signature:  
Date:

Place: Varanasi-UP

**Seceon Networks India Private Limited**  
Awleshpur, Kandawa  
Varanasi, Utter Pradesh, India – 221106  
Tel: +91 9415687954

**Annexure I**

**INR1**

Consolidated Pay

**Breakup of Stipend:**

Stipend Rs 15000/Month

**For Seceon Networks India Pvt. Ltd**

**M N. Tiwari**  
**Managing Director**

**ACCEPTANCE**

I **Saurabhi**, hereby confirm my acceptance of Annexure I to my appointment letter.

Signature:  
Date:  
Place: Varanasi, UP

**Seceon Networks India Private Limited**  
Awleshpur, Kandawa  
Varanasi, Utter Pradesh, India – 221106  
Tel: +91 9415687954

**Annexure II**  
Terms and Conditions of Employment

**a. Medical Fitness**

The employment is always subject to you being mentally and physically fit to perform your duties, for which purpose you may be required to report for a medical check-up before a doctor nominated by the Management at any time of your employment and you shall comply with these instructions. The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, 30 days time to regain your fitness will be given. In case you do not regain your fitness within the said period of 30 days, your services shall be liable to termination at the sole discretion of the management.

**b. Submission of Documents:**

Your continued employment with us is subject to submission of the following documents on/ within one week of the date of joining employment. Hence we request you to carry the originals of the documents along with a photocopy with you on the date of joining for verification/submission.

1. 2 Passport size photographs
2. PAN Card/ Driving License/Passport
3. Residence Proof
4. Educational Qualification Certificates as stated in the Resume
5. Proof of Current / Last Salary Drawn
6. Relieving letter from your last employer
7. Experience letter from your last employer
8. Medical certificate of fitness from registered medical practitioner
9. Blood group certificate

**c. Travel**

You may be required to undertake journeys to different parts of India or abroad on official work at any time. You shall be entitled to Travel Allowance and Dearness Allowance as per the company's rules and regulations in force from time to time.

**d. Working days:**

A normal workweek will incorporate 6 days (*excluding declared holidays by company*) as scheduled by the Company. The responsibilities of your position may necessitate longer working hours for which there will be no overtime compensation. There will also be no additional compensation for weekend work.

**e. Leave benefits:**

**Casual Leave** - You will be eligible for this leave on your services being confirmed after your probation period. You shall be entitled to Casual Leave with full pay at the rate of 15 (Fifteen) days per calendar year. (These leaves shall be adjusted on a pro-rata basis for employees who join midway through the year) Only 5 (Five) casual leaves un-availed at the end of any calendar year shall be allowed to be carried forward to the next year. No cash compensation shall be allowed at any time against casual leaves. In addition to Casual leaves, you are also entitled to 5 days sick leave per year.

- a. If you absent yourself without approved leave for 5 days or remain absent for more than 5 days beyond the period of sanctioned leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you: Return to work within a future period of 5 days and give an explanation to the satisfaction of the Management regarding such absence.
- b. In case of any absence without prior permission, you will not be entitled to wages for the absent dates pro-data.



All applications for leave shall be addressed to the Leave Sanctioning Authority and routed through your immediate superior. Further, you will be subject the 'Leave Rules and Regulations' of the company, for the time being in force. These 'Leave Rules and Regulations' will provide the framework of reference for the availing and enjoyment of above leave benefits.

You will automatically retire from the service of the company on attaining the superannuation age of 60 years.

**f. Income Tax & Professional Tax:**

The income tax payable to the Department of Income Tax, India, or any other tax jurisdiction, for earning from this appointment shall be borne by you. The Company shall, at any time, be entitled to deduct or set-off against your monthly salary income tax or withholding tax amounts, due from you to the Income Tax Department or any other tax authority. Similarly professional tax will also be deducted as applicable.

**g. Termination:**

Either party giving to the other one months written notice. The company will have the sole discretion of waiving of the notice period if deemed fit.

However:

a) If you absent from duty without due sanction of leave, you shall be treated as absent from duty without leave. Your absence from duty without leave for more than three occasions in a continuous period of twelve months will tantamount to habitual absence which shall be treated as misconduct liable for disciplinary action. Absenting without leave continuously for more than ten days also shall be treated as misconduct warranting disciplinary action. Further, if you remain absent continuously for a period of fifteen days without any sanction of leave or beyond the period of leave originally granted or subsequently extended, you will lose you lien on your appointment unless you return within fifteen days of the expiry of leave and explain to the satisfaction of the Leave Sanctioning Authority your inability to return before the expiry of leave.

b) Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of term 'misconduct' in case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, any act of indiscipline, inefficiency or lower performance as compared to other employees of your category.

c) Further, in the event of your dishonesty, gross and willful misconduct, insubordination or breach of the conditions containing herein, the Company shall have the right to terminate your employment immediately, and in which, the Company shall only be liable for payment to you of salary up to the date of your dismissal and for no other payments or benefits whatsoever.

**h. Restrictive covenant:**

You hereby agree that you shall not during your employment with the Company be employed, carry on for your own account or in partnership, assist, consult or provide services to any other company, Company or business. Further, you shall not indulge in any activity detrimental to the interests of the Company. You hereby agree with the Company that the aforesaid is considered to be reasonable in all circumstances for the protection of the Company's legitimate interest.

**i. Confidential information:**

Except as required by the Company or otherwise permitted by the Company's authorized representative in writing, you shall not disclose to anyone or use, during or subsequent to your employment, any confidential information, trade secrets or other proprietary information relating to the business of the Company or its affiliates, including but not limited to terms of this offer and/or your employment with the Company. Information, concepts and materials developed by you individually or as a team member or received by the Company from third parties, are included within the meaning of this paragraph. Apart from the above you will also be required to sign a Non Disclosure agreement.

**j. Copyright:**

You acknowledge that the copyright and other intellectual property rights in all materials produced by you during, or in connection with your employment (whether or not produced during normal working hours), including, without limitation, computer software, belong to or shall vest in the Company. You agree to execute such assignments and other documents as may be required by the Company to fully vest all copyright and other intellectual property rights in such copyright materials, and in other inventions or creations, in the Company, and shall do everything reasonably necessary to enable the Company or its nominee to protect its rights in such works. You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Patent, Licenses or other rights, privileges or protection as may be directed by us in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favor or in favor of such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.

**k. Non-solicitation:**

During the period of the Employee's relationship to the Company and for a period of one (1) year after termination of such relationship (for any reason), the employee will not directly or indirectly either for himself or herself or for any other commercial enterprise, solicit, divert or take away or attempt to solicit, divert or take away, any of the Company's customers, business or prospective customers in existence at the time of termination of such relationship. For purposes of this Agreement, "Prospective Customers" shall include those customers being solicited by the Company at the time of the Employee's termination. During such employee relationship with the Company and for a period of One (1) year thereafter, the Employee will not solicit any employee of the company with regards to the employment of such Company employee by any commercial enterprise, other than for the benefit of the Company, nor recruit, attempt to recruit, hire, or attempt to hire any such Company employee other than on behalf of the Company.

**l. Nondisclosure Obligation:**

The Employee will not at any time during the period of the Employee relationship, or after termination of such relationship, for any reason whatsoever, reveal to any person or entity (both commercial and non-commercial) any of the trade secrets or confidential business information concerning the Company: including its research and development activities; know-how; marketing plans and strategies; pricing and costing policies; customer and supplier lists and accounts; or nonpublic financial information of the Company so far as they have come or may come to the Employee's knowledge, except as may be required in the ordinary course of performing his or her duties as an Employee of the Company. The Employee shall keep secret all matters of such nature entrusted to him or her and shall not use or disclose any such information for the benefit of himself or herself or any third party in any manner which may injure or cause loss to the Company, whether directly or indirectly. This restriction shall not apply to:

(i) Information that may be disclosed generally or is in the public domain through no fault of the Employee; (ii) information received from a third party outside the Company that was disclosed without a breach of any confidentiality obligation; (iii) information approved for release by written authorization of the Company; or (iv) information that may be required by law or an order of any court, agency or proceeding to be disclosed.

**m. Business Conduct:**

The Company will expect you to work with highest standards of honesty, integrity and loyalty to the Company. You shall demonstrate very high standards of initiative, efficiency and economy during the course of your duties.

**Seceon Networks India Private Limited**  
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You shall devote the whole of your time, attention and ability to the duties as an employee of the Company. You shall not undertake any part-time or contract work without the prior written approval of the Company.

**n. Return of property, equipment, materials, records and documents:**

You shall return to the Company immediately upon request, or upon termination of your employment, all property, equipment, materials, records and documents that you prepared or which came into your possession as a result of your employment.

**o. Absence of Conflicting Agreements.** The Employee understands the Company does not desire to acquire from him or her any trade secrets, know-how or confidential business information that Employee may have acquired from others. The Employee represents that Employee is not bound by any agreement or any other existing or previous business relationship which conflicts with or prevents the full performance of the Employee's duties and obligations to the Company during the course of this Agreement.

**p. Remedies Upon Breach.** The Employee agrees that any breach of this Agreement by the Employee could cause irreparable damage to the Company. The Company shall have, in addition to any and all remedies of law, the right to an injunction or other equitable relief to prevent any violation of the Employee's obligations hereunder.

**q. Other terms and conditions of employment:**

- i. You shall not assign your rights and/or obligations herein. The Company may assign its rights and/or obligations herein to any person or entity acquiring all or a substantial portion of the Company's business or to any corporation or entity, controlling, controlled by, or under common control with the Company.
- ii. You will be governed by the Company's Rules and Regulations including the conduct, discipline and appeal rules, and administrative orders<sup>1</sup> and in case of deputation any such other ruleD/Orders of the Company that may be in force from time to time. At all times the Company shall be your Legal Employer.
- iii. Allowances, if any, are subject to eligibility based on location and position.
- iv. You are appointed on the basis of your education and experience mentioned by you in your Application/Form. In case the facts mentioned therein are found to be incorrect, this will result in termination of your appointment without any notice or salary in lieu thereof.
- v. Your age mentioned in the Matriculation / Higher secondary Certificate will be the conclusive proof of your date of Birth.
- vi. You will inform in writing to the Company of any change of address within a week from the change of the same, failing any communication sent on your last recorded address shall be deemed to have been served on you.
- vii. You will be liable to pay damages to the Company for the loss caused by you directly or indirectly in addition to other legal remedies which may be required for violating any of the provisions of this letter and for this the Court at Varanasi, Utter Pradesh, India will have jurisdiction.
- viii. The designation assigned to you is subject to change depending upon work assignments from time to time.

ix. Company will spend significant resources in training you by highly skilled global professional leaders and expect you to be fully committed for 3 years after probation otherwise company may claim that you pay back company for training and resources spend on you, which can be significant due to top notch USA professional involved.

**For Seceon Networks India Pvt Ltd.,**

**M N Tiwari  
Managing Director**

**ACCEPTANCE**

I **Saurabhi**, hereby confirm my acceptance of Annexure II to my appointment letter.

Employee Signature:

Date:

Place: Varanasi, UP

**Seceon Networks India Private Limited**  
Awleshpur, Kandawa  
Varanasi, Utter Pradesh, India – 221106  
Tel: +91 9415687954

**From:** ashutosh kumar  
**Sent:** Tue, 8 May 2018 14:11:16 +0530  
**To:** HRM  
**Cc:** Chairman Sir.; Director Sir; Rajni Ma'am  
**Subject:** List of Interested Students- Star India - Kashi Institute of Technology, Varanasi

Dear Sanjeet Sir,

Kindly find the list of students are going to join you from 18th June, 2018.

Ashutosh Kumar

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

**From:** CRC officer <[crcofficer@kashiit.ac.in](mailto:crcofficer@kashiit.ac.in)>  
**Date:** Tue, May 8, 2018 at 2:02 PM  
**Subject:** List of Interested Students- Star India  
**To:** ashutosh kumar <[crcmanager@kashiit.ac.in](mailto:crcmanager@kashiit.ac.in)>

Respected Sir

List of selected student those who are ready to join is as

1. Neha Kumari
2. Sakshi Singh
3. Deepika Upadhyay
4. Sonali Verma
5. Pawan Sharma
6. Kavita Kumari
7. Shreya Singh
8. Kritika Gupta
9. Abhisekh Kumar Rai
10. Samshad Ahmad Qudri
11. Vikas Kumar Yadav
12. Kiran Verma
13. Akansha Kaushik
14. Vidisha Sonkar
15. Kaveri Dubey
16. Neelam
17. Bhavesh Kumar Yadav

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Thanks & Regards

Rajni Singh- **Corporate Relation Officer**

Corporate Relations Centre

Kashi Institute of Technology

MS 23, Varanasi – Allahabad Highway, Mirzamurad, Varanasi, Uttar Pradesh.

E-mail: [crcofficer@kashiit.ac.in](mailto:crcofficer@kashiit.ac.in) | Phone: 9918900715 |

Web: [www.kashiit.ac.in](http://www.kashiit.ac.in)

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Thanks & Regards



**Ashutosh Kumar** | Manager Corporate Relations

**Corporate Relations Centre**

**Kashi Institute of Technology,**

MS 23, Varanasi- Allahabad Highway, Mirzamurad, Varanasi, Uttar Pradesh

E-mail : [crcmanager@kashiit.ac.in](mailto:crcmanager@kashiit.ac.in) | Mobile: +91 9473507610 | Web: [www.kashiit.ac.in](http://www.kashiit.ac.in)

**From:** HRM  
**Sent:** Tue, 8 May 2018 11:13:35 +0530 (IST)  
**To:** crcofficer  
**Cc:** Vipul Jain; k k Mishra; ashutosh kumar  
**Subject:** Re: Reschedule of Joining Date - Kashi Institute of Technology

Dear Ashutosh

As per the discussion we don't have any issue with the joining date i.e we are ready to reschedule joining date from 5th to 18th June 2018.

Thanks & Regards  
Sanjeet Prasad

---

**From:** "crcofficer" <crcofficer@kashiit.ac.in>  
**To:** "HRM" <hrm@starindiaresearch.com>  
**Cc:** "Vipul Jain" <vipuljain62@gmail.com>, "k k Mishra" <director@kashiit.ac.in>, "ashutosh kumar" <rcmanager@kashiit.ac.in>  
**Sent:** Wednesday, May 2, 2018 1:27:15 PM  
**Subject:** Reschedule of Joining Date - Kashi Institute of Technology

Dear Sanjeet Sir

As university rescheduled the exam dates and students will be busy in the examination till 10th June 2018. We are requesting you to reschedule the joining date from 5th June to 18th June 2018.

Kindly confirm.

Rajni Singh

On Tue, Apr 10, 2018 at 9:46 AM, CRC officer <[rcmanager@kashiit.ac.in](mailto:rcmanager@kashiit.ac.in)> wrote:  
Dear Sanjeet Sir

We are very thankful to you for your support.

Rajni Singh

On Tue, Apr 10, 2018 at 9:25 AM, HRM <[hrm@starindiaresearch.com](mailto:hrm@starindiaresearch.com)> wrote:

Dear Candidate ,

We are pleased to offer you the position of **Business Analyst** at *Star India Market Research* . We trust that your experience and skills will be the valuable assets to our organization .If you are accepting this offer you will be eligible to the following in accordance to our company's policies.

Your Date of Joining is **05 June'18**.

As per the conversation, You need to complete your documentation formalities on **04 June'18**. You need to submit the Xerox of all your Educational Certificates, Offer letters, Experience & Relieving Letter, Pay Slips of your previous organization with Address Proof including Aadhar Card & PAN CARD.

We at *Star India Market Research* hope that you'll accept to work with us and look forward to welcoming you aboard. Feel free to call **HR Department** if you have any questions or concerns.

Regard's

HR Department  
Star India Market Research  
[9424347743](tel:9424347743)

--

--

Thanks & Regards

Rajni Singh- **Corporate Relation Officer**

Corporate Relations Centre



Kashi Institute of Technology

MS 23, Varanasi – Allahabad Highway, Mirzamurad, Varanasi, Uttar Pradesh.

E-mail: [crcofficer@kashiit.ac.in](mailto:crcofficer@kashiit.ac.in) | Phone: 9918900715 |

Web: [www.kashiit.ac.in](http://www.kashiit.ac.in)

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Thanks & Regards

Rajni Singh- **Corporate Relation Officer**

Corporate Relations Centre

Kashi Institute of Technology

MS 23, Varanasi – Allahabad Highway, Mirzamurad, Varanasi, Uttar Pradesh.

E-mail: [crcofficer@kashiit.ac.in](mailto:crcofficer@kashiit.ac.in) | Phone: 9918900715 |

Web: [www.kashiit.ac.in](http://www.kashiit.ac.in)

# Unihunt Consulting Private Limited

Registered Office: 405, Shukan Complex, Navrangpura, Ahmedabad – 380009, India  
+91 9825266107; +91 79 65222292 ; +91 22 65000886; [info@unihuntconsulting.com](mailto:info@unihuntconsulting.com)  
License No. B-0200/GUJ/COM/1000+/5/8937/2013



UNIHUNT CONSULTING  
www.unihuntconsulting.com

Date of Issue: 2<sup>nd</sup> July, 2018

To,  
Irum

## **Sub: Appointment for the Position of Business Consultant**

Dear Irum,

This has reference to your application and subsequent interview you had with us; we are pleased to appoint you with our organization UNIHUNT CONSULTING PRIVATE LIMITED, here by referred to as UNIHUNT or the Company or the Organization.

Details of Appointment are as below

Employee Personal Details		
1	Name:	Mehar Irum
2	Date of Birth	22/04/95
3	Employee Contact	8789390530, 9125969031 (Mobile)
4	Permanent Resident Address	C2, Friends Compound, Doranda, Ranchi-834002
5	Nominee Name	Sarah Mehar (Mother)
6	Nominee Contact	9835127865 (Mobile)
Employment Details		
1	Designation	Business Consultant
2	Salary	Cost to Company (CTC) is INR 18,000 /- per month.
3	The date of joining	23 <sup>rd</sup> July, 2018
4	Reporting to	Branch Manager and Management
5	Reporting/work location:	Ahmedabad office

Below are list of documents you need to sign and submit:

1. Copy of this Appointment Letter, duly signed on each page and accepted by you.
2. Name, Date of Birth and Photo ID proof – Aadhar Card or Pan Card or Passport
3. Permanent Resident Address Proof – Passport or Ration Card or Driving License
4. Education certificate of highest degree.
5. Experience cum Relieving Letter from previous employer/s (*applicable for experienced candidates*)
6. Reference Letter from Previous employer/s in format given by us (*applicable for experienced candidates*)
7. Salary slips of last 3 months (*applicable for experienced candidates*)
8. Declaration Form (ESIC) (*If applicable*)
9. Form 11 (PF)
10. Medical Certificate

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Thanking You,  
For, Unihunt Consulting Private Limited

**Megha Gupta**  
(Authorised Signatory)

Acceptance:

I (**Irum Mehar**) have read and understood all the terms and conditions of appointment and hereby agree to and accept the same.

Signature:

Date:



**SELECTION LETTER**

Dear Sonam Gautam,

With reference to your interview, we are pleased to announce your selection for the position of **Risk Assessment Department Executive** in **Ways2Capital (High Brow Market Research Investment Advisor Pvt. Ltd.)** on the terms and conditions mutually discussed in Job Description and agreed upon.

Please delve into the essentials points regarding your profile (**RAD Executive**).

**Profile :** RAD Executive

**Training Duration :** 3 Months

**First month** Stipend of 7000 /- From **2<sup>nd</sup> month** on-wards CTC

**CTC :** INR 1.63 LPA

**Employment Commitment Agreement :** 12 Months (Including Training Period)

You will be issued a detailed offer letter on your joining us. You will be at present posted at **515-516, Shagun Arcade, Vijay Nagar, Indore, Pin-452001**, but can be transferred anywhere , as may be deemed fit by the management. You are requested to report duty on **8<sup>th</sup> January 2018** i.e. (**Monday**) at 10:00 am.

On the day of your joining you are required to submit the following :

1. Original as well as relevant copies of Academic/Professional attainments and work experience.
2. Documentary evidence of DoB , appointment letter of current employer, Address Proof (Driving License) or Passport or Voter ID.
3. Five passport sizes colored photographs.
4. Previous experience letter (If any) along with 2 references from your organization, which has to be completed before your joining Continuum System.
5. Photocopy of Pan Card and Aadhaar Card.

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information , in such cases your services with the company will be liable to termination.

In case you fail to report for duty on this date unless otherwise agreed in written the offer shall stand automatically withdrawn.

**#NOTE:** kindly provide your confirmation regarding the same in below given format and revert back the scan copy latest by **26<sup>th</sup> October 2017** i.e. **Thursday**.

I have read and understood the above terms and conditions and hereby signify my acceptance of the same.

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgment and acceptance on your joining date.

Yours Sincerely



**SELECTION LETTER**

**Dear Alok Kumar ,**

With reference to your interview, we are pleased to announce your selection for the position of **Business Analyst** in **Ways2Capital (High Brow Market Research Investment Advisor Pvt. Ltd.)** on the terms and conditions mutually discussed in Job Description and agreed upon.

Please delve into the essentials points regarding your profile (**Business Analyst**).

**Profile :** Revenue Generation (Back Office Sales)

**Training Duration :** 3 Months

**CTC :** INR 3.45 LPA [ 14700 (including PF) Fix + Variables ]

**Employment Commitment Agreement :** 12 Months (Including Training Period)

You will be issued a detailed offer letter on your joining us. You will be at present posted at **515-516, Shagun Arcade, Vijay Nagar, Indore, Pin-452001**, but can be transferred anywhere , as may be deemed fit by the management. You are requested to report duty on **8th January 2018** i.e. (**Monday**) at **10:00 am sharp**.

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I have read and understood the above terms and conditions and hereby signify my acceptance of the same.

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

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Yours Sincerely



**SELECTION LETTER**

**Dear Diksha Singh ,**

With reference to your interview, we are pleased to announce your selection for the position of **Business Analyst** in **Ways2Capital (High Brow Market Research Investment Advisor Pvt. Ltd.)** on the terms and conditions mutually discussed in Job Description and agreed upon.

Please delve into the essentials points regarding your profile (**Business Analyst**).

**Profile :** Revenue Generation (Back Office Sales)

**Training Duration :** 3 Months

**CTC :** INR 3.45 LPA [ 14700 (including PF) Fix + Variables ]

**Employment Commitment Agreement :** 12 Months (Including Training Period)

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I have read and understood the above terms and conditions and hereby signify my acceptance of the same.

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgment and acceptance on your joining date.

Yours Sincerely



**SELECTION LETTER**

**Dear Jai Kishan Mishra ,**

With reference to your interview, we are pleased to announce your selection for the position of **Business Analyst** in **Ways2Capital (High Brow Market Research Investment Advisor Pvt. Ltd.)** on the terms and conditions mutually discussed in Job Description and agreed upon.

Please delve into the essentials points regarding your profile (**Business Analyst**).

**Profile :** Revenue Generation (Back Office Sales)

**Training Duration :** 3 Months

**CTC :** INR 3.45 LPA [ 14700 (including PF) Fix + Variables ]

**Employment Commitment Agreement :** 12 Months (Including Training Period)

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**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

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Yours Sincerely



**SELECTION LETTER**

**Dear Kishan Kumar Tandon ,**

With reference to your interview, we are pleased to announce your selection for the position of **Business Analyst** in **Ways2Capital (High Brow Market Research Investment Advisor Pvt. Ltd.)** on the terms and conditions mutually discussed in Job Description and agreed upon.

Please delve into the essentials points regarding your profile (**Business Analyst**).

**Profile :** Revenue Generation (Back Office Sales)

**Training Duration :** 3 Months

**CTC :** INR 3.45 LPA [ 14700 (including PF) Fix + Variables ]

**Employment Commitment Agreement :** 12 Months (Including Training Period)

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**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

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Yours Sincerely



**SELECTION LETTER**

**Dear Sagar Rai ,**

With reference to your interview, we are pleased to announce your selection for the position of **Business Analyst** in **Ways2Capital (High Brow Market Research Investment Advisor Pvt. Ltd.)** on the terms and conditions mutually discussed in Job Description and agreed upon.

Please delve into the essentials points regarding your profile (**Business Analyst**).

**Profile :** Revenue Generation (Back Office Sales)

**Training Duration :** 3 Months

**CTC :** INR 3.45 LPA [ 14700 (including PF) Fix + Variables ]

**Employment Commitment Agreement :** 12 Months (Including Training Period)

You will be issued a detailed offer letter on your joining us. You will be at present posted at **515-516, Shagun Arcade, Vijay Nagar, Indore, Pin-452001**, but can be transferred anywhere , as may be deemed fit by the management. You are requested to report duty on **8th January 2018** i.e. (**Monday**) at **10:00 am sharp**.

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**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgment and acceptance on your joining date.

Yours Sincerely





**SELECTION LETTER**

**Dear Satyendra Pratap Singh ,**

With reference to your interview, we are pleased to announce your selection for the position of **Business Analyst** in **Ways2Capital (High Brow Market Research Investment Advisor Pvt. Ltd.)** on the terms and conditions mutually discussed in Job Description and agreed upon.

Please delve into the essentials points regarding your profile (**Business Analyst**).

**Profile :** Revenue Generation (Back Office Sales)

**Training Duration :** 3 Months

**CTC :** INR 3.45 LPA [ 14700 (including PF) Fix + Variables ]

**Employment Commitment Agreement :** 12 Months (Including Training Period)

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**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgment and acceptance on your joining date.

Yours Sincerely



**SELECTION LETTER**

**Dear Shreshth Pandey ,**

With reference to your interview, we are pleased to announce your selection for the position of **Business Analyst** in **Ways2Capital (High Brow Market Research Investment Advisor Pvt. Ltd.)** on the terms and conditions mutually discussed in Job Description and agreed upon.

Please delve into the essentials points regarding your profile (**Business Analyst**).

**Profile :** Revenue Generation (Back Office Sales)

**Training Duration :** 3 Months

**CTC :** INR 3.45 LPA [ 14700 (including PF) Fix + Variables ]

**Employment Commitment Agreement :** 12 Months (Including Training Period)

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I have read and understood the above terms and conditions and hereby signify my acceptance of the same.

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgment and acceptance on your joining date.

Yours Sincerely

With Regard,

**POOJA SINGH**

**MBA-FINANCE**

**KASHI INSTITUTE OF TECHNOLOGY, MIRZAMURAD**

**UTTAR PRADESH**

Email: [crcmanager@kashiit.ac.in](mailto:crcmanager@kashiit.ac.in)

Website: <https://www.kashiit.ac.in/>

Contact: 8318652754, 7499099919



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

From: **Pragati** <[pragati.tiwari@ways2capital.com](mailto:pragati.tiwari@ways2capital.com)>

Date: Mon, Oct 16, 2017 at 4:16 PM

Subject: Final Result |W2C

To: ashutosh kumar <[crcmanager@kashiit.ac.in](mailto:crcmanager@kashiit.ac.in)>

Cc: <[swapnil.prajapati@ways2capital.com](mailto:swapnil.prajapati@ways2capital.com)>

**Dear Mr. Ashutosh,**

**Greetings from Ways2Capital !**

We are glad to declare the names of candidate who have been through to the rigorous rounds of Interview and considered as **Final Placed !**

**Please find below placed names ;**

S.No	Name	College
1	Aditya Shankar Singh	RSMT
2	Akash Verma	KIT
3	Ankit Agrawal	KIT
4	Ashutosh K. Singh	RSMT
5	Daraksha Farheen Siddiqui	KIT
6	Deepak Kumar Singh	KIT
7	Deo Narain Mishra	KIT
8	Dharmendra Singh	RSMT
9	Divya Singh	KIT
10	Gitanjali Shukla	RSMT
11	Irum Mehar	KIT

12	JagritiÂ Yadav	KIT
13	ManishÂ Upadhyay	KIT
14	NeelamÂ Kumari	KIT
15	NehaÂ Singh	RSMT
16	NishankÂ Jaiswal	KIT
17	RaghvendraÂ Singh	KIT
18	RishabhÂ Sharma	KIT
19	RiyaÂ Srivastava	KIT
20	SakshiÂ Gupta	KIT
21	SakshiÂ Singh	KIT
22	ShailjaÂ Singh	RSMT
23	ShivamÂ Sony	KIT
24	ShubhamÂ Singh	KIT
25	SonamÂ Gautam (Risk Assessment Department Executive)	KIT
26	TahreemÂ Shad	KIT

**Waiting List Name who are considered to be final placed with us;**

1	AlokÂ Kumar	KIT
2	DikshaÂ Singh	KIT
3	JaiÂ KishanÂ Mishra	KIT
4	KishanÂ KumarÂ Tandon	KIT
5	SagarÂ Rai	KIT
6	SatyendraÂ PratapÂ Singh	KIT
7	ShreshthÂ Pandey	KIT

*As requested kindly find Salary breakup below ;*

**[ Salary Package : 3.45 LPA [ Fix (14700 (Includes PF) + Variables ] for " Business AnalystÂ (Revenue Generation)" Profile.**

**Training Duration : 3 Months**

**In the 1st Month** of Training period hired candidate will receive **INR 7000 ,**  
**From 2nd Month** on-wards salary will be as per CTC which contains **[ Fix 14700 (Includes PF Amount) + Variables ]**

**Here the Variable part** indicate Performance of individual on their respective allotted task , which is considered to be a flexible earning for candidate. On completion of given task hired candidate take to home salary will be **INR 23,000 (Plus) excluding Bonuses.**]

Enclosed are the Selection letters with **Final Joining Date** i.e **8th January 2018 (Monday)**  
Kindly provide confirmation to us through revert back of scan copy latest by **26th October 2017 (Thursday)**.

All are supposed to be present on respective joining date **sharp at 10AM** , along with requested documents illustrated in Selection letters.

*Please feel free to connect with us for any concern !*

☺ Thanks & Regards,

|| **Pragati Tiwari** || HR Manager ||

**Ways2Capital** | Indore (Madhya Pradesh- 452001)

☎ Contact: 0731-6626771 / 7772800709

✉ Mail: [pragati.tiwari@ways2capital.com](mailto:pragati.tiwari@ways2capital.com)

🌐 Web Page: [www.ways2capital.com](http://www.ways2capital.com)



[ISO 9001:2008 / SMERA/ D&B / CRISIL Certified Leading Investment Advisory Company](#)

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SMS alerts will be sent every time at the time specified but receiving the SMS on time depends entirely on the operator and trading in stock market and commodity market is subject to market risks it may result in monetary or any other kind of loss. Please consider carefully whether such trading is suitable for you keeping in view your financial condition and ability to bear financial risks. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission. If verification is required please request a hard-copy version. The terms of agreement are completely based on subject to the Indian law. You hereby agree to exclusive venue and jurisdiction of the courts at Indore in all the disputes arising relating to use of this site. Use of the site is an unauthorized in any of the jurisdiction, which does not put effect to all the provisions of the terms & conditions that include limitation the paragraph. For any complaints & grievances please refer our web page: <http://www.ways2capital.com/contact-us.php>

# Congratulations

For getting Final Selection  
in

## Outlook

S. No	Name	Designation	Joining Date
1	Himanshi Srivastava	Relationship Executive	January, 2018
2	Najale Alam	Relationship Executive	January, 2018
3	Garima Tiwari	Relationship Executive	January, 2018
4	Sony Tiwari	Relationship Executive	January, 2018
5	Durgesh Kumar	Relationship Executive	January, 2018
6	Satya Prakash	Relationship Executive	January, 2018
7	Daraksha Farheen	Relationship Executive	January, 2018
8	Neelam	Relationship Executive	January, 2018
9	Naveen Singh	Relationship Executive	January, 2018
10	Anushka Mishra	Relationship Executive	January, 2018
11	Jagriti Tiwari	Relationship Executive	January, 2018

# Congratulations

For getting Final Selection  
in



S. No	Name	Branch	Designation	Joining Date
1	Deeksha Bhawnani	Computer Science & Engineering	Junior Software Developer	18 July, 2018
2	Khalid Mateen	Computer Science & Engineering	Junior Software Developer	18 July, 2018
3	Pratima Tiwari	Computer Science & Engineering	Junior Software Developer	18 July, 2018
4	Shiv Pradatt Agrawal	Computer Science & Engineering	Junior Software Developer	18 July, 2018
5	Vaishnavi Gupta	Civil Engineering	Auto Cad Engineer	18 July, 2018