

To,
Ms Jayalaxmi Pikale
2nd Floor, Revankar Building, Biana
Vasco Da Gama
403802
Vamanq414@gmail.com
India

Date: 26.08.2021

SUB: FORMAL LETTER OF APPOINTMENT

Dear Ms Jayalaxmi

This is to confirm the terms and conditions on which you are offered an appointment for the post of **"Executive BOS"** with the MAGSONS Group for a probation period from **27.08.2021 to 27.11.2021** on the following terms & conditions:-

Your consolidated CTC (Cost to the Company) will be Rs. 14,000.00 (Fourteen thousand only) per month. Your performance will be reviewed at the end of the first three months with the Firm and based on performance, your remuneration may be considered for revision.

TERMS & CONDITIONS OF SERVICE:

- 1) Your probation with this company will automatically expire at the end of the period, unless extended by the Company in writing.
- 2) This appointment can be terminated at any time during the aforesaid period by either party by giving each a 30 day notice in writing. However, with this letter you are committing to a non-exit clause of three months after joining, failing which the Company has all the rights to withhold or claim for any or all emoluments that would be due or received by you.
- 3) However, such notice by the Company shall not be deemed necessary in case of termination of your services if you are found guilty of misconduct (including dishonesty, absence without leave, and disobedience of lawful orders or instructions or any conduct prejudicial to the interest of the Company or its employees). This appointment may also be terminated at any time if you are found medically or mentally unfit for employment.
- 4) It is agreed that you will not solicit tips or benefits in cash or kind from the customers or any person having business with the company and shall adhere to high standards of moral ethics.
- 5) You will be entitled to 3 paid leaves during the duration of the above appointment with the company. Whilst in the employment, you shall not take up any other part time or whole time job with any other company, nor shall you involve yourself in any trade, calling, professional or pass time without the express prior permission of the management.
- 6) An amount of Rs 1000.00 will be deducted from your first salary and retained as security deposit with the company, refundable on return of the uniform and name badge on leaving of services. In the event of termination of your services or at the end of your appointment with us, you shall return to the company all its properties/material/uniform etc. including correspondence that maybe in your possession. The management shall have a right to recover from you the cost of any such article that was in your responsibility, if it is lost or damaged while in your custody and to take such other actions as it finds necessary.
- 7) During the period of your appointment you will not disclose any information relating to the company or its associates to any unauthorized person, firm or company whatsoever, either during the period of appointment with this company or after its termination and you shall hold in the strictest confidence all professional secrets or trade secrets of the company and / or other details which you may come to know during the course of your employment or arising out of your employment with us.

- 8) You will be honest and sincere in your transactions and you will have no objection to the company investigating your conduct at any time through any resource available to the company and the company will be at liberty to publish your name and photo in whatever media suitable if you are found guilty of any misconduct at any stage.
- 9) During the above mentioned period of your appointment with the company, you will be subject to the standing Orders, Rules and Regulations as enforced by the Company from time to time.
- 10) Your income in the Company will be subject to statutory deductions such as E.S.I.C, P.F., L.W.F., TDS etc. (whichever applicable) as per Government rules and regulations in force from time to time.
- 11) You shall be regular in attendance and abide by the rules, regulations and orders including disciplinary and safety regulations applicable to the company.
- 12) You shall at all times when on duty be appropriately attired and groomed as per the norms of the company.
- 13) You shall at all times behave in an amicable manner with your superiors, colleagues as well as subordinates.
- 14) You will be expected to work beyond routine hours, if and when required to complete your tasks, or as advised by your superiors. You will also be required to work at any place or location of the company where you may be transferred at any time for any duration during your appointment with the company & you shall not at any time refuse to work in any job professionally allotted to you.
- 15) You will attend all Orientation and Training sessions as may be deemed as a necessary part of your appointment/employment with the Company.
- 16) You shall be responsible to reimburse/ compensate the Company of any pilferage(s) and/or any damage/loss caused by your negligence or lack of foresight within one month of the said pilferage/loss/damages. Besides the management shall be at liberty to take any disciplinary action or any other or any further action as deemed fit and proper.

We take this opportunity of welcoming you to our organization and wish you a successful tenure with us.

Yours truly,

Mrs Usha Nasnodkar
SR. HUMAN RESOURCE MANAGER
The MAGSONS GROUP

ACKNOWLEDGMENT

I acknowledge that I have read the copy of the MAGSONS GROUP HR Policies, and I commit to follow these policies as mentioned and amended from time to time.

I understand that if, at any time, I have questions regarding the Company policies I should direct them to my immediate superior or to the Human Resources Department of the Group.

I understand that the Company policies and other related documents given to me do not form a contract of permanent employment and do not assure any guarantee of the conditions and benefits that are described therein. Nevertheless, the provisions of such Company policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I am also aware that the Company, at any time may change, add to, or delete any of the stated provisions of the company policies.

Jayalaxmi Pikale

Employee's Printed Name

"Executive BOS"

Position

Employee's Signature

Date

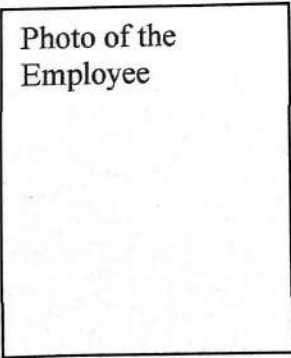
Date of Joining: _____

Timing-9.00am to 6.30pm (1/2 hr break)

Weekly off day: _____

Location: Magsons Zuarinagar

Photo of the
Employee



To,
Ms Vijayalakshami Naik
H no. 438, Manhur Gurudwara road
Vasco Da Gama
403802
vijayalakshaminaik@gmail.com
India

Date: 26.08.2021

SUB: FORMAL LETTER OF APPOINTMENT

Dear Ms Vijayalakshami

This is to confirm the terms and conditions on which you are offered an appointment for the post of **"Executive Floor Operations"** with the MAGSONS Group for a probation period from **27.08.2021 to 27.11.2021** on the following terms & conditions:-

Your consolidated CTC (Cost to the Company) will be Rs. 14,000.00 (Fourteen thousand only) per month. **Your performance will be reviewed at the end of the first three months with the Firm** and based on performance, your remuneration may be considered for revision.

TERMS & CONDITIONS OF SERVICE:

- 1) Your probation with this company will automatically expire at the end of the period, unless extended by the Company in writing.
- 2) This appointment can be terminated at any time during the aforesaid period by either party by giving each a 30 day notice in writing. However, with this letter you are committing to a non-exit clause of three months after joining, failing which the Company has all the rights to withhold or claim for any or all emoluments that would be due or received by you.
- 3) However, such notice by the Company shall not be deemed necessary in case of termination of your services if you are found guilty of misconduct (including dishonesty, absence without leave, and disobedience of lawful orders or instructions or any conduct prejudicial to the interest of the Company or its employees). This appointment may also be terminated at any time if you are found medically or mentally unfit for employment.
- 4) It is agreed that you will not solicit tips or benefits in cash or kind from the customers or any person having business with the company and shall adhere to high standards of moral ethics.
- 5) **You will be entitled to 3 paid leaves during the duration of the above appointment** with the company. Whilst in the employment, you shall not take up any other part time or whole time job with any other company, nor shall you involve yourself in any trade, calling, professional or pass time without the express prior permission of the management.
- 6) An amount of Rs 1000.00 will be deducted from your first salary and retained as security deposit with the company, refundable on return of the uniform and name badge on leaving of services. In the event of termination of your services or at the end of your appointment with us, you shall return to the company all its properties/material/uniform etc. including correspondence that maybe in your possession. The management shall have a right to recover from you the cost of any such article that was in your responsibility, if it is lost or damaged while in your custody and to take such other actions as it finds necessary.
- 7) During the period of your appointment you will not disclose any information relating to the company or its associates to any unauthorized person, firm or company whatsoever, either during the period of appointment with this company or after its termination and you shall hold in the strictest confidence all professional secrets or trade secrets of the company and / or other details which you may come to know during the course of your employment or arising out of your employment with us.

- 8) You will be honest and sincere in your transactions and you will have no objection to the company investigating your conduct at any time through any resource available to the company and the company will be at liberty to publish your name and photo in whatever media suitable if you are found guilty of any misconduct at any stage.
- 9) During the above mentioned period of your appointment with the company, you will be subject to the standing Orders, Rules and Regulations as enforced by the Company from time to time.
- 10) Your income in the Company will be subject to statutory deductions such as E.S.I.C, P.F., L.W.F., TDS etc. (whichever applicable) as per Government rules and regulations in force from time to time.
- 11) You shall be regular in attendance and abide by the rules, regulations and orders including disciplinary and safety regulations applicable to the company.
- 12) You shall at all times when on duty be appropriately attired and groomed as per the norms of the company.
- 13) You shall at all times behave in an amicable manner with your superiors, colleagues as well as subordinates.
- 14) You will be expected to work beyond routine hours, if and when required to complete your tasks, or as advised by your superiors. You will also be required to work at any place or location of the company where you may be transferred at any time for any duration during your appointment with the company & you shall not at any time refuse to work in any job professionally allotted to you.
- 15) You will attend all Orientation and Training sessions as may be deemed as a necessary part of your appointment/employment with the Company.
- 16) You shall be responsible to reimburse/ compensate the Company of any pilferage(s) and/or any damage/loss caused by your negligence or lack of foresight within one month of the said pilferage/loss/damages. Besides the management shall be at liberty to take any disciplinary action or any other or any further action as deemed fit and proper.

We take this opportunity of welcoming you to our organization and wish you a successful tenure with us.

Yours truly,

Mrs Usha Nasnodkar
SR. HUMAN RESOURCE MANAGER
The MAGSONS GROUP

ACKNOWLEDGMENT

I acknowledge that I have read the copy of the MAGSONS GROUP HR Policies, and I commit to follow these policies as mentioned and amended from time to time.

I understand that if, at any time, I have questions regarding the Company policies I should direct them to my immediate superior or to the Human Resources Department of the Group.

I understand that the Company policies and other related documents given to me do not form a contract of permanent employment and do not assure any guarantee of the conditions and benefits that are described therein. Nevertheless, the provisions of such Company policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I am also aware that the Company, at any time may change, add to, or delete any of the stated provisions of the company policies.

Vijayalakshmi Pikale

"Executive Floor Operations"

Employee's Printed Name

Position

Employee's Signature

Date

Date of Joining: _____

Timing-9.00am to 6.30pm (1/2 hr break)

Weekly off day: _____

Photo of the
Employee

Location: Magsons Zuarinagar



PSPL/2021/OF/37026/Sales Executive

August 10, 2021
Ved Tari
Old Goa

Dear Ved Tari,

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Sales Executive.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of Sales Executive in Grade-SG01A in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. 227004/- per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
2. Performance Linked Incentive (PLI) is completely based on performance and sales target achieved by employee's and basis company's requirement, reimbursement can also be provided to you. These are awards which may be withdrawn anytime upon company's discretion.
3. You will be governed by the Company's Personnel Policy, Code of Conduct, Non-Disclosure Agreement and all other Company policies as applicable to you from time to time.
4. You will be expected to join duty on August 13, 2021 the Business hours begins from 9.30 A.M. onwards. You are requested to meet Tanveer Ahmed Kalebudde, Contact No. 9561094466 for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Distribution.Helpdesk@paytm.com, our team will reach out to you on priority.
5. You shall be initially deputed at Old Goa. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.
6. The company observes a 6 day work week and you should inform your non availability in advance. Any absence for consecutive 3 days without prior approval will be treated as un-authorized absence from the work and Company has the right to terminate your engagement and take necessary legal action against you.
7. During your period of engagement with the Company, we do not allow any direct or indirect association by you with any other company/person/entity whatsoever, such as agent, consultant and other business association under Dual employment policy and code of conduct. In case of any breach company has right to take disciplinary action including legal/police action.
8. The Company does not promote and hire relatives in the Company, members of a personal immediate family (defined as parents, children, spouse and siblings and other relatives) however such cases can be considered as case to case basis at times with certain condition and prior approval.
9. In additions to the terms contained herein, your relationship with Paytm Services may be subject to such other additional terms and condition as may be communicated to you time to time by Paytm Services.

Paytm Services Private Limited
(Formerly known as Balance Technology Private Limited)
offer@paytmservices.com
www.One97.com

Corporate Office - B 121, Sector 5, Noida 201301, India
T: +91 120 4770770 F: +91 120 4770771 CIN: U74110KA2016PTC094535
Registered Office - Ground Floor, Essae Vashnavi Summit, 6/B 7th Main,
80 Feet Road, 3rd Block, Industrial Layout, Koramangala, Bangalore - 560034



10. This offer is subject to successful clearance of your background check which Company may do pre or post your joining and in case of any negative report the Company may take any necessary action which may also lead to termination.
11. This is a fixed term employment agreement between you and the Company. This one year employment agreement may be considered for an extension at the sole discretion of the Company.
12. A detailed brief on KRAs and scope of work will be given to you on joining.
13. You shall be on probation for a period of six (6) months. During this period, your performance shall be subject to review. In case your performance is not considered satisfactory, the probation could be extended for such duration as determined by the management. During or at the end of the probation period, management shall have the right to dispense with your services without any notice or assigning any reason thereof and without paying any compensation or separation benefits thereof.
14. Notwithstanding any of the clauses of this letter, the management reserves the right to terminate this engagement without giving any notice or assigning any reasons whatsoever during your probation period. You will be at liberty to resign from the services during probation period after giving 15 Days' notice in writing or subject to written approval from HR department on payment of equivalent salary. After confirmation in writing / successful completion of your probation period, management reserves the right to terminate this engagement after giving you 1 month notice or salary in lieu thereof without assigning any reason thereof. Similarly, you will be at liberty to resign from the services after giving 1 month notice in writing or subject to written approval from HR department on payment of equivalent salary to the organization in lieu thereof for the un-expired period of notice. During your notice period you shall not take any leave whether due to you or not without prior sanction. Any request for relieving from work before completion of notice period, would be subject to availability of alternate resource for taking proper handover of the work from you. Any unprofessional behavior or lackadaisical attitude during notice period will result in termination of your services.
15. Notwithstanding the preceding clause, your engagement may be terminated 'for cause' at any time without any notice. For the purpose of this agreement termination 'for cause' includes, but is not limited to, any of the following: (i) theft (ii) falsification of time or other employment records (iii) dishonest act(s) (iv) negligence (v) incompetence (vi) insubordination (vii) failure of follow work rules and policies (viii) excessive absenteeism or tardiness (ix) disloyalty (x) lack of clients, work or business.
16. A detailed engagement letter will be issued to you on your joining and your terms of the engagement with the Company shall be detailed out in such engagement letter.
17. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.
18. Within three days of accepting our offer you are required to send us the copy of your resignation letter duly accepted by your current organization failing which company reserves its right to withdraw this offer letter. This letter has been issued to you on the understanding that there is nothing in your past record which should have prevented our Company to offer you this employment contract. If, however, it is found that your past record is objectionable or if you have willfully suppressed any material, information or if any declaration given by you to the Company is false, in such a case, then this Offer Letter may be withdrawn by the Company without any notice or compensation in lieu thereof.



19. You are requested to carry the following documents in original at the time of joining for verification and a copy of the same for submission.

- a. High School and Senior Secondary Certificates and Mark sheets
- b. Graduation / Post Graduation certificate(s) along with mark sheets
- c. Experience certificate and salary slip from last employer.
- d. Blood Group.
- e. Relieving certificate from last employer.
- f. 3 Passport Size Photographs.
- g. Form 16 from last employer.
- h. Photo Identity Proof.
- i. PAN Number.
- j. Aadhaar Card

20. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

21. We as a Company do not charge any fee/amount for hiring and also do not ask any agency engaged by us for the same.

22. Without Prejudice, please note that the Company reserves its right to withdraw this offer made to you before receipt of your acceptance of the same, without providing any reason to you.

23. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.

- a. Contact Number/Mobile Number.
- b. Residential Address.
- c. Personal E-mail ID

24. The courts at New Delhi shall have sole and exclusive jurisdiction over any disputes arising under this Offer Letter.

Your employment agreement at Paytm Services will be subject to ratification of the above.

We look forward to welcoming you aboard the Paytm Services team.

Best regards,

Kirti Sharma
Human Resources
Paytm Services Private Limited

Paytm Services Private Limited
(Formerly known as Balance Technology Private Limited)
offer@paytmservices.com
www.One97.com

Corporate Office - B 121, Sector 5, Noida 201301, India
T: +91 120 4770770 F: +91 120 4770771 CIN: U74110KA2016PTC094535
Registered Office - Ground Floor, Essae Viashnavi Summit, 6/B 7th Main,
80 Feet Road, 3rd Block, Industrial Layout, Koramangala, Bangalore - 560034



Annexure A

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	4279	51345
Special Allowance	0	0
Statutory Bonus	2300	27600
Gross Salary	16679	200145
PF (Employer)	1488	17856
ESIC (Employer)	542	6505
Medical Insurance Premium	209	2508
Monthly CTC	18917	227004
Variable		
Performance Linked Incentive (PLI)*	12000	144000
Total Salary (Gross CTC)	30917	371004

* Medical Insurance premium rate is subject to change

* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only

* Performance Linked Incentive (PLI): PLI will be subject to the sales target Vs achievement by employee's. This will be paid on monthly basis.

* FairDay Attendance will be applicable as per policy.

To,
Mr Malesh Byalal
H no.49, Near Mahalaxmi temple
Dada Vaidya road Panjim Goa
403001
Malesh6520@gmail.com
India

Date: 26.08.2021

SUB: FORMAL LETTER OF APPOINTMENT

Dear Mr Malesh

This is to confirm the terms and conditions on which you are offered an appointment for the post of **"Executive BOS Operations"** with the MAGSONS Group for a probation period from **02.09.2021 to 02.12.2021** on the following terms & conditions:-

Your consolidated CTC (Cost to the Company) will be Rs. 13,000.00 (Thirteen thousand only) per month. Your performance will be reviewed at the end of the first three months with the Firm and based on performance, your remuneration may be considered for revision.

TERMS & CONDITIONS OF SERVICE:

- 1) Your probation with this company will automatically expire at the end of the period, unless extended by the Company in writing.
- 2) This appointment can be terminated at any time during the aforesaid period by either party by giving each a 30 day notice in writing. However, with this letter you are committing to a non-exit clause of three months after joining, failing which the Company has all the rights to withhold or claim for any or all emoluments that would be due or received by you.
- 3) However, such notice by the Company shall not be deemed necessary in case of termination of your services if you are found guilty of misconduct (including dishonesty, absence without leave, and disobedience of lawful orders or instructions or any conduct prejudicial to the interest of the Company or its employees). This appointment may also be terminated at any time if you are found medically or mentally unfit for employment.
- 4) It is agreed that you will not solicit tips or benefits in cash or kind from the customers or any person having business with the company and shall adhere to high standards of moral ethics.
- 5) You will be entitled to 3 paid leaves during the duration of the above appointment with the company. Whilst in the employment, you shall not take up any other part time or whole time job with any other company, nor shall you involve yourself in any trade, calling, professional or pass time without the express prior permission of the management.
- 6) An amount of Rs 1000.00 will be deducted from your first salary and retained as security deposit with the company, refundable on return of the uniform and name badge on leaving of services. In the event of termination of your services or at the end of your appointment with us, you shall return to the company all its properties/material/uniform etc. including correspondence that maybe in your possession. The management shall have a right to recover from you the cost of any such article that was in your responsibility, if it is lost or damaged while in your custody and to take such other actions as it finds necessary.
- 7) During the period of your appointment you will not disclose any information relating to the company or its associates to any unauthorized person, firm or company whatsoever, either during the period of appointment with this company or after its termination and you shall hold in the strictest confidence all professional secrets or trade secrets of the company and / or other details which you may come to know during the course of your employment or arising out of your employment with us.

- 8) You will be honest and sincere in your transactions and you will have no objection to the company investigating your conduct at any time through any resource available to the company and the company will be at liberty to publish your name and photo in whatever media suitable if you are found guilty of any misconduct at any stage.
- 9) During the above mentioned period of your appointment with the company, you will be subject to the standing Orders, Rules and Regulations as enforced by the Company from time to time.
- 10) Your income in the Company will be subject to statutory deductions such as E.S.I.C., P.F., L.W.F., TDS etc. (whichever applicable) as per Government rules and regulations in force from time to time.
- 11) You shall be regular in attendance and abide by the rules, regulations and orders including disciplinary and safety regulations applicable to the company.
- 12) You shall at all times when on duty be appropriately attired and groomed as per the norms of the company.
- 13) You shall at all times behave in an amicable manner with your superiors, colleagues as well as subordinates.
- 14) You will be expected to work beyond routine hours, if and when required to complete your tasks, or as advised by your superiors. You will also be required to work at any place or location of the company where you may be transferred at any time for any duration during your appointment with the company & you shall not at any time refuse to work in any job professionally allotted to you.
- 15) You will attend all Orientation and Training sessions as may be deemed as a necessary part of your appointment/employment with the Company.
- 16) You shall be responsible to reimburse/ compensate the Company of any pilferage(s) and/or any damage/loss caused by your negligence or lack of foresight within one month of the said pilferage/loss/damages. Besides the management shall be at liberty to take any disciplinary action or any other or any further action as deemed fit and proper.

We take this opportunity of welcoming you to our organization and wish you a successful tenure with us.

Yours truly,

Mrs Usha Nasnodkar
SR. HUMAN RESOURCE MANAGER
The MAGSONS GROUP

ACKNOWLEDGMENT

I acknowledge that I have read the copy of the MAGSONS GROUP HR Policies, and I commit to follow these policies as mentioned and amended from time to time.

I understand that if, at any time, I have questions regarding the Company policies I should direct them to my immediate superior or to the Human Resources Department of the Group.

I understand that the Company policies and other related documents given to me do not form a contract of permanent employment and do not assure any guarantee of the conditions and benefits that are described therein. Nevertheless, the provisions of such Company policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I am also aware that the Company, at any time may change, add to, or delete any of the stated provisions of the company policies.

Malesh Byalal

"Executive BOS Operations"

Employee's Printed Name

Position

Employee's Signature

Date

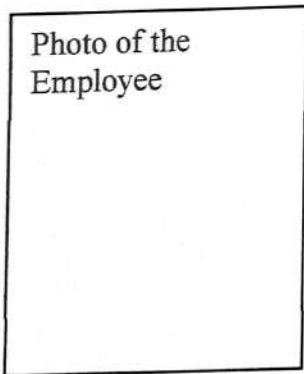
Date of Joining: _____

Timing-9.00am to 6.30pm (1/2 hr break)

Weekly off day: _____

Location: Magsons Hymart

Photo of the
Employee





PSPL/2021/OF/37028/Sales Executive

August 10, 2021
Soham Wagh
Old Goa

Dear Soham Wagh,

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Sales Executive.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of Sales Executive in Grade-SG01A in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. 227004/- per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
2. Performance Linked Incentive (PLI) is completely based on performance and sales target achieved by employee's and basis company's requirement, reimbursement can also be provided to you. These are awards which may be withdrawn anytime upon company's discretion.
3. You will be governed by the Company's Personnel Policy, Code of Conduct, Non-Disclosure Agreement and all other Company policies as applicable to you from time to time.
4. You will be expected to join duty on August 13, 2021 the Business hours begins from 9.30 A.M. onwards. You are requested to meet Tanveer Ahmed Kalebudde, Contact No. 9561094466 for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Distribution.Helpdesk@paytm.com, our team will reach out to you on priority.
5. You shall be initially deputed at Old Goa. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.
6. The company observes a 6 day work week and you should inform your non availability in advance. Any absence for consecutive 3 days without prior approval will be treated as un-authorized absence from the work and Company has the right to terminate your engagement and take necessary legal action against you.
7. During your period of engagement with the Company, we do not allow any direct or indirect association by you with any other company/person/entity whatsoever, such as agent, consultant and other business association under Dual employment policy and code of conduct. In case of any breach company has right to take disciplinary action including legal/police action.
8. The Company does not promote and hire relatives in the Company, members of a personal immediate family (defined as parents, children, spouse and siblings and other relatives) however such cases can be considered as case to case basis at times with certain condition and prior approval.
9. In additions to the terms contained herein, your relationship with Paytm Services may be subject to such other additional terms and condition as may be communicated to you time to time by Paytm Services.

10. This offer is subject to successful clearance of your background check which Company may do pre or post your joining and in case of any negative report the Company may take any necessary action which may also lead to termination.

11. This is a fixed term employment agreement between you and the Company. This one year employment agreement may be considered for an extension at the sole discretion of the Company.

12. A detailed brief on KRAs and scope of work will be given to you on joining.

13. You shall be on probation for a period of six (6) months. During this period, your performance shall be subject to review. In case your performance is not considered satisfactory, the probation could be extended for such duration as determined by the management. During or at the end of the probation period, management shall have the right to dispense with your services without any notice or assigning any reason thereof and without paying any compensation or separation benefits thereof.

14. Notwithstanding any of the clauses of this letter, the management reserves the right to terminate this engagement without giving any notice or assigning any reasons whatsoever during your probation period. You will be at liberty to resign from the services during probation period after giving 15 Days' notice in writing or subject to written approval from HR department on payment of equivalent salary. After confirmation in writing / successful completion of your probation period, management reserves the right to terminate this engagement after giving you 1 month notice or salary in lieu thereof without assigning any reason thereof. Similarly, you will be at liberty to resign from the services after giving 1 month notice in writing or subject to written approval from HR department on payment of equivalent salary to the organization in lieu thereof for the un-expired period of notice. During your notice period you shall not take any leave whether due to you or not without prior sanction. Any request for relieving from work before completion of notice period, would be subject to availability of alternate resource for taking proper handover of the work from you. Any unprofessional behavior or lackadaisical attitude during notice period will result in termination of your services.

15. Notwithstanding the preceding clause, your engagement may be terminated 'for cause' at any time without any notice. For the purpose of this agreement termination 'for cause' includes, but is not limited to, any of the following: (i) theft (ii) falsification of time or other employment records (iii) dishonest act(s) (iv) negligence (v) incompetence (vi) insubordination (vii) failure of follow work rules and policies (viii) excessive absenteeism or tardiness (ix) disloyalty (x) lack of clients, work or business.

16. A detailed engagement letter will be issued to you on your joining and your terms of the engagement with the Company shall be detailed out in such engagement letter.

17. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.

18. Within three days of accepting our offer you are required to send us the copy of your resignation letter duly accepted by your current organization failing which company reserves its right to withdraw this offer letter. This letter has been issued to you on the understanding that there is nothing in your past record which should have prevented our Company to offer you this employment contract. If, however, it is found that your past record is objectionable or if you have willfully suppressed any material, information or if any declaration given by you to the Company is false, in such a case, then this Offer Letter may be withdrawn by the Company without any notice or compensation in lieu thereof.

19. You are requested to carry the following documents in original at the time of joining for verification and a copy of the same for submission.

- a. High School and Senior Secondary Certificates and Mark sheets
- b. Graduation / Post Graduation certificate(s) along with mark sheets
- c. Experience certificate and salary slip from last employer.
- d. Blood Group.
- e. Relieving certificate from last employer.
- f. 3 Passport Size Photographs.
- g. Form 16 from last employer.
- h. Photo Identity Proof.
- i. PAN Number.
- j. Aadhaar Card

20. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

21. We as a Company do not charge any fee/amount for hiring and also do not ask any agency engaged by us for the same.

22. Without Prejudice, please note that the Company reserves its right to withdraw this offer made to you before receipt of your acceptance of the same, without providing any reason to you.

23. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.

- a. Contact Number/Mobile Number.
- b. Residential Address.
- c. Personal E-mail ID

24. The courts at New Delhi shall have sole and exclusive jurisdiction over any disputes arising under this Offer Letter.

Your employment agreement at Paytm Services will be subject to ratification of the above.

We look forward to welcoming you aboard the Paytm Services team.

Best regards,



Kirti Sharma
Human Resources
Paytm Services Private Limited

Annexure A

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	4279	51345
Special Allowance	0	0
Statutory Bonus	2300	27600
Gross Salary	16679	200145
PF (Employer)	1488	17856
ESIC (Employer)	542	6505
Medical Insurance Premium	209	2508
Monthly CTC	18917	227004
Variable		
Performance Linked Incentive (PLI)*	12000	144000
Total Salary (Gross CTC)	30917	371004

* Medical Insurance premium rate is subject to change

* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only

* Performance Linked Incentive (PLI): PLI will be subject to the sales target Vs achievement by employee's. This will be paid on monthly basis.

* FairDay Attendance will be applicable as per policy.

RELIANCE**NIPPON LIFE
INSURANCE**

Registered & Corporate Office: Reliance Centre,
5th Floor, Off Western Express Highway,
Santacruz East, Mumbai - 400 055

T +91 22 4303 1000
F +91 22 4303 5662
mile.customerservice@relianceoda.com
www.reliancenipponlife.com
BDAL Registration No. 121
CIN: U66010MH2001PLC167089

11-007-21224
C20-605
ARCHANA SINGH

August 10, 2021**Mr./Ms. PRATIBHA RADHEYKRISHNA SAHANI,**

H. No F 3, 2nd Floor B Block,

Adwalpakar Palms GOA-403002

Dear PRATIBHA RADHEYKRISHNA SAHANI,

With reference to your candidature for suitable career opportunity in the organization and to our subsequent discussions, we are pleased to appoint you as **Sr Agency Recruitment & Development Mgr** in the band and grade **ILFA-RNLIC** in **Agency** on the following terms and conditions:

01. PLACE OF POSTING:

This appointment takes effect from your date of joining which shall not be later than August 11, 2021. Your posting will be at **GO - Panjim** and you will be reporting to the Branch Manager at your place of posting.

However, during employment with the Company, you may be posted / transferred to any of the offices / projects / divisions / departments / units of the Company or any of the Group companies, associates or affiliates either existing or to be set up anywhere in India or abroad, without any additional approval.

02. SALARY:

Your designation will be **Sr Agency Recruitment & Development Mgr** under **ILFA-RNLIC** & your Annual Cost to Company will be **Rs. 252000/- TWO LAKH FIFTY TWO THOUSAND ONLY**. For detailed structure please refer Annexure A.

You will be governed always by the policies, procedures and rules of the company related to the salary, allowances, benefits and perquisites which are specified in this appointment letter. Further, the company, at its sole discretion, may modify or change such allowances, benefits and perquisites from time to time.

RELIANCE**NIPPON LIFE
INSURANCE**

Registered & Corporate Office: Reliance Centre,
5th Floor, Off Western Express Highway,
Santa Cruz East, Mumbai - 400 055

T +91 22 4303 1000

F +91 22 4303 5662

mailto:customerservice@relianceada.com

www.reliancenipponlife.com

IRDAI Registration No. 121

CIN: LM66070MH2001PLC167089

Annexure A**SALARY ALLOCATION PLAN**

Name: Mr./Ms	PRATIBHA RADHEYKRISHNA SAHANI
Location	GO - Panjim
Designation	Sr Agency Recruitment & Development Mgr
Department	Agency
Date of Joining	August 11, 2021
CTC Offered	Rs. 252000/-

Details of CTC :	Monthly (Rs)	Annual (Rs)
Basic	6,300.00	75,600.00
HRA	3,150.00	37,800.00
Field Activity allowance	9,086.00	109,032.00
Executive allowance	0.00	0.00
Adv. Bonus	525.00	6,300.00
Gross Salary	19,061.00	228,732.00
Less Statutory Contribution		
Employer Contribution to Provident Fund (12% of Basic Salary)	756.00	9,072.00

RELIANCE**NIPPON LIFE
INSURANCE**

Registered & Corporate Office: Reliance Centre,
5th Floor, Off Western Express Highway,
Santacruz East, Mumbai - 400 055

T +91 22 4303 1000
T +91 22 4303 5662
reliance.customerservice@relianceada.com
www.reliancenipponlife.com
IRDAI Registration No. 721
CIN: U66010MH2001PLC167089

Gratuity Provision @4.81% on basic	303.00	3,636.00
Employer Contribution to ESIC	880.00	10,560.00
Total CTC PM	21,000.00	252,000.00

Signature: _____

Page: 20


HR/Joining Kit/Sales/Ver 1.4/1st

A Reliance Capital Company
Reliance Nippon Life Insurance Company Limited(formerly known as Reliance Life Insurance Company Limited).

Derick Da Cruz
Anjuna

Aug 3 ,2021

Fixed Term Contract Agreement

Dear Derick

With reference to the discussions, you have had with us, we are pleased to appoint you as "**Hub Manager**" for our Group companies on **Fixed Term Contract** for **Twelve months** from **August 6,2021** and ending on **August 06,2022** on the following terms and conditions:

1. You will be paid a fixed amount of **Rs.15,000- (Rupees Fifteen Thousand Only)** per month & tax will be deducted as per Statutory rules. On completion of 50 rides you get an incentive of Rs.3000/- and 100 rides an incentive of Rs.6000/-
2. In this capacity, you will report to **Business Manager** or any other person nominated by the company. However, your services could be transferred to any other Departments/Divisions of the Company. Notwithstanding your contract in this company, your services could be reassigned to any other company of the (**Arcis Clean Energy Pvt. Ltd.**) Group.
3. You may also be assigned such other duties as may become (**Arcis Clean Energy Pvt. Ltd.**) at the discretion of the Management in any Branch or office of the Company and/ or its Subsidiaries or Associate Companies.
4. In addition to the above, you are required to complete a minimum of 10 demos per day for the guests on the hotel premises.
5. This contract can be terminated by giving Thirty days' notice on either side or payment in lieu of shortfall in this notice period.
6. You shall observe all rules and regulations of the company.
7. During the tenure of the assignment with the company, you will not engage yourself in any other assignments or gainful employment without consent of the management.

8. You are required to maintain the highest order of secrecy with regards to the work or confidential information of the Company and/ or its subsidiaries or Associate Companies and in case of any breach of trust, your appointment may be terminated by the Company without any notice.
9. The Company lays emphasis on all statutory compliances and you should ensure compliance with various statutes in your area of operations.

Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

With best wishes,

For Arcis Clean Energy Pvt. Ltd.,



Sandeep Mukherjee
COO & Co-Founder



Samarth Kholkar
CEO & Co-Founder

Accepted: _____

Date: _____

Dylan Abreu
Goa

August 06, 2021

Fixed Term Contract Agreement

Dear Dylan

With reference to the discussions, you have had with us, we are pleased to appoint you as **"HUB Manager"** for our Group companies on **Fixed Term Contract** for **Twelve months** from **August 11, 2021** and ending on **August 11, 2022** on the following terms and conditions:

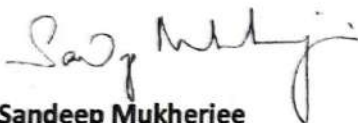
1. You will be paid a fixed amount of **Rs.15,000- (Rupees Fifteen Thousand Only)** per month & tax will be deducted as per Statutory rules.
2. In this capacity, you will report to **Business Manager** or any other person nominated by the company. However, your services could be transferred to any other Departments/Divisions of the Company. Notwithstanding your contract in this company, your services could be reassigned to any other company of the **(Arcis Clean Energy Pvt. Ltd.)** Group.
3. You may also be assigned such other duties as may become **(Arcis Clean Energy Pvt. Ltd.)** at the discretion of the Management in any Branch or office of the Company and/ or its Subsidiaries or Associate Companies.
4. You will be entitled to an incentive of **Rs. 3000/-** for achieving minimum 50 guests and **Rs. 6000/-** for achieving 100 guests per month.
5. In addition to the above, you are required to complete a minimum of 10 demos per day for the guests on the hotel premises.
6. This contract can be terminated by giving Thirty days' notice on either side or payment in lieu of shortfall in this notice period.
7. You shall observe all rules and regulations of the company.
8. During the tenure of the assignment with the company, you will not engage yourself in any other assignments or gainful employment without consent of the management.

9. You are required to maintain the highest order of secrecy with regards to the work or confidential information of the Company and/ or its subsidiaries or Associate Companies and in case of any breach of trust, your appointment may be terminated by the Company without any notice.
10. The Company lays emphasis on all statutory compliances and you should ensure compliance with various statutes in your area of operations.

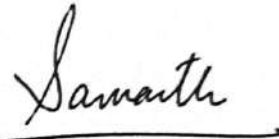
Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

With best wishes,

For Arcis Clean Energy Pvt. Ltd.,



Sandeep Mukherjee
COO & Co-Founder



Samarth Kholkar
CEO & Co-Founder

Accepted: _____

Date: _____



February 14, 2021

Mr. Victor Lucas Pereira
Flat.No:C/G-2 Hill Crest Apts,
Feira-Alta Mapusa, Bardez-Goa - 403507

Dear Victor,

Sub: Appointment Letter dated 14th day of February 2021 ("Appointment Letter")

We, InterGlobe Aviation Limited ("Company"), are pleased to appoint you as **Officer - Security - AO&CS**, in **Airport Operations & Customer Services** department of the Company, with effect from **February 16, 2021** or such other date notified in writing to you by the Company ("**Joining Date**") at **Goa** on the following terms and conditions:

1. **Compensation**

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. **Leave Entitlement**

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

15.02.2021 13:49

3. **Probation and Confirmation**

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

4. **Working Hours**

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. **Retirement**

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. **Location**

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. **Company Policies and Directives**

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. **Training**

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. **Role and Responsibilities**

Your role and responsibilities are set out in **Annexure B** to this Appointment Letter, provided that you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

10. **Confidentiality and Ownership of Work Product**

- (i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.
- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

15.02.2021 13:49

11. **Particulars of Employee**

- (i) Your appointment is based on the information furnished by you to the Company and subject to background checks conducted by the Company. If any discrepancies are found in the information or documents furnished by you to the Company in connection with your appointment, the Company shall have the right to immediately terminate your employment.
- (ii) You shall at the time of entering into this Appointment Letter and during the course of your employment with the Company, keep the Company informed of any litigation and/or court

proceedings and/or other matters that you may be involved in, where such involvement may have an adverse impact on your performance.

- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

12. **Exclusivity**

During the period of your appointment with the Company, you shall work exclusively and on a full-time basis for the Company and shall not be employed and/or engaged and/or associated with any other entity or individual, whether full-time or part-time, either for remuneration or on an honorary basis, without the prior written consent of the Company.

13. **Non Solicitation**

- (i) You shall not at any time during your employment with the Company or thereafter, solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to (a) leave such employment or engagement; or (b) apply for employment with any third party; or (iii) encourage such personnel of the Company to take any action or inaction that may impact the ability of the Company to carry out its normal business activities.
- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

14. **Term, Termination and Suspension**

(i) **Term**

You shall continue to be employed by the Company until such time that your employment is terminated in accordance with the terms of this Appointment Letter.

(ii) **Termination for Cause by the Company**

Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) **Breach**

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) **Incompetence, Negligence or Unsatisfactory Work Conduct**

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company Policies.

(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

(iii) Termination without Cause by the Company

Subject to Clause 3 of this Appointment Letter, the Company shall have the right to terminate your employment without cause by serving you with a prior written notice of **one** [1] month or payment in lieu thereof.

For avoidance of doubt it is hereby clarified that your employment shall also stand terminated on the occurrence of your death and the termination shall be effective on the date of death.

(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least one (1) months. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

PRIYANKA MEHNDIRATTA
RASTOGI

15.02.2021 13:49

15. Medical Fitness

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. Governing Law Jurisdiction

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. Severability

It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited



Priyanka Mehndiratta
Associate Director - HR (AOCS)

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

Victor Lucas Pereira:
Date:

PRIYANKA MEHNDIRATTA
RASTOGI

15.02.2021 13:49

JOB DESCRIPTION

Officer - Security - AO&CS

Primary Responsibility:

You will be responsible for implementation of security policy and procedures laid down by the Company.

Mission:

To secure

- Safe operation
- Punctuality
- Customer Satisfaction
- Team efficiency
- Cost control
- Secure good working atmosphere and environment

Focus:

Manage safe and secure operations in accordance with security program and applicable procedures.

Functional Responsibilities:

- Maintain standards as per Company requirements
- Ensure effective threat assessment and response capability
- Achieve department goals and follow up
- Perform duties as per the Security Programme.
- Maintain performance standards and follow up with your shift
- Monitor continuously the Quality System and the level of conformance
- Secure quality levels
- Optimize resource
- Aware of Emergency Response Procedures, rules and regulations
- Acquire and maintain necessary skills required to perform job functions
- Maintain work procedures as per company requirements
- Carry out development dialogue with the Team leaders
- Control theft and pilferage of company property

"Be aware of and comply with his/her safety responsibilities and accountabilities as laid down in Indigo SMS Manual, Chapter Safety Policies and Objectives".