



Ph. Office : 2464-1312  
Principal : 2464-4371

# Muralidhar Girls' College

P-411/14, GARIAHAT ROAD, BALLYGUNGE, KOLKATA - 700 029

(NAAC ACCREDITED - B++)

Ref. No.....

Date.....

## **Supporting Document for 5.2.1.1 (b)**

### **Placement of outgoing students**

#### **List of students placed in the last five years**

**Scanned copies of appointment letters of all the students placed in the last five years**

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# Muralidhar Girls' College

P-411/14, GARIAHAT ROAD, BALLYGUNGE, KOLKATA - 700 029  
(NAAC ACCREDITED - B+ +)



Ref. No.....

Date.....

## No of Students Placed in the Last Five Years (2017-2018 to 2021-2022)

| Year         | No of Students Placed |
|--------------|-----------------------|
| 2021-2022    | 26                    |
| 2020-2021    | 15                    |
| 2019-2020    | 3                     |
| 2018-2019    | 4                     |
| 2017-2018    | 1                     |
| <b>Total</b> | <b>49</b>             |

*Kunjali Biswas*

Principal  
Muralidhar Girls' College



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# Muralidhar Girls' College

P-411/14, GARIAHAT ROAD, BALLYGUNGE, KOLKATA - 700 029  
(NAAC ACCREDITED - B+ +)

Ref. No.....

Date.....

## List of Students Placed with details in the Last Five Years (2017-2018 to 2021-2022)

| SL. No | Year      | Name of student with contact details   | Present Designation                           | Employer Details   |
|--------|-----------|--|---|--|
| 1      | 2021-2022 | Susmita Sen (Batanagar, Nangi, Banepara. Kolkata - 140)                                      | Part time Teacher                             | Nangi High School (Batanagar, South 24 Parganas Pin-700140. Ph. 2490-1028)   |
| 2      |           | Manisha Bera (7003104055)  | Faculty for School Computer Education Program | Webel Technology Limited (Webe Bhavan, Block- EP & GP, Sector V, Salt Lake City. Kolkata - 700091. Ph. 2367-3403-06) |
| 3      |           | Sangita Hansa (9231997289)   | Special Education Needs Teacher               | Edison International Academy (974-4427-5927/974-3328-0438)   |
| 4      |           | Purna Mukhopadhyay (9874393722)  | Trainee Machine Learning Engineer             | Clavrit Digital Solutions Pvt. Ltd (H. No-906 - P, SEC 51, Gurugram 122001, Haryana)                                 |
| 5      |           | Krishna Deb (9062511554)   | Customer Service Associate                    | Teleperformance Global Service (91 033-66133033)   |
| 6      |           | Soma Rani Sahoo (9831514900)   | Cardiology Technician                         | Arya Diagnostic Centre & Poly Clinic (987553739/ 9831514900)   |
| 7      |           | Afrenn Hossain (7980950197)  | Customer Service Associate                    | Teleperformance Global Service (91 033-66133033)   |
| 8      |           | Bidisha Roy (Purbagazipara, Subhasgram, Rajpur Sonarpur, 24 Prngs South, West Bengal 700147) | Customer Service Associate                    | Teleperformance Global Service (91 033-66133033)   |
| 9      |           | Puja Bose (7059637134)   | Customer Service Associate                    | Teleperformance Global Service (91 033-66133033)   |
| 10     |           | Tanusri Bera (32 Bosepukur Road, Kasba, Kolkata - 700042)                                    | Operations Executive                          | mPokket Financial Services (033-66452400)  |

*Kujalini Bera*  
Principal  
Muralidhar Girls' College

|    |           |  |  |   |
|----|-----------|--|--|---|
| 11 |           | <b>Dorina Bhattacharya<br/>(8910059025)</b>  | <b>Content Writer</b>                          | <b>Dorina Bhattacharya<br/>(8910059025)</b>   |
| 12 |           | <b>Paulomi Das<br/>(8777543638)</b>  | <b>Customer Care<br/>Executive</b>             | <b>Cloudvista Services (EN -<br/>9 Webel More, Street No<br/>14, Roys IT Park, Kolkata<br/>- 7000091)</b>     |
| 13 |           | <b>Shreya Das (9062469784)</b>   | <b>Executive Assistant</b>                     | <b>Progressive Associates<br/>(033 244 222 44/66/88/99)</b>   |
| 14 |           | <b>Sharmila Roy<br/>(sharmimampi15@gmail.<br/>com)</b>                               | <b>Back Office<br/>Executive</b>               | <b>FastInfo Legal Services<br/>Pvt. Ltd (806902940)</b>   |
| 15 |           | <b>Nasifa Khatun (Sukanta<br/>Pally, Madarat Paikpara,<br/>Kolkata, West Bengal)</b> | <b>Trainee Customer<br/>Delight</b>            | <b>Senco Gold &amp; Diamonds<br/>(033 4021 5000/5004)</b>   |
| 16 |           | <b>Oindrila Ghosh<br/>(oindrila.ghosh@republic<br/>world.com)</b>                    | <b>Senior Reporter</b>                         | <b>Republic, ARG Outlier<br/>Media – Asianet News<br/>Service (74509503993)</b>                               |
| 17 |           | <b>Ishita Bhunia<br/>(8910374802)</b>  | <b>Business<br/>Development<br/>Executive</b>  | <b>Axis Bank (25 Srinagar<br/>Main Road, Kolkata -<br/>700094)</b>  |
| 18 |           | <b>Nisha Halder (Jadavpur,<br/>Kolkata 700075)</b>                                   | <b>Anchor cum Copy<br/>Editor</b>              | <b>RPlus (27, Mirza Ghalib<br/>Street, 3<sup>rd</sup> Floor, Kolkata<br/>– 700016. Ph. 033-<br/>40162727)</b> |
| 19 |           | <b>Susmita Pal (9064505328)</b>  | <b>Medical Faculty</b>                         | <b>Regional Institute of<br/>Ophthalmology, Kolkata</b>   |
| 20 | 2021-2022 | <b>Shayontika Das</b>  | <b>Senior Analyst</b>                          | <b>Ivision Beyond Solution</b>  |
| 21 |           | <b>Jayita Mitra<br/>(9836168971)</b>   | <b>Course<br/>Administrator</b>                | <b>NFNA Education Pvt ltd<br/>(9836168971)</b>  |
| 22 |           | <b>Sohini Chatterjee<br/>(15/1/23, Sahid Nagar,<br/>Kolkata-700031)</b>              | <b>Human Resource<br/>Manager</b>              | <b>Hulladeck Recycling Pvt<br/>ltd (9903028800)</b>   |
| 23 |           | <b>Sneha Bhattacharyya<br/>(182A/2 Picnic Garden,<br/>Kolkata-700039)</b>            | <b>Operation Assistant</b>                     | <b>Legend Holidays (033-<br/>40060763)</b>  |
| 24 |           | <b>Sanchari Sen (022-<br/>79455000)</b>  | <b>Senior Tele-calling<br/>Officer</b>         | <b>HDB Financial Services<br/>(022-79455000)</b>  |
| 25 |           | <b>Sayani Mondal (15/M<br/>Kolupara Lane, Kolkata-<br/>700031)</b>                   | <b>Trainer &amp; Placement<br/>Coordinator</b> | <b>Ascensive HR (33-<br/>40715661)</b>  |
| 26 |           | <b>Ruma Rakshit<br/>(8010197977)</b>   | <b>Executive</b>                               | <b>Travy Dictionary<br/>(8010197977)</b>  |
| 27 |           | <b>Rima Roy (7003613535)</b>   | <b>Customer Care<br/>Executive</b>             | <b>Just My Roots<br/>(7042059800)</b>   |
| 28 |           | <b>Deepa Shaw<br/>(8017168495)</b>   | <b>Trainee Logo<br/>Deseigner</b>              | <b>Earth Evolution ltd<br/>(8617296006)</b>   |

*Krijalini Das*  
Principal  
Muralidhar Girls' College

|    |           |  |                               |  |
|----|-----------|--|-------------------------------|--|
| 29 | 2020-2021 | Susmita Rakshit<br>(8240774617)              | Management Trainee<br>- HRD   | BMW Industries ltd<br>(22268882)   |
| 30 |           | Susmita Banerjee<br>(9123798391)             | Academic Writer               | Amicis Hub (9831434617)  |
| 31 |           | Shahnaz Parveen<br>(payel.parveen@gmail.com) | Executive GIS<br>Solutions    | Scanpoint Geomatics ltd<br>(2717297096)  |
| 32 |           | Ritusree Naskar<br>(6294844232)              | Junior Asistant               | RCC Institute of<br>Information Technology<br>(23232463)   |
| 33 |           | Preeti Sardar<br>(8013337602)                | Internship Trainee            | IFFCO KISAN Sanchar<br>ltd (9649956148)  |
| 34 |           | Nasifa Ali<br>(7501787660)                   | Agency Manager                | Aditya Birla Health<br>Insurance Co ltd<br>(2262799500)  |
| 35 |           | Priyanka Das<br>(9903822370)                 | Lady Attendant                | Herambachandra College<br>(24610131)   |
| 36 |           | Moumita Pal<br>(9088476030)                  | Gramin Dak Sevak              | India Post   |
| 37 |           | Shreya Roy (8617358142)                      | Branch Post Master            | India Post   |
| 38 |           | Rimasree Halder<br>(7686036464)              | Dak Sevak                     | India Post   |
| 39 |           | Eram Neggar<br>(917338445503)                | Sales Associate               | Think & Learn<br>Operations pvt ltd co<br>(91 988 003-1619)  |
| 40 |           | Rama Halder<br>(8777474131)                  | Sales Executive               | Kotak Mahindra Bank<br>(2266056825)  |
| 41 |           | 2020-2021                                    | Juhi Majumder                 | Team Associate in<br>Logistics   |
| 42 | 2019-2020 | Sutapa Kar (8240061801)                      | Teacher                       | Puspamoyee Basu<br>Vidyalaya (10C Prince<br>Anwar Shah Road.<br>Kolkata - 700068)  |
| 43 |           | Shruti Das (7687914889)                      | Associate Consultant<br>- GIS | AMNEX (Wing-B,<br>1201/1202/1301, Sarkhej,<br>Gandhinagar,<br>Ahmedabad)   |
| 44 |           | Sayani Sarkar<br>(9433215298)                | Project Cordinator            | Digitoonz Media &<br>Entertainment Pvt.ltd<br>(Block EP, Plot No Y23,<br>Salt Lake City, Kolkata -<br>700091 Ph. 033-46035883) |
| 45 |           | Priya Sharma<br>(7980869169/9674220391)      | GIS Analyst                   | 6Simplex (42, Ambazhari<br>Hilltop, Nagpur. Pin-<br>440033)  |
| 46 |           | Pushpita Ghosh<br>(7003971683)               | Data Researcher               | S & P Capital IQ India<br>Pvt. Ltd (Survey No 12P,<br>Kondapur, Hitech City.<br>Hyderabad-500081)                              |

  
 Kalyani Bhowmik  
 Principal  
 Muralidhar Girls' College

|    |           |  |                               |   |
|----|-----------|--|-------------------------------|---|
| 47 | 2018-2019 | Shruti Das (Patriot House, 3 Bahadur Shah Zafar Marg, New Delhi-110002)  | Copy Editor                   | United India Periodical Pvt. Ltd (Patriot House, 3 Bahadur Shah Zafar Marg, New Delhi-110002)       |
| 48 |           | Poulami Roy (9830534501/9804246079)                                      | Receptionist cum Teacher      | Progressive and Creative Institute (2A Ramthakur Park, Kolkata-700086)                              |
| 49 | 2017-2018 | Mita Saha (H No 99, Adarsha Nagar, Chowbaga, Anandapur, Kolkata -700105) | Financial Services Consultant | ICICI Prudentials Life Insurance Company ltd (14/1, Hindustan Road, Dover Terrace, Kolkata -700019) |

*Keijalini Biswas*  
Principal  
Muralidhar Girls' College

# NANGI HIGH SCHOOL

(HIGHER SECONDARY)

P.O.-Batanagar, P.S.-Mahestala, Sub. Div.-Alipore,  
Dist.-South 24 Parganas, Pin-700140, Phone : 2490-1028  
I.N.-C1-175 (W.B.B.S.E.) Code No.-102087 (W.B. Council of H.S. Edn.)



Ref. No. \_\_\_\_\_

Date 10-02-2022.

To  
Miss Susmita Sen.  
C/O. Aslek Sen.  
Balanagar, Nangi, Banepara,  
Kolkata-1140.

Sub: Engagement as a Part time Teacher of Bengali

Dear Madam, I, the undersigned, want to inform you that our interview committee has selected you as a Part time teacher in Bengali as well as in Political Science for our institution w.e.f. 01.03.2022. Your remuneration will be the students as per their requirements. Other conditions will be intimated at the time of joining.  
Hope, you will be able to satisfy us and also the students with your teaching quality & pleasant personality. Wish you a beautiful future in this profession.

Thanking you.



Yours faithfully,  
*[Signature]*

Headmaster  
NANGI HIGH SCHOOL (H.S.)  
P.O.-Batanagar, 24 Pgs. (S)  
Kolkata-700 140

*[Signature]*

Principal  
Muralidhar Girls' College

# WEBEL TECHNOLOGY LIMITED

(A Govt. of West Bengal Undertaking)

AN ISO 9001 : 2008 & CMMI Level 3 Certified Company  
Plot - 5, Block - BP, Sector - V, Salt Lake City, Kolkata - 700 091  
CIN - U72200WB2001SGC092897

Tel : 2367-3403-06  
Fax : 91-33-2367-9418  
Visit us at : [www.webeltechnology.com](http://www.webeltechnology.com)

Dated : 07.02.2022

To  
The Headmistress / Teacher-in-charge  
Sarangabad Jajneswari Pathsala Girls High School  
South 24 PGS

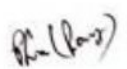
Sub : Intimation Letter on Engagement of Faculty as per Agreement

Madam,

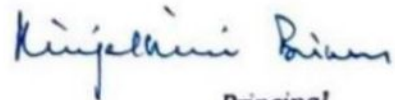
We would like to inform you that we are sending Ms Manisha Bera C/O Bapi Bera residing at West Jagtala, P.S. : Maheshtala, P.O. : Maheshtala, Kolkata : 700141 as a faculty engaged through our Learning Service Provider, will be responsible for school computer education program at Sarangabad Jajneswari Pathsala Girls High School on and from 08.02.2022.

We shall feel highly obliged if you extend all possible cooperation to her.

Thanking you in anticipation,  
For Webel Technology Ltd

  
Paramita Roy  
Project Coordinator





Principal  
Muralidhar Girls' College



## EMPLOYMENT OFFER – EDISON INTERNATIONAL ACADEMY, ASPIRE

Doha, 20 June 2022

Dear Ms. Sangita,

I, and on behalf of Edison International Academy (the "company"), I am very pleased to make you an offer of employment for the position of **Special Education Needs Teacher**. This letter (which incorporates by reference the letter attached to it) forms the entire offer and contains or refers to all of its terms and conditions (the "offer").

The offer is conditional upon satisfaction of the following conditions (the "conditions"):

- Obtaining a release in form acceptable to the company from your previous employer (if applicable)
- Obtaining all clearances from the appropriate Qatari authorities

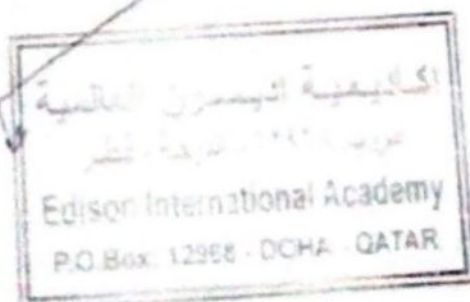
If the conditions are not fully satisfied within 4 months of the date of this letter, the offer will lapse automatically without notice and without any liability on the part of the company to you, and you expressly release and hold-harmless the company with respect to the same.

The offer confirms the financial terms and conditions which will apply to your employment and which will be set out in full in your employment contract. In case of any conflict or discrepancy between the offer and the employment contract signed by you and the company, the employment contract will prevail.

By signing below, you confirm that you have read and understood the offer, and hereby accept its terms. You also acknowledge and accept that no employment contract will arise between you and the company unless the conditions have been fully satisfied. Finally, you accept that any employment contract arising between you and the company will incorporate and be subject to the company's prevailing policies and procedures from time to time, and with which you will comply. If you have any questions, please feel free to write to the email address: [rchawla@edisonqatar.com](mailto:rchawla@edisonqatar.com) or [hr@edisonqatar.com](mailto:hr@edisonqatar.com)

Please confirm your acceptance **within 24 hours**. We look forward to having you as part of our team.

Yours sincerely,


Principal  
Muralidhar Girls' College

Managing Director

## Annexure I

|       |                           |
|-------|---------------------------|
| Purna | Machine Learning Engineer |
|-------|---------------------------|

| Description          | Monthly            | Annually            |
|----------------------|--------------------|---------------------|
| Basic Pay            | ₹ 12,470.00        | ₹ 149,640.00        |
| HRA                  | ₹ 5,611.50         | ₹ 67,338.00         |
| Additional Benefits  | ₹ 6,359.70         | ₹ 76,316.40         |
| Special Allowances   | ₹ 3,366.90         | ₹ 40,402.80         |
| <b>Gross CTC</b>     | <b>₹ 27,808.10</b> | <b>₹ 333,697.20</b> |
| PF(employer)         | ₹ 1,496.40         | ₹ 17,956.80         |
| <b>NET CTC</b>       | <b>₹ 29,304.50</b> | <b>₹ 351,654.00</b> |
| Gratuity             | ₹ 599.52           | ₹ 7,194.23          |
| Health Insurance Pay | ₹ 400.00           | ₹ 4,800.00          |
| <b>Net CTC</b>       | <b>₹ 30,304.02</b> | <b>₹ 363,648.23</b> |
| Variable Pay (Bonus) | ₹ 3,030.40         | ₹ 36,364.82         |
| <b>Total CTC</b>     | <b>₹ 33,334.42</b> | <b>₹ 400,013.05</b> |

PF is optional if you do not have PF account already. In case it's not applicable, amount will be credited into the bank account every month.

### Bonus

You will be eligible for a performance linked bonus.

It will be generally paid out on 31<sup>st</sup> of August on the basis of your performance and performance of the business during the company's financial year which is June through May. The variable bonus could be up to 10% of your total salary and in some cases it could exceed. The actual paid amount will vary depending upon the business and individual performance. The performance of all the employees who have joined the company prior to 31<sup>st</sup> March will be assessed for the fiscal year ending in May. The disbursement of a variable bonus, is applicable, is subject to you being active on the rolls of the company on 31<sup>st</sup> August following the close of the fiscal year. For employees joining during the period March 1<sup>st</sup> to May 30<sup>th</sup>, a prorated variable bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31<sup>st</sup> of that subsequent year. The variable bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time and not until completion of a year of continuous work with the company.



Principal  
Muralidhar Girls' College

"Empower students to learn for life and strive for excellence so that they can contribute positively to the global society"

DETAILS OF EMPLOYMENT OFFER

Full Name: Sangita Hansa  
 Passport Number: TB009866  
 Present Address: V. Peary Mohan Sur Lane, Kolkata-700006  
 Nationality: Indian  
 Reported International Airport: Netaji Subhas Chandra Bose International Airport  
 Contact Details (Email & Telephone): hansasangeeta@gmail.com / 7003453244/7278357723  
 Emergency Contact (Name, Email, Telephone): Hanu Hansa / 9231997289

Job Title: Special Education Needs Teacher

- Expected Date of joining: August 2022
- Contract Type: 4 Years (4 Years) - Sponsored
- Probation Period: 6 Months

Financial Terms:

- Basic Salary: QAR 1,500
- Housing Allowance: QAR 1,000
- Transportation Allowance: QAR 500
- Others: QAR 500 (including flight ticket)

Total monthly salary and allowances: QAR 3,500 [Three Thousand Five Hundred] Qatari Riyals Only

Other Benefits:

- Annual Leave: 45 calendar days per year
- End of Service Benefits: As per Qatar Labour Law
- Government Medical Insurance: Hamad Medical Cooperation
- Free School Transportation: To and from school if staying in school accommodation.

No Tax Gross-Up:

The employee will be responsible for paying his or her own income taxes, social insurance or similar levies assessed against him or her, and there will be no tax gross-up provision in the employment contract.

If the employee does not wish to be reimbursed for any expenses incurred during this period should be reimbursed by the employee.

All relevant documents have to be attested from the Qatar Embassy in your home country and must be produced at the time of joining.

For the Employee:

I SANGITA HANSA (print name), confirm that I accept the offer.  
 Signature Sangita Hansa Date 21-6-2022

Edison International Academy, Aspire, P.O. Box 12968, Doha, Qatar, Telephone: +974 4427 5927, Mobile: +974 3328 0438

*Muralidhar Bina*

Principal  
Muralidhar Girls' College



**11 October 2021**

Dear Purna,

With reference to your recent interview & discussions with us, we are pleased to offer you an appointment as a **Trainee Machine Learning Engineer** in **Clavrit Digital Solutions Pvt. Ltd.** on the following terms and conditions:

**1. Commencement of Employment**

Your employment will be effective, as of 11 October, 2021 at Clavrit Digital Solutions, Gurgaon – 122001.

**2. Compensation**

In consideration of you undertaking the scope of work (as mentioned in Schedule I & as communicated to you from time to time), you will be paid a compensation detailed below:

Monthly Stipend

Training Period: 0-6 months – INR 10,000/-

At the end of the 6 months program, you will be entitled to an annual package as explained in the Annexure I. You will also be promoted to the post of Machine Learning Engineer. You are required to work in the clavrit digital solutions for at least one year post training, failing which you will be required to reimburse Clavrit, the costs and expenses equal to Indian Rupee 1,50,000 incurred by Clavrit.

**4. Place of Posting**

You will be posted at Gurgaon, Haryana. You may however be required to work at any place of business which the Company has, or may later acquire. You may also be required to work on Client site: within India or Overseas for any of the clients of Clavrit Digital Solutions Pvt. Ltd.

**5. Hours of Work**

**CLAVRIT DIGITAL SOLUTIONS PRIVATE LIMITED**

Registered Office:  
H.No.-906-P, Sec-51  
Gurugram-122001  
Haryana, India

Corporate Office:  
18 Institutional Area,  
Prem puri, Sec-32,  
Gurugram, Haryana,  
India

Principal  
Muralidhar Girls' College



#### 14. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

#### 15. Applicability of Company Policy

The Company shall be entitled to make new policies/alterations in existing policies from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

#### 16. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Delhi High Court only.

#### 17. Acceptance of Offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

With best Wishes,



Tina Dangl

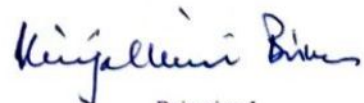
HR Manager

**CLAVRIT DIGITAL SOLUTIONS PRIVATE LIMITED**

Registered Office:  
H.No.-906-P, Sec-  
51  
Gurugram-122001  
Haryana, India



Corporate Office:  
18 Institutional Area,  
Prem puri, Sec-32,  
Gurugram, Haryana,  
India



Principal  
Muralidhar Girls' College



## SCHEDULE I

### Employee Roles and Responsibilities:

- Responsible for planning, processing and performing all jobs in an efficient manner
- Working closely with upper management.
- Design and develop programming systems making specific determinations about system performance.
- Responding promptly and professionally new opportunities.
- Review and repair existing code.
- Analyze, design, coordinate and supervise the development of software systems using various software languages like python, java , c++ etc.
- Analyze system specifications and translate system requirements to task specifications for junior programmers.
- Responsible for developing new programs and proofing the program to develop needed changes to assure production of a quality product.
- Responsible for development of new programs, analyzes current programs and processes, and making recommendations which yield a more cost-effective product.
- Writes, edits, and debugs new computer programs for assigned projects, including necessary records and desired output.
- Tests new programs to ensure that logic and syntax are correct, and that program results are accurate; assists lower-level programmers with programming assignments.
- Document code consistently throughout the development process by listing a description of the program, special instructions, and any changes made in database tables on procedural, modular and database level.
- Responsible for utilizing tools and equipment involved in performance of essential functions of programming including measuring instruments.
- Making presentations to customer or client audiences or professional peers.
- Maintain positive client interactions.
- Strong and effective inter-personal and communication skills and the ability to interact professionally with a diverse group of clients and staff.
- Provide feedback to analysis/training staff about performance considerations / usability issues concerning software specifications and implementation.
- Research and recommend software tools to management.

### CLAVRIT DIGITAL SOLUTIONS PRIVATE LIMITED

Registered Office:  
H.No.-906-P, Sec-  
51  
Gurugram-122001  
Haryana, India

*P. Mukhopadhyay*

Corporate Office:  
18 Institutional Area,  
Prem puri, Sec-32,  
Gurugram, Haryana,  
India

*Kunjalkini Bhatnagar*

Principal  
Muralidhar Girls' College

# clavrit

- Aid testers and support personnel as needed to determine system problems.
- Review, to the extent possible, changes in code and the environment that will affect system performance.
- Provide recommendations to management concerning issues of programmer productivity and software development management

Your responsibilities are not limited to those mentioned above and may be altered as per the requirements from time to time and as communicated to you by your reporting manager.

## CLAVRIT DIGITAL SOLUTIONS PRIVATE LIMITED

Registered Office:  
H.No.-906-P, Sec-  
51  
Gurugram-122001  
Haryana, India

*P. Mukhopadhyay*

Corporate Office:  
18 Institutional Area,  
Prem puri, Sec-32,  
Gurugram, Haryana,  
India

*Kirpalini Dima*

Principal  
Muralidhar Girls' College

Date: August 21, 2021

Emp Temp Code: 3312056176

Krishna Deb

C 55/3 Sabu Pally Chowdaga, Dhapa South 24 Parganas - 700105,  
West Bengal, India

Contact No: +919062511554

Letter of Appointment

Dear Krishna,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade 1** and you will be designated as **Customer Service Associate- Voice**. You are required to report for duties on **August 21, 2021 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions.

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work timings in accordance with the **Working Hour & Attendance Policy**. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Kolkata**, you are liable to be transferred to any department/office anywhere in India/Overseas or a company/office formed by the promoters or transferred/assigned responsibility in any associate company or to be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the **Transfer Policy** of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue during your Probation Period or thereafter upon confirmation. Unless your employment is discontinued by the Company, by providing not less than **30 Days ("Notice Period")** prior written notice. In the event you decide to leave the employment of the Company you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion revoke you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion during probation or on confirmation of your services thereof without assigning any reason can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

*Kingslani Bhowmik*

**Teleperformance Global Services Private Limited.**

Unit 1306 & 1305, Tower II, Godrej Waterside, Plot 5, Salt Lake, Sec V, Kolkata - 700091, India | Tel: +91-033-66133033  
Registered Office: Teleperformance Towers, Plot CST No.1406-A/28, Mindspace, Goregaon - (W), Mumbai - 400104, Maharashtra, India  
Tel: +91-22-66776000 | Fax: +91-22-66776010 | CIN: U72900MH2001PTC232120 | Email: [contactus@teleperformance.com](mailto:contactus@teleperformance.com)





# M/S. AARYA DIAGNOSTICS

Diagnostic Centre and Day Clinic

284, Santoshpur Avenue, 1st Floor,  
P.O. Santoshpur, P.S. Survey Park  
Kolkata - 700075  
Mob. : 9879883738 / 9831614800

Ref. No. : SAW/NEW/APP./2021

Date : 5/2/21

15/12/21

Dear, Soma Ravi Sahoo

Greetings

This is with reference to your discussion with our DIRECTOR at our Santoshpur office, we are pleased to offer you the position of CARDIOLOGY TECHNICIAN on terms and conditions as mutually agreed upon and discussed during the meeting. The detailed terms and conditions would be part of appointment letter.

We request you to please accept our offer to be part of AARYA DIAGNOSTICS as CARDIO-LOGY TECHNICIAN w.e.f. 01.01.2022

On getting confirmation from your side, we would issue the appointment letter.

We look forward to have a very strong and growing association with you.

Thanking you,

Yours truly,


Owner

Acceptance  
Soma Ravi Sahoo

Kinglani Brian

Principal  
Muralidhar Girls' College

Dear, Soma Rani Sahoo

In reference to the "Offer Letter" dated 15/12/21, we are pleased to appoint you for the position of "CARDIO TECHNICIAN" in our company from 01.01.2022 on following terms and conditions.

- 1) That you will be paid a professional fees of Rs. 9500/- (Rupees NINE THOUSAND AND FIVE HUNDRED) per month. Deductions will be made as per Govt. Rules and Regulations of TDS / GST as applicable.
- 2) That your duty hours will be 6 days / week per day or as assigned by the management from time to time for the centre Santoshpur.
- 3) That you will devote yourself diligently, faithfully, and assiduously to your duties in organizing the department of "CARDIOLOGY" of the Company satisfactorily.
- 4) That you will keep all affairs and transaction of the company including technical know how, confidential and will not use and / or divulge the same wholly or partly or utilize the same directly by yourself or through any other associate concern or otherwise and thus maintain the same, secret and confidential at all times so as not to prejudice or affect the company's interest thereby in any manner whatsoever.
- 5) That you will abide by the rules and regulations of the organization which may be in force and as amended from time to time.
- 6) That the termination of this arrangement will be effective on one month's written notice by either party or payment of one month's Fees in lieu notice thereof.
- 7) That the management reserves its right to take disciplinary action against you in the event of any of your act or omission appears to be prejudicial to the interest of the Company.
- 8) That any dispute arising out of this engagement between you and the Company shall be dealt only within the jurisdiction of Calcutta High Court.

Soma Rani Sahoo

Kinjalkini Bhanu



Principal  
Muralidhar Girls' College

- 9) That your tenure of appointment will be initially for a period of 6 months with effect from 01.07.2022 which can be renewed at the end of the term subject to approval of the Management Committee.
- 10) That on your acceptance of Appointment Letter, the Company will submit your details to clinical Establishment or any other Authority related to your work.
- 11) That on joining a detailed KRA of yours will be discussed between you and Management Committee and will be adopted with mutual consent.

List of to be enclosed along with current updated resume :

- 1) Curriculum Vitae
- 2) ~~Photocopy of MBBS Degree~~
- 3) Photocopy of PG Diploma / Degree
- 4) ~~Photocopy Of Fellowship Certificate~~
- 5) ~~Photocopy of Registration Certificate~~
- 6) ~~Photocopy of Professional Indemnity Bond~~
- 7) Photocopy of Pan Card and Adhaar Card
- 8) Photocopy of Residence Proof
- 9) 3 Passport Size Photograph

Wishing you the best and looking forward to a long and mutually beneficial association.

Please sign the copy of this letter as a token of your acceptance.

Thanking you,

Yours faithfully,



*Sabyasachi Mistry*  
*Shahin Dha*

I, accept the terms & conditions of my Appointment letter and agree to join from the date specified in the Appointment Letter. I am submitting herewith the Documents mentioned in the Appointment Letter.

*Sonu Rani Sahoo*

*Kinjellini Biswas*

Principal  
Muralidhar Girls' College

Date: April 18, 2022

Emp Temp Code: 3312060768

Aafreen Hossain

32 D Majan Ostagar Lane, Circus Avenue, Kolkata - 700017,  
West Bengal, India

Contact No: +917980950197

Letter of Appointment

Dear Aafreen,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Customer Service Associate- Voice**. You are required to report for duties on **April 18, 2022 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Kolkata**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days ("Notice Period")** prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).


*Kinglani Brins*  
Principal  
Muralidhar Girls' College

Emp Time Code: 3312060768

**Annexure I  
Compensation Details**

|  |                                    |
|--|------------------------------------|
| Employee Name:                                   | Ashwin Prasad                      |
| Designation:                                     | Customer Service Associate - Voice |
| Grade:   | Grade I                            |
| Date Of Joining:                                 | April 15, 2022                     |
| City:  | Kolkata                            |
| <b>Pay Components</b>                            | <b>Amount in Indian (INR)</b>      |
| Basic Pay  | 6,200.00                           |
| Housing Rent Allowance (HRA)                     | 3,772.00                           |
| Transport Allowance                              | 0.00                               |
| Flexible Benefit Plan                            | 0.00                               |
| Statutory Bonus                                  | 524.00                             |
| <b>Gross Fixed Salary (1)</b>                    | <b>10,582.00</b>                   |
| Provident Fund (Employee) (2)                    | 754.00                             |
| E.S.I.C. (Employee) (3)                          | 754.00                             |
| <b>Net Take Home [1-(2+3)]</b>                   | <b>7,540.00</b>                    |
| Provident Fund (Employer) (4)                    | 544.00                             |
| E.S.I.C. (Employer) (5)                          | 544.00                             |
| <b>Gratuity (6)</b>                              | <b>200.00</b>                      |
| <b>Total Fixed Cost (1+4+5+6)</b>                | <b>11,962.00</b>                   |
| <b>Annual Fixed CTC</b>                          | <b>143,754.00</b>                  |
| <b>Annual Performance Pay**</b>                  | <b>9% of Annual Fixed CTC</b>      |
| <b>Annual Performance Linked Incentive (PLI)</b> | <b>0.00</b>                        |

For Teleperformance Global Service Private Limited.

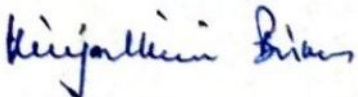


**Pratek Amit Shirke**  
Senior Vice President - Talent Acquisition

\*Gratuity shall be payable as per "The Payment of Gratuity Act".  
 \*\*Performance Pay will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "Performance Pay policy" note.  
 †Statutory Bonus is paid monthly as per "The Payment of Bonus Act".

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if applicable and any other statutory deduction/contribution including Professional Tax, etc.
- Any incentive payable, as part of the compensation structure or otherwise, shall have a "Minimum Attendance Threshold/Performance" as qualifying criteria for such payout.

|                    |   |
|--------------------|---|
| Employee Signature | Accepted On 18 Apr 2022<br>ashwinprasad1996@gmail.com |
| Employee Name      | Ashwin Prasad   |



Principal  
Muralidhar Girls' College

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to **Teleperformance** and here's wishing you a rewarding career.

Yours Truly,

For **Teleperformance Global Service Private Limited**,



**Preeti Amit Shirke**  
Senior Vice President - Talent Acquisition

I, **Aafreen Hossain**, residing at **32 D Miajan Ostagar Lane Circus Avenue Kolkata - 700017, West Bengal, India** do hereby accept the terms and conditions in this letter.

|                    |   |
|--------------------|---|
| Employee Signature | Accepted On 18 Apr 2022<br>aafreenhossain1696@gmail.com |
| Employee Name      | Aafreen Hossain   |

**Enclosures:**

1. Compensation/ Salary details (**Annexure I**)
2. Non-Disclosure- Declaration and Undertaking (**Annexure II**)
3. Personal Data- Declaration (**Annexure III**)
4. Work from Home- Declaration, applicable under **WAHA-[Work at Home]** (**Annexure IV**)

**NOTE:** For purposes of brevity and ease of reading, the term "the Company" or the term "Teleperformance" (wherever it appears in this letter) means **Teleperformance**.

  
Principal  
Muraidhar Girls' College

**Letter of Appointment**

Dear Bidisha,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be Grade I and you will be designated as Customer Service Associate- Voice. You are required to report for duties on April 18, 2022 ("Joining Date") at 9:30 AM or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed Annexure I. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a 24x7 basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work timings in accordance with the Working Hour & Attendance Policy. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at Kolkata, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the Transfer Policy of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of six months from the date of your joining the Company or for an extended period of time ("Probation Period") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than 30 Days ("Notice Period") prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide 30 Days prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

*Kunjellin Bhowmik*

Principal  
Muralidhar Girls' College

Site Name Code: **ALL0000001**

**Annexure I  
Compensation Details**

|  |   |
|--|---|
| <b>Employee Name</b>                             | <b>Shikha Ray</b>                         |
| <b>Designation</b>                               | <b>Customer Service Associate - Hindi</b> |
| <b>Grade</b>                                     | <b>Grade 1</b>                            |
| <b>Date of joining</b>                           | <b>Apr 18, 2022</b>                       |
| <b>City</b>                                      | <b>Kolkata</b>                            |
| <b>Pay Components</b>                            | <b>Amount in Indian (INR)</b>             |
| <b>Basic Pay</b>                                 | 4,200.00                                  |
| <b>Monthly Rent Allowance (MRA)</b>              | 1,175.00                                  |
| <b>Special Allowance (SA)</b>                    | 1.00                                      |
| <b>Variable Bonus Pay</b>                        | 1.00                                      |
| <b>Medical Allowance</b>                         | 104.00                                    |
| <b>Gravel Pay and Salary (G)</b>                 | 14,881.00                                 |
| <b>Professional Tax (PT)</b>                     | 10.00                                     |
| <b>ESIC Employee (E)</b>                         | 45.00                                     |
| <b>Net Total (Gross) (G+SA+MRA+SA+G+PT+E)</b>    | 16,748.00                                 |
| <b>Employee Provident Fund (EPF) (EP)</b>        | 104.00                                    |
| <b>ESIC Employee (E)</b>                         | 342.00                                    |
| <b>Gratuity (G)</b>                              | 300.00                                    |
| <b>Total Fixed Cost (G+EP+G)</b>                 | 17,494.00                                 |
| <b>Annual Fixed CTC</b>                          | 1,45,784.00                               |
| <b>Annual Performance Pay**</b>                  | 8% of Annual Fixed CTC                    |
| <b>Annual Performance Linked Incentive (PLI)</b> | 1.00                                      |

For Teleperformance Global Service Private Limited,

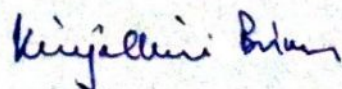


**Pratik Anil Ghosh**  
Senior Vice President - Talent Acquisition

\*Gratuity shall be payable as per "The Payment of Gratuity Act"  
\*\*Performance Pay will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "Performance Pay policy" note.  
Mandatory Bonus is paid monthly as per "The Payment of Bonus Act"

- All reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Med-claim insurance, transport, etc. applicable and any other statutory deduction/contribution including Professional Tax, etc.
- Any incentive payable, as part of the compensation structure or otherwise, shall have a "Minimum Attendance Threshold/Performance" or qualifying criteria for such payout.

|                           |                   |
|---------------------------|-------------------|
| <b>Employee Signature</b> |                   |
| <b>Employee Name</b>      | <b>Shikha Ray</b> |



**Principal**  
Muralidhar Girls' College

6:15 AM



This appointment is subject to satisfactory verification of your educational, character, antecedents and references as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, a right shall be reserved to immediate discontinuation of your employment with the Company without any notice or compensation.

- 15. You agree to undergo a drug test or any other medical fitness test including breath analyzer, as asked to and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties, you shall be liable to be discharged from the services without any notice.
- 16. You hereby consent to share your social, personal and employment related data for processing and review outside of the country, subject to reference to applicable law.
- 17. Your address as provided by you in the employment form shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
- 18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in the offer/employment and this letter shall stand automatically withdrawn with effect from the joining date.

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to Teleperformance and here's wishing you a rewarding career.

Yours Truly,

For Teleperformance Global Service Private Limited,



Praveen Anil Shinde

Senior Vice President - Talent Acquisition

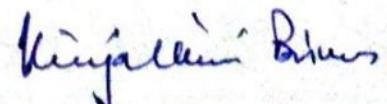
I, **Shubha Ray**, residing at **Purbagallipara, Subhagran Rajpur, Sonarpur South 26 Parganas - 729142, West Bengal, India** do hereby accept the terms and conditions in this

|                    |                   |
|--------------------|-------------------|
| Employee Signature |                   |
| Employee Name      | <b>Shubha Ray</b> |

**Enclosures:**

- 1. Compensation Salary details (Annexure I)
- 2. Non-Dockhouse Declaration and Undertaking (Annexure II)
- 3. Personal Data Declaration (Annexure III)
- 4. Work from Home Declaration, applicable under WFHIA-(Work at Home) (Annexure IV)

**NOTE:** For purposes of brevity and ease of reading, the term 'the Company' or the term 'Teleperformance' (whenever it appears in this letter) means Teleperformance.



Principal  
Muralidhar Girls' College

Date: April 18, 2022

Emp Temp Code: 3312060769

Puja Bose

R N C Road Rajpur, Sonarpur South 24 Parganas - 700147,  
West Bengal, India

Contact No: +917059637134

Letter of Appointment

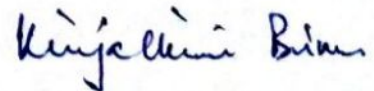
Dear Puja,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be Grade I and you will be designated as Customer Service Associate- Voice. You are required to report for duties on April 18, 2022 ("Joining Date") at 9:30 AM or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed Annexure I. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a 24x7 basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the Working Hour & Attendance Policy. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at Kolkata, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the Transfer Policy of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of six months from the date of your joining the Company or for an extended period of time ("Probation Period") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than 30 Days ("Notice Period") prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide 30 Days prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).



Principal  
Muralidhar Girls' College

Teleperformance Global Services Private Limited.

Unit 1306 & 1305, Tower II, Godrej Waterside, Plot 5, Salt Lake, Sec V, Kolkata - 700091, India. | Tel: +91-033-66133033

Registered Office: Teleperformance Towers, Plot CST No.1406-A/28, Mindspace, Goregaon - (W), Mumbai - 400104, Maharashtra, India.

Tel: +91-22-66776000 | Fax: +91-22-66776010 | CIN: U72900MH2001PTC232120 | Email: contactus@teleperformance.com

Emp Temp Code : **3312060769**

**Annexure I**  
**Compensation Details**

|  |                                  |  |
|--|----------------------------------|--|
| <b>Employee Name:</b>                            | Puja Bose                        |  |
| <b>Designation:</b>                              | Customer Service Associate-Voice |  |
| <b>Grade:</b>                                    | Grade I                          |  |
| <b>Date Of Joining:</b>                          | April 18, 2022                   |  |
| <b>City:</b>                                     | Kolkata                          |  |
| <b>Pay Components</b>                            | <b>Amount in Indian (INR)</b>    |  |
| Basic Pay  | 6,286.00                         |  |
| Housing Rent Allowance (HRA)                     | ₹ 3,772.00                       |  |
| Transport Allowance                              | 0.00                             |  |
| Flexible Benefit Plan                            | 0.00                             |  |
| Statutory Bonus#                                 | 524.00                           |  |
| <b>Gross Fixed Salary (1)</b>                    | <b>10,582.00</b>                 |  |
| Provident Fund (Employee) (2)                    | 754.00                           |  |
| ESIC (Employee) (3)                              | 79.00                            |  |
| <b>Net Take Home [1-(2+3)]</b>                   | <b>9,749.00</b>                  |  |
| Provident Fund (Employer) (4)                    | 754.00                           |  |
| ESIC (Employer) (5)                              | 344.00                           |  |
|  | 302.00                           |  |
| <b>Gratuity* (6)</b>                             | <b>11,982.00</b>                 |  |
| <b>Total Fixed Cost (1+4+5+6)</b>                | <b>143,784.00</b>                |  |
| <b>Annual Fixed CTC</b>                          | <b>0 % of Annual Fixed CTC</b>   |  |
| <b>Annual Performance Pay**</b>                  | 0.00                             |  |
| <b>Annual Performance Linked Incentive (PLI)</b> |                                  |  |

For Teleperformance Global Service Private Limited,



**Preeti Amit Shirke**  
Senior Vice President - Talent Acquisition

\*Gratuity shall be payable as per "The Payment of Gratuity Act".  
\*\*Performance Pay will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "Performance Pay policy/ note".  
#Statutory Bonus is paid monthly as per "The Payment of Bonus Act".

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "Minimum Attendance Threshold/Performance" as qualifying criteria for such payout.

|                           |   |
|---------------------------|---|
| <b>Employee Signature</b> | Accepted On 18 Apr 2022<br>puja7777bose@gmail.com |
| <b>Employee Name</b>      | Puja Bose   |



Principal  
Muralidhar Girls' College

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to Teleperformance and here's wishing you a rewarding career.

Yours Truly,

For Teleperformance Global Service Private Limited,



Preeti Amit Shirke  
Senior Vice President - Talent Acquisition

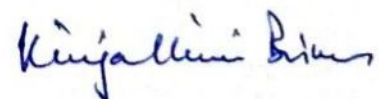
I, Puja Bose, residing at R N C Road Rajpur, Sonarpur South 24 Parganas - 700147, West Bengal, India do hereby accept the terms and conditions in this letter.

|                    |   |
|--------------------|---|
| Employee Signature | Accepted On 18 Apr 2022<br>puja7777bose@gmail.com |
| Employee Name      | Puja Bose   |

**Enclosures:**

1. Compensation/ Salary details (Annexure I)
2. Non-Disclosure- Declaration and Undertaking (Annexure II)
3. Personal Data- Declaration (Annexure III)
4. Work from Home- Declaration, applicable under WAHA-[Work at Home] (Annexure IV)

**NOTE:** For purposes of brevity and ease of reading, the term "the Company" or the term "Teleperformance" (wherever it appears in this letter) means Teleperformance.



Principal  
Muralidhar Girls' College

25th-Apr-2022

Tanusri Bera,

32, Bosepukur Road, Po-Kasba, L/M-Bosepukur Sitala Mandir, Kolkata-700042

**Sub: Employment Agreement at mPokket Financial Services Private Limited.**

Tanusri,

We are pleased to appoint you at the position of **Operation Executive** at **mPokket Financial Services Private Limited**. Your appointment shall be effective from 25th-Apr-2022. You shall be based at Kolkata and shall be governed by the terms and conditions of this Letter/Agreement. You shall be governed by the policies, rules, processes, handbooks, and regulations of the Company as applicable and amended or altered from time to time during the course of your employment (the "Company Policies"). As we belong to a dynamic and evolving industry, future growth and expansion of the company entails that reporting relationships are liable to change in the future.

#### 1) Compensation

You will be paid the Compensation as per enclosed annexure(s). The Company reserves the right to revise/re-structure employee's Compensation at any time in accordance with the terms of its PMS and Compensation Framework Policy.

#### 2) Probation Period

You will be on probation for an initial period of 3 Month(s) from the date of your joining. Thereafter, your employment may be confirmed, or probation period may be extended by the Company in its sole discretion. Non-communication of extension of probation, within 10 working days from the expiration of 6 months, shall be deemed as a confirmation of your employment, to be governed by the terms herein.

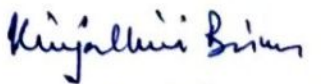
During the period of probation, either party is liable to terminate the services by giving notice of such intent for a period of 1 month or pay proportionate Basic Salary (excluding variable) in lieu of any notice to the Company. The Company in this event will not be liable to pay any amount for the remaining probation period, if any. Further in case of non-satisfactory performance during the probation period, the Company reserves the right to terminate your employment with immediate effect without notice.

#### 3) Professional Commitment

All employees are required to comply with Company Policies, which shall be simultaneously communicated to you upon your joining of the company through our internal HR portal. You are expected to read, understand, and keep yourself apprised of the same and also the changes/amendments from time to time. In case of any questions in respect of the Company Policies, you may reach out to the HR team for clarification

#### 4) Conflict of Interest

- a) During your employment, you will not engage in any activity or investment that:
- i) conflicts with the Company's business interests,
  - ii) occupies your attention so as to interfere with the proper and efficient performance of your duties and obligations

  
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## Annexure I

| Component           | ANNUAL (INR)    | MONTHLY (INR) |
|---------------------|-----------------|---------------|
| Basic               | 35,950          | 2,996         |
| HRA                 | 17,975          | 1,498         |
| Conveyance          | 19,200          | 1,600         |
| Statutory Bonus     | 12,000          | 1,000         |
| Special Allowance   | 47,947          | 3,996         |
| <b>Gross Salary</b> | <b>1,33,072</b> | <b>11,089</b> |
| ESIC                | 4,325           | 360           |
| Provident Fund      | 4,314           | 360           |
| PF Admin            | 360             | 30            |
| Gratuity            | 1,729           | 144           |
| <b>Fixed Pay</b>    | <b>1,43,800</b> | <b>11,983</b> |
| <b>Total</b>        | <b>1,43,800</b> |               |

Note: The components of the compensation indicated above may be modified by the Employer in accordance with standard payroll practices and statutory norms

For mPokket Financial Services Private Limited

Received & Accepted

*Sukhpreet Singh*

Sukhpreet Singh

*Kunjaleini Biswas*  
Principal  
Muralidhar Girls' College





Dear Dorina,

With reference to your application and the subsequent discussion you had with us, we are pleased to offer you the position of Content Writer at Marko & Brando, a full-service marketing agency with a process-first approach.

You are expected to join the services of the organization on the 5th of September, 2022

Your day-to-day tasks will include :

- Writing SEO-friendly on-page content for websites.
- Writing articles, blogs, press releases, meta titles, and descriptions.
- Planning monthly SEO activities for clients.
- Work in synergy with SEO experts to carry out weekly SEO activities.
- Study data to understand what our targeted customers are looking for, and measure the effectiveness of our SEO strategy and tactics.
- Write captions and copies for ads and social media accounts

Please note: In case of termination, a notice period of 30 days has to be served.

Your monthly stipend will be: 14,000

We would request you to confirm your acceptance of our offer, latest by the end of today.

**Shreyansh Rohatgi,**  
Founder, Marko & Brando

Principal  
Muralidhar Girls' College



Kindly accept this letter and send us the scanned copy by 3 business days.

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

Thanks & Regards,

*Sarbani Das*



**Sarbani Das**  
Asst. Manager -HR

*Minjalkum Biswas*

Principal  
Muralidhar Girls' College





**Paulomi Das**

**Date: 14<sup>th</sup> September 2022**

**Sub: Employment Offer Letter**

Dear Paulomi,

Congratulation! We are pleased to inform you that you have been selected to work for **Cloudvista Services** as a **Customer Care Executive (CCE)**.

Remuneration offered of Rs11000/ month (Rupees Eleven Thousand Only) with an annual cost of Rs 1,32,000/annum (Rupees One Lac Thirteen Thousand Only) has been discussed and agreed upon between us.

You will be paid a stipend @ Rs, 200 per day during your training period. On completion of the same your Remuneration will be applicable.

You are requested to join us on 16<sup>th</sup> September 2022.

On the date of your joining, please ensure to submit the following documents: (Original & Photocopies)

1. Appointment Letter, Experience Letter/Release Letter from the previous employer. (Not required for Fresher).
2. Four recent passport sized colour photographs.
3. Educational Certificates.
4. Aadhaar Card, Pan Card, Voter Card, Driving License & Passport.

The detailed **Letter of Appointment** will be issued to you after successfully completing your **Probation Period**.

*Kinjalkini Bhowmik*

Principal  
Muralidhar Girls' College

**Cloudvista Services**

**EN-9 Webel More Street No-14, Roys IT Park, 2<sup>nd</sup> Floor Kolkata-700091**

## OFFER LETTER

Dear Ms. Shreya Das,

**Congratulations!**


We are pleased to inform you that post successful interviews and/ or telephonic discussions with us, the management has decided to offer you the Employment with **PROGRESSIVE ASSOCIATES** based on your CV that has been submitted to us. Kindly note that your employment is subject to the facts mentioned in your CV and the management reserves the right to verify the statements made in the CV by contacting your past employer(s).

As per your CV and interview, we have decided to hire you for the **NON-SALES DEPARTMENT**. You shall be designated as **"EXECUTIVE ASSISTANT"**. You will be based at our Kolkata office & initially report to the MD & CEO. Your date of commencement of Employment will be on or before **28 Oct 2021**. You will be entitled to receive compensation and benefits amounting to a total **"Gross Fixed Salary"** of **Rs. 150,000** per annum as per the enclosed Annexure - I.

Progressive is a growing organisation in the field of Certification & Accreditation Consultancy, Third Party Audits and Management Services. We believe that quality & growth-oriented employees are the strength behind every organisation. You may be certain that we, as an organisation shall leave no stone unturned, to provide you the platform towards enhancing your potential and to give you the growth that you deserve. I am certain that you will enjoy this job as much as each one of our employees does and have a steady growth in career just like this organisation has over the years.

You shall be provided with a detailed "Appointment Letter" within a maximum period of two months from the date of joining the organisation. However, till such date when your "Appointment Letter" is issued, the offer letter along with the terms & conditions mentioned below, shall serve as the "Appointment Letter", should you choose to accept the same with your signature in hard copy and/or electronically over email. Please find below the basic terms and conditions for employment at Progressive Associates:

1. You will be on probation for the period of Six (6) months from the date of joining
2. Progressive Associates follows a detailed and transparent Appraisal Process based on a rating system for all its employees, twice every year in the month of October and April. However, you will be entitled to your first Appraisal, either in October or April whichever comes first, post completion of the Probation Period.
3. You will be entitled to one Casual Leave for every completed month and all leave facilities would be effective only after the completion of Probation period.
4. It is mandatory to give at least two months' notice period or salary in lieu of the notice period (In Demand Draft) to Progressive Associates in the event of resignation.
5. Your employment would also be subject to the additional Terms & Conditions, mentioned in your appointment letter, which will be issued to you after joining as stated above.
6. You will need to submit the below mentioned documents, details on your day of joining:
  - i. Date of DOB proof / Copy of Passport / Birth Certificate / S.S.C / Two Copies
  - ii. Address proof / Copy of Passport / Voter ID Card / Aadhaar Card
  - iii. Original Xerox of Academic Certificates (all from 10th to Highest)

  
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# PROGRESSIVE ASSOCIATES

- iv. Original Resignation Letter from previous employers with acknowledgement
  - v. Relieving/ Clearance letter from previous employer (Original)
  - vi. Pay Slip/ Proof of compensation last drawn (3 Months - Original) or bank statement (in case salary was paid in cash)
  - vii. 2 passport size photographs (Recent)
7. You shall also be required to fill-in the details of your education and previous employers with all relevant details of the organisation and Reporting Manager(s), for us to be able to verify your credentials and take appropriate feedback
  8. In case any of the statements made in the CV or the "Joining Form" is found to be false within the first three months of your joining, the management shall have absolute discretion towards immediate termination of your employment. The management in such circumstances where your employment has been terminated owing to "Misrepresentation of Facts" and/or "Non Disclosure of material facts" shall also lead to severe penalties including 2 (two) months of salary (payable to Progressive Associates) and/or necessary legal suit in the court of law.
  9. The Company also reserves the right to terminate your services without any notice or salary in lieu thereof on grounds of misconduct, disloyalty, and commission of any act involving moral turpitude or any acts of indiscipline or inefficiency or if found medically unfit or loss of confidence or a breach of the Company's code of conduct.
  10. You will be employed in the Non-Sales Department and shall be responsible for various sensitive data of the esteemed clients of Progressive Associates. You will be in possession of information about clientele of Progressive Associates and also shall be handling critical and sensitive process information of its clients. Therefore, by signing and accepting this letter, a "non compete agreement" automatically comes into existence between you and Progressive Associates. This would mean that you are not allowed to enter into any competition (any form of consultancy/ certification business) within 12 (twelve) months of resignation/ termination of employment. This would also mean that you cannot work for the company's competitors or start your own consultancy business or join a certification body or join a customer for whom Progressive Associates has provided any service over a span of last 03 (three) years since your date of resignation. The clause would be effective for 12 (months) from your resignation/ termination of employment.
  11. Progressive Associates would initiate necessary legal actions and/ or penalties upto 01 (One) year of your CTC or both if written consent to join any of the above is not taken from the management in reference to Clause 10 of the "Terms & Conditions" of this offer letter.

Looking forward to a successful joining and wishing you a long-term fruitful career with us in the years ahead. Kindly sign a copy of this letter, in case you choose to work with us, as a token of your acceptance of this offer and acceptance of all terms and conditions mentioned herein. Please feel free to contact us for any query or clarification that you may have.

Thanks & Regards,  
For Progressive Associates

  
Subir Ray Chaudhuri  
CEO



Date: 28 Oct 2021  
Place: Kolkata



Principal  
Muralidhar Girls' College

## ANNEXURE - I

**EMPLOYEE NAME** : Shreya Das  
**DESIGNATION** : EXECUTIVE ASSISTANT  
**GRADE** : P3 - Executive  
**DEPARTMENT** : NON-SALES

| FIXED SALARY COMPONENT    | MONTHLY         | ANNUALLY         | CALCULATION CRITERIA           |
|---------------------------|-----------------|------------------|--------------------------------|
| BASIC SALARY              | ₹ 6,250         | ₹ 75,000         | 50% of Gross Salary            |
| HOUSE RENT ALLOWANCE      | ₹ 2,500         | ₹ 30,000         | 40% of Basic Salary            |
| TRANSPORT ALLOWANCE       | ₹ 1,250         | ₹ 15,000         | 20% of Basic Salary            |
| SPECIAL ALLOWANCE         | ₹ 625           | ₹ 7,500          | 10% of Basic Salary            |
| FOOD ALLOWANCE            | ₹ 938           | ₹ 11,250         | 15% of Basic                   |
| DEARNESS ALLOWANCE        | ₹ 938           | ₹ 11,250         | 15% of Basic                   |
| <b>GROSS FIXED SALARY</b> | <b>₹ 12,500</b> | <b>₹ 150,000</b> | Total of the Salary Components |
| DEDUCTION                 | ₹ 110           | ₹ 1,320          | Professional Tax               |
| <b>NET FIXED SALARY</b>   | <b>₹ 12,390</b> | <b>₹ 148,680</b> | Take Home Post Deductions      |

Signatory Authority  
 For Progressive Associates

  
 Subir Ray Chaudhuri  
 CEO





Principal  
 Muralidhar Girls' College



Sharmila Roy &lt;sharmilamampi15@gmail.com&gt;

**Ms.Sharmila Roy ::FastInfo Legal Services Pvt. Ltd.::Internship Offer Letter .  
(KINDLY IGNORE THE PREVIOUS EMAIL & CONSIDER THIS )**

MY HR &lt;hr@fastinfo.com&gt;

28 April 2022 at 14:17

To: sharmilamampi15@gmail.com

Cc: Neha Chakraborty &lt;neha@fastinfo.com&gt;, Kumari Kanchan &lt;kumarikanchan@onlinelegalindia.com&gt;, Sanchari Paul &lt;sanchari.paul@fastinfo.com&gt;

***KINDLY IGNORE THE PREVIOUS EMAIL & CONSIDER THIS***

Dear Ms.Sharmila Roy,

We are pleased to offer you the position  
of **Back office Intern** in our **FastInfo Legal Services Pvt. Ltd.**

**Date of Joining: 28.04.2022. ( Appointed as Trainee for Tenure 1 Year).**

*Note:Management will observe your performance for 12 months, post satisfactory performance, Management can confirm your candidature for the post, if not you will be released.*

Your immediate supervisor will be the **Team Leader**.We trust that your education, knowledge, skills and experience will be among our most valuable assets.

As discussed and agreed with you, you will be eligible to receive the following beginning from your joining date:

**You will receive Rs. 10,000/- as stipend per Month****Details:-**

|  |                       |
|--|-----------------------|
| <b>Annual Offer CTC (Fixed + Variable)</b> | <b>(120000+24000)</b> |
| <b>Monthly Offer CTC (Variable)20%</b>     | <b>2000</b>           |
| <b>Monthly Offer CTC (Fixed)</b>           | <b>10000</b>          |
| <b>Monthly Offer in hand</b>               | <b>10000</b>          |

**Working Days : 6 days in a week**

Principal

Muralidhar Girls' College

**[Note :: Variable Earning**

This is a part of your monthly variable earning and is as per defined in Performance Linked Incentive Policy. The management has reserved the right to modify/amend/withdraw/continue with the plan at its discretion. After the successful completion of 3 months the intern will be eligible for variable pay. It will be calculated monthly, paid quarterly.

1. *Applicability of this benefit prevails only for the individuals who are designated as Full Time Interns of the company who are working from office only.*
2. *Eligibility of the said benefit for the Full Time Interns would be to successfully complete 90 days of service from their Date of Joining , if they qualify as per the PLI policy . (Note : Here the Internship tenure for Interns is for 12 months.)]*

### **Terms & Conditions :**

1. *The management has full rights to ask you to leave the company without any notice during the tenure of contract.*
2. *The period of your internship will commence on **28th April'2022** and shall continue till **27th April' 2023** subject to the right of either party to terminate this agreement with **30 day's notice period.***
3. *You shouldn't take any money from our clients.*
4. *No stipend will be paid if you don't complete the notice period while leaving the company.*
5. *If you do not serve the notice period then in that case you would be liable to compensate us ,the stipend of 30 days.*
6. *Our payout date is 7th of every month and the cycle is 1st to 30th of every month.*
7. *You are authorizing us for any kind of background verification including your last employment & educational qualification.*
8. *You should not use any official asset for any personal use.*
9. *You should not disclose our data to anyone else except your reporting authority.*
10. *Lockdown: In any case if you failed to work during lockdown then you are agreed to No Work No Pay system. If a company allows you to work from home then devices like computers, Internet equipment need to be managed by yourself and the company will be liable to pay you the internet cost only.*
11. *You should not disclose the company data to anyone else except the reporting authority.*

*Ujjwala Bhasin*

Print the  
Muralidhar Girls' College

**12.If the offer letter is not acknowledged within 24 hours of the receipt of this mail then then the Offer stands "Declined".**

*Note: After accepting the renewal letter if you do not serve , then you have to compensate the Management by paying the stipend for the Notice period.*

*Note:: shift timing will be rotational and you can be allotted any shift time depending upon the current requirement of the company.*

**Work From Office only.**

**Kolkata Office Address :Kariwala Towers, J 1-5, 8th Floor, Block - EP, Sector- V, Salt Lake City, Kolkata -700091.**

**Note- The work duration is for 6 days a week. You will be required to work for 54 hours a week i.e. 9 hours a day as per business requirements. You will be eligible for 1 off in a week and not necessarily be on Sunday.**

*Thanks & Regards,*

*Name :- Mr.Soumayjit Mitra*

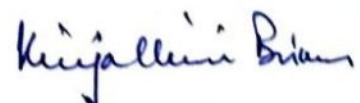
*Designation :- Sr.HR.*

*Department :-HR.*

*Mail :-hr@fastinfo.com*

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15K



*Principal*  
Muralidhar Girls' College



Date:- Jul 15, 2022

To  
**Ms. Nasifa Khatun**  
 Sukanta Pally, Madarat Paik Para,  
 Kolkata, West Bengal-700144.

Dear Ms. Nasifa Khatun,

With reference to your application and subsequent interview with us we are pleased to offer you the position of "Trainee - Customer Delight" at our "Hyderabad Showroom".

As agreed upon, during the training period you will be given a stipend (subject to deduction of applicable taxes, if at all) of **Rs.14000/-**.

We would request you to join our organization on or before **July 18, 2022**.

We also request you to submit the following documents on the date of joining:

1. PAN card, Aadhaar Card and Voter ID card
2. Original Scanned Copy of all Educational Documents
3. Copies of Professional Certificate / Joining Documents of Previous Establishments
4. Relieving Certificate / Acceptance of Resignation Letter from the Previous Employer
5. Last Pay slip / Bank statement clarifying Remuneration paid from the previous employer
6. Medical Fitness Certificate from a registered Doctor with Blood Group report
7. Current and permanent address Proof
8. Reference number of 2 superior of previous employment
9. 1 Passport Size Photograph
10. 1 Post card size Family Photograph  
(Family includes if married – Self, Spouse, Children and Dependent Parents, if unmarried Self and dependent Parents)
11. Marriage Registration Certificate, if Married
12. Cancel Cheque or Photocopy of Bank Passbook Front Page for active personal Bank account details

**Note:-** This offer is valid subject to completion of your background verification formalities.

Wish you all the Best!

Thanking You,  
 With Regards,

(Subashri Sengupta)  
 Chief Human Resource Office



**Senco Gold Limited**

CIN No. : U36911WB1994PLC064637  
**Registered & Corporate Office** : "Diamond Prestige", 41A, A.J.C. Bose Road,  
 10th Floor, Kolkata-700 017, Phone : 033-4021 5000 / 5004, Fax No. 033-4021 5025  
 Email : [contactus@sencogold.co.in](mailto:contactus@sencogold.co.in) Website : [www.sencogoldanddiamonds.com](http://www.sencogoldanddiamonds.com)

*Kingalini Bhan*

Principal  
 Muralidhar Girls' College



# Oindrila Ghosh

Senior Reporter

Salt Lake City, Kolkata, West Bengal, India

## Profile Details

[View Personal Details](#) >

Email ID

**oindrila.ghosh@republicworld.com**

Department

**Output Desk**

Office mobile number

**7450950393**



Date of Joining

**30-Sep-2022**

Company

**ARG Outlier Media Pvt Ltd**

Business Unit

**R Bangla**



*Kinjalini Biswas*

Principal  
Muralidhar Girls' College

Dear ISHITA BHUNIA

With your joining day approaching, we not only want to congratulate you for your role as RB-LS:Business Development Executive-SA at Axis Bank, but we also want to let you know that we are really excited to have you on board.

**Posting Details:**

|                                |  |
|--------------------------------|--|
| <b>Role</b>                    | RB-LS:Business Development Executive-SA                                    |
| <b>Date of Joining</b>         | 22-Sep-2022  |
| <b>Posted Location</b>         | E1482:New Garia  |
| <b>Posted Location Address</b> | 25 Srinagar Main Road ,<br>Kolkata,<br>Kolkata,<br>West Bengal,<br>700094. |
| <b>Supervisor Name</b>         | Tanmoy Chakraborty   |

Further to your reporting at the given location or logging in as per your previous conversation with the HR Representative, you will:

- Meet/ contact your HR Representative/ Supervisor who will induct you to the team
- Be provided with your Employee ID by your HR representative
- Be enrolled to the 'Head Start' induction program/ an equivalent program to help you understand the Bank and its functioning

Be rest assure that we at Axis will make sure that your first day on the job is a comfortable one with Axis representatives helping you at every step.

By motto and by attribute each one of us is '**Dil se open**'

Welcome to the Axis Family.

  
*Principal*  
**Muralidhar Girls' College**

Ref No- R PLUS /OL/06/22-23

18<sup>th</sup> August, 2022

**Ms. Nisha Halder**

Jadavpur,

Kolkata-700075,

Kolkata

West Bengal

Madam

With reference to your application and subsequent discussion as you had with us, we are pleased to appoint you as "Anchor cum Copy Editor" in our organization on the following terms and conditions.

**Date of Joining:** You have to join on or before 18.08.2022.

**Cost to company:** Your monthly CTC would be Rs 12,000/- (Rupees twelve thousand only) inclusive of all.

**Reporting Authority:** You will directly report to the HOD-Anchoring and Copy Desk section, for daily updates and work progress.

**Place of posting /Transfer :** Your present place of work will be at Kolkata, but during the course of the services, you shall be liable to be posted/ transferred to serve any of the company's project or any other establishment in India or outside, at the sole discretion of the Management.

*Kanjalkanti Bhowmik*

Principal  
Muralidhar Girls' College

PTO.

Received

Nisha Halder

18.8.22

Provisional Allotment Letter



STATE MEDICAL FACULTY OF WEST BENGAL

SMFWBEE-2020

First Round Counselling

Roll No: 70003470

Registration No: 104057

Candidate's Name: SUSMITA PAL

DOB: 18-10-1997



Father's Name PRADIP PAL

CML RANK: 1632

Category: OBC-B

AMOUNT: 15000.00

Allotted Category: OBC-B

Date: 5/12/2020

Txn Id : NCILHK8U0104057

Allotted College Name :  
REGIONAL INSTITUTE OF OPHTHALMOLOGY, KOLKATA

Allotted Course Name :  
Diploma in Optometry with Ophthalmic Technique (D.OPT)

Online Document Verification Schedule Shall be notified on the website

*Susmita Pal*

(SIGNATURE OF CANDIDATE)

*[Signature]*

Secretary

IMPORTANT INSTRUCTIONS :

1. Please report for DV on the reporting date as notified on the website otherwise your admission will be treated as canceled.
2. Physical presence of the candidate is not needed now.
3. For the purpose of verification of applications, candidates are advised to keep ready the following documents, in original duly scanned and self attested. The candidates shall invariably give these documents for verification as applicable
  - a) Admit Card ( Madhyamik / Higher Secondary or equivalent Examination ) for verification of the age.
  - b) Rank Card of Entrance Examination (To be downloaded from website)
  - c) Mark Sheet of the Higher Secondary or any other equivalent examination.
  - d) Caste certificate in case of SC / ST / OBC(A) / OBC(B) only.
  - e) Valid disability certificate in case of PH candidates with locomotor disorder only. The Candidates shall have to appear before a medical Board which has been constituted by the State Medical Faculty of West Bengal for examine the candidate at the venue of the counseling.
  - f) A Medical Certificate of Fitness from a Registered Medical Practitioner
  - g) Character Certificate.
  - h) This allotment is valid subject to verification of originals at the institute or verification place in case of offline verification.

*Kinglani Bhowmik*

Principal  
Muralidhar Girls' College



**Date : 4<sup>th</sup> Sept 2022**

**Dear Shayontika Das**

**Sub: Engagement as Analyst**

**Congratulations!!**

With reference to the personal discussion we had with you recently we are pleased to inform you that you have successfully cleared all the rounds of interview and selected for working on the Project. We would like to enter into an engagement on the following terms and conditions:

1. You will be designated as **Senior Analyst**.

**Principal  
Muraidhar Girls' College**

*Kunjilalini Bhanu*



## NFNA EDUCATION PRIVATE LIMITED

(CIN - U80902WB2021PTC244372)

Unit 3B & 3C, Ajit Apartment, 68 Sarat Bose Road, Kolkata: 700025

☎ 98361 68971    ✉ hello@nfna.in    🌐 www.nfna.in

Hi Ms. Jayita,

I am delighted & excited to welcome you to the **NFNA Education Private Limited** (hereinafter referred to as "NFNA") as a **Course Administrator**.

At **NFNA**, we believe that our team is our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and we wish you the most enjoyable, learning packed and truly meaningful work experience with us.

Your appointment will be governed by the terms and conditions presented in the **Annexure-A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need.

Congratulations!

**Alan Baptist**  
Co-founder and President,  
NFNA Education Private Limited

Principal  
Muralidhar Girls' College

Follow us on :



# ANNEXURE – A

You shall be governed by the following terms and conditions of service during your employment with the **NFNA**, and those may be amended from time to time.

1. You are being hired as a **Course Administrator** with matters including but not limited to Course Administration. **Mr. Alan Baptist** and **Mr. Minhaj Akhtar Khan** would primarily be your **Reporting Manager** and may also at times may be required to report to the **General Manager** of **NFNA** and other seniors depending on the circumstance of your work .

You would be responsible for the following:

- Assisting in Induction of the students of our academy.
- Responsible for maintaining the learner registration details within the management information database with a view to ensuring accuracy
- Communicating programme information to the learners at our academy.
- Processing amendments /deferrals of our students
- Dealing with learner queries in a timely and appropriate manner
- Ensuring student attendance data is recorded, monitored and analysed
- Ensuring that every single batch of every course, online or offline which is offered and taught by **NFNA** is conducted smoothly.
- Any other responsibility that is assigned to you by your reporting manager in the domain of course administration, but isn't limited to the same.

2. Your date of joining is deemed to be **1st November 2021** and the duration of our association shall be perpetual **until it is mutually decided otherwise**. During this time you are expected to devote your time and efforts properly to **NFNA**. This association can also be voluntarily terminated by you by serving a **notice period of 30 days**. Also, we may terminate this agreement forthwith under situations of **in-disciplinary behaviour** or if **inadequate/sub-par performance** is exhibited.

3. All the work that you will produce at or in relation to **NFNA** will be the exclusive intellectual property of **NFNA**. **NFNA** shall have the exclusive intellectual property rights (IPR) over all such work. You are not allowed to store, copy, sell, share, and distribute it to any person or in any other way on a public or private platform on the internet or store on your personal

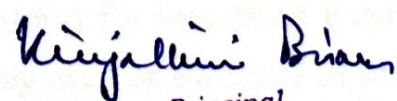
computer without written authorization from your reporting manager. Similarly, you are expected to refrain from talking about the technical aspects of your work in public domains (both online such as blogging, social networking site, and offline among your friends, etc.) without prior discussion and approval with your reporting manager unless it is absolutely necessary.

4. We take data privacy and security very seriously and to maintain the confidentiality of any students, customers, clients, and company's data and contact details that you may get access to during your internship will be your responsibility. **NFNA** operates on a zero-tolerance principle with regard to any breach of data security guidelines. Before the completion/termination of your employment, you are expected to hand over all **NFNA** work/data stored on your personal computer or any other device used to access the aforementioned data, provided you weren't working on our computers, to your reporting manager and delete the same from your personal computer or any other device used to access the aforementioned data.

5. You **must not use** the company's data to contact the leads through any medium for **any purpose other than selling our courses/products** or for matters related to the sale of our courses/products. A breach of this condition shall lead to **immediate termination** of your employment after the issuance of a **show-cause notice**.

6. During the appointment period, you shall not engage yourselves directly or indirectly or in any capacity in any other organization for work. In the event of a breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to **NFNA** for the loss of remuneration paid to you of an extent estimated by **NFNA**.

7. Any report brought to us of **sexual harassment** of any form or kind, **online or offline**, or **any harassment** for that matter, towards any student, faculty member, or colleague shall be investigated into thoroughly and strict authoritative action, possibly legal, shall also be taken for the same. On the contrary, you are required to immediately **raise a formal complaint by email** to your **reporting manager** in case you face any instance of **sexual harassment** at **NFNA**. In the event the reporting manager is involved in the aforesaid sexual harassment, you are required to raise a formal complaint by email to **Mr. Aditya Shah (co-founder)** at **aditya.nfna@gmail.com**.

  
Principal  
... Girls' College



8. You are expected to conduct yourself with the **utmost professionalism** in dealing with your reporting manager, team members, colleagues, clients and customers and treat everyone with due respect.

9. **NFNA** is a start-up and we love people who like to go beyond the normal call of duty and can think out of the box. Surprise us with your passion, intelligence, creativity, hard-work and expect **appreciation** and **monetary rewards** to follow.

10. Expect constant and continuous objective feedback from your reporting manager and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the **ONLY** way we all can continuously push ourselves to do better.

11. Have fun at what you do and do the right thing – both the principles are the core of what **NFNA** stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.

12. You are expected to attend office **6 days in a week**, where reporting time will be at **10 AM** with the completion of your designated official duties for the day by **7:00 PM (six days a week)**. The lunch break shall begin at **2 PM** and end at **3:00 PM**. As a course administrator, your attendance shall be **compulsory on Sundays** and your reporting time on **Sunday** shall be **9 AM sharp and end at 6 PM**.

13. Your **basic salary** shall be **₹10,000**. All miscellaneous expenditure to facilitate any official work shall be reimbursed on an actual basis.

14. You shall be working **physically at the office** and you will be required to achieve your daily targets as set by your reporting manager. You shall be required to be available on calls, WhatsApp and email while you are performing your responsibilities for **NFNA**.

15. We at **NFNA** assign a great deal of importance to discipline and punctuality, hence we've decided to instate a policy to penalize any lack of punctuality and discipline which hampers the productivity and efficiency of our company by -

- calculating the salary by applying a **pro-rata basis** for lack of work.

- calculating **every three days of deficient performance** (working for less than 8 hours on multiple occasions, not fulfilling your responsibilities adequately etc.) as **one day of absence**



Principal  
Muralidhar Girls' College

from work. The basic salary and incentives shall be deducted proportionately if that is the case.

16. You shall be entitled to the following **leaves and entitlements** after having completed at least **one month** of employment at NFNA -

- You shall be entitled to **20 Public, Cultural, Religious and National Holidays** per year of your service as per your choice, which you are required to submit before the commencement of your tenure, with a **maximum of 6 such holidays per month**.
- You shall be entitled to receive a **weekly off**, with a maximum of **52 weekly offs per year**.
- You may upon production to **NFNA** a certificate from a duly certified medical practitioner stating your estimated date of delivery or of your spouse or de-facto spouse, be entitled to **parental leave of twelve (12) weeks** per year of your service, provided that you have had not less than **12 months of continuous service** with **NFNA** immediately preceding the date on which you proceed upon such a leave.
- You shall be entitled to **privilege leave** on full pay for **fifteen days** for **every year** of continuous service. This leave shall unlock at a rate of **one and a quarter (1.25) days** per month at the end of every month of continuous employment. You will not be eligible to use any of the privilege leaves **until you complete six continuous months of employment at NFNA**, All the privilege leaves up to the first six months shall be unlocked for redemption at the **end of the sixth month of employment**. You cannot redeem more than **twelve (12) continuous days of privilege leave** and **not more than thrice in a year for any number of days in each instance**. Any privilege leave that remains after the end of the year shall be carried forward to the next year subject to a **maximum of twenty-four (24) leaves**. The accumulated privilege leave at the end of the year can be **encashed** at the end of the aforesaid year of employment. Carried-forward privileged leaves cannot be encashed. Privileged leaves shall have to be approved by the management. Privileged leave must be applied for **at least four weeks prior** to the requested leave period.
- You shall be entitled to **sick leave** on **half pay** for **fourteen (14) days** per year on a medical certificate obtained from a licensed medical practitioner. **Remaining sick leaves at the end of the year cannot be encashed.**
- You shall be entitled to **casual leave** on **full pay** for **ten (10) days per year of service**. This leave shall unlock at a rate of **one per month** from the start of the year of service,

*Kunjellini Bhan*

Principal  
Muralidhar Girls' School

**until the ten leaves are fully unlocked.** Casual leaves cannot be taken for more than **3 continuous days.** Prior approval from the management **at least one week before** the requested leave period is required if the casual leave requested exceeds two days. Casual leaves **cannot be clubbed** with privilege leave. Casual leaves **cannot be encashed.**

- You **may be** entitled to a **bonus of 8.33% of your annual basic salary,** to be paid once every year of your service. The bonus shall be paid on a pro-rata basis in the first week of the month of January of the year immediately succeeding the one in which you have joined NFNA. The training period of 30 days shall be excluded from the bonus evaluation period unless the management decides otherwise.



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Muralidhar Girls' College

**Welcome Onboard, Jayita!**

May 10, 2022

Ms. Sohini Chatterjee  
15/1/23, Sahid Nagar,  
Dhakuria,  
West Bengal 700031

**Offer Letter**

Dear Ms. Sohini Chatterjee

With reference to your application and subsequent interview, we are pleased to offer you employment in our company as "Human Resources Manager" on the following terms and conditions -

Your appointment will be effective from date of joining but not later than **May 10, 2022**. You would be currently stationed at our Kolkata office and will be reporting to the Sr. Human Resources Manager.

You would be under probation for 6 months from joining. Based on our evaluation of your performance, skills etc., the probation period may be extended or your employment may be confirmed based on our terms of appointment. During this period, either party can decide to discontinue service by giving a notice of 30 working days. You will initially be paid a consolidated salary of Rs. 11,000 in hand (Rupees Eleven Thousand only) towards your role of Human Resources Manager.

You would get your Appointment Letter along with details of your work and responsibilities post joining.

Please sign a copy of this offer letter as a token of your acceptance.

Yours truly

*Debaroti Pal*

Debaroti Pal  
Sr. Human Resources Manager

*Kinjalini Bhowmik*

Principal  
Muralidhar Girls' College  
Sohini Chatterjee

Accepted



9B, MARQUIS STREET, 1ST FLOOR,  
ROOM NO -103 KOLKATA -700016

Landline : 033-40060763

Mob No : +91 9830300921

Mob No : +91 9830440921/9836478335

e-mail Id : legendholidays.kol@gmail.com  
sarkarmontosh07@gmail.com

Website: www.legendholidays.net

Ref.....

Date .....

## Appointment Letter

Mr./Mrs./Ms : Sneha Bhattacharya  
Address : 182A/2 Picnic Garden Road Kolkata 700039

Dear Ms. Sneha Bhattacharya

Further to Our Letter of offer/Interview dated 10<sup>th</sup> August 2022, we are pleased to inform you that you are hereby appointed as Operation Assistant of our Organization.

This Appointment is effective from 12<sup>th</sup> August 2022 the date of your joining in our Organization.

The appointment carries a commencing stipend Rs. 10000/- (Ten Thousand Only) as three months training period. Office hour are 10AM to 6:30PM with half an hour lunch.

Your future increment or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameter fixed from time to time at the discretion of the management and not be considered merely as a matter of right.

During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on full or part time basis without prior permission of the organization in writing. Any contravention of his condition will entail termination of your services from the organization.

*Mujalini Biswas*

Principal  
Muralidhar Girls' College

February 8, 2022

Ref:HDBFS/21-22/HRIC427394/App/269634

Ms. Sanchari Sen,  
Kolkata

Dear Sanchari,

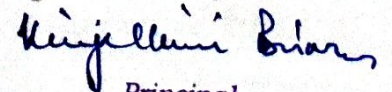
**LETTER OF APPOINTMENT**

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as SENIOR TELECALLING OFFICER on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

**Terms and Conditions:**

- a) You will be on probation for a period of 6 (six) months from the date of your employment. Subject to satisfactory performance during probation, your employment will be confirmed in writing. The Company shall have the absolute right to terminate your employment during the probation period by giving you 15 (fifteen) days' notice or salary in lieu thereof if your conduct, attendance, progress or performance is found to be unsatisfactory or for any other reason as the Company may in its sole discretion deem fit. If you wish to leave the employment with this Company during your probation period or post confirmation, you will mandatorily have to serve a minimum notice period of 1 (one) month or pay to the Company an amount equivalent to your 1 (one) months' salary in lieu of such notice period. It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof.
- b) Your appointment will be subject to the Company receiving satisfactory references and Contact Point verifications. You are required to furnish the name(s) of the references, who have supervised you in a professional capacity at some stage in your academic / professional career as may be required by the Company.
- c) Your duties and responsibilities will be explained to you on your joining the Company.
- d) You are initially assigned to our branch at LENIN SARANI. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other department, office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.

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Muralidhar Girls' College

- e) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- f) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.
- g) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.
- h) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.
- i) Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.
- j) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.
- k) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regards shall be final.
- l) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.
- m) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.

*Muralidhar Bhatnagar*  
Principal

Muralidhar Girls' College

Page 2 of 5

- n) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.
- o) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.
- p) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- q) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- r) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- s) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights" (as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- t) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- u) You shall not, at any time during the course of your employment and any time after the termination of your employment with the Company, make any statement, representation, post commentary, content or image or communicate in writing, orally or otherwise or take any action directly or indirectly in public or private,

*Mujalini Bhuva*

Principal Page 3 of 5  
Muralidhar Girls' College





**Ascensive HR** 23/6/2022

To, Ms. SAYANI MONDAL 15/M KOLUPARA LANE, DHAKURIA, KOLKATA-700031 Dear



**Sayani Mondal** 23/6/2022

to Ascensive, CMD, Tanmaya,...



Accepted.

[Hide quoted text](#)

On Thu, 23 Jun, 2022, 5:03 pm **Ascensive HR**,  
<[hr@aimetr.com](mailto:hr@aimetr.com)> wrote:

To,  
**Ms. SAYANI MONDAL**  
**15/M KOLUPARA LANE, DHAKURIA, KOLKATA-700031**

Dear Sayani,

We are pleased to inform you that you have been selected to work with **Ascensive Educare Ltd**, as a **Trainer and Placement Coordinator (Tour Guide)** at a salary of **INR 12,000/- (Twelve Thousand Only)** per month.

Your working hours will be **from 10:00 AM to 06:30 PM (Monday - Saturday)** at **Ascensive Educare Asansol Branch**. You may have to move to any centers/locations/sites of **Ascensive Educare Ltd** across India for related activities if required.

Your **Date of Joining** is **24-06-2022**.

As per the HR Policy, your Probationary Period is of **6 Months**. You will receive the detailed HR Policy in due course after completing successful Joining Formalities.

  
Principal  
uralidhar Girls' College



working, else you will not be eligible for full and final settlement.

We are confident that you will be able to make a significant contribution to the success of our organization and look forward to working with you. The company has the full right to terminate you if anything wrong is found.

If this offer is acceptable to You, then please acknowledge this offer and return it to the undersigned **within 24 Hours with your Acknowledgement** to indicate your acceptance.

**Important Documents to be Submitted in both Soft and Hard Copy for HR formalities**

1. Updated Resume / CV
2. Colour Passport Picture
3. Scan copy of Educational Details
  - a. Class X Admit (with Date of Birth)
  - b. Graduate Mark Sheet / Certificate
  - c. Post Graduate Mark Sheet / Certificate
  - d. Professional Certificates
4. Scan copy of Nationality Proof
  - a. Aadhar Card
  - b. Pan Card
  - c. Voter ID card
5. Bank Account Details
  - a. Account Number with IFSC, MICR
  - b. One Cancelled Cheque
6. Release Letter from the previous employer. (if experienced)

Thanks & Regards,  
HR Department

**Ascensive** Group of Companies  
BF 32, 2nd Floor, Sector - 1, Salt Lake City,  
Bidhannagar, Kolkata- 700 064 | West Bengal, India  
Tel: +91 33 4071 5661 | Fax: +91 33 4071 5662 |  
Email: [info@aimetr.com](mailto:info@aimetr.com)  
Website: [www.ascensiveeducare.com](http://www.ascensiveeducare.com)  
[www.ascensiveindia.com](http://www.ascensiveindia.com) | [www.call2solv.com](http://www.call2solv.com)

*Kunjilata Bhanu*

Principal  
Buralidhar Girls' College

Date-

**Subject: Performance Appraisal Letter**

Hi Ms. Ruma Rakshit,

Congratulation!!! on successfully completing your training period of 3 month in our company - Travvy Dictionary.

During the training period, your performance was found satisfactory towards the assigned work profile and the performance you've shown was more than the expectations.

As a result, company has decided to increase your monthly remuneration as 8400/- with the expectation of the same dedication and commitment towards work.

Not only that, here onward you will be eligible for monthly incentive programme which is 5% of the total profit price of a confirm package which will be disbursed quarterly on basis of completion of travel.

We hope that you will continue your progress with the same effort and hard work.

Once again, congratulations on your success and cheers to more good work in the future.

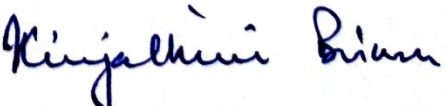
Your revised Key Responsible Area (KRA) are mentioned in the next page, kindly go through the same in detail.

We wish you tremendous success in the coming years and look for your long-term association with the company, and please feel free to reach out if you have any questions.



Yours Sincerely,  
Arun Das,

Founder- Travvy Dictionary

  
Principal  
Muralidhar Girls' College

22/03/2021

**Rima Roy**  
**Kolkata**

**Dear Rima Roy,**

We are pleased to offer you the position of **Customer Care Executive** at **JustMyRoots** with a start date of 22 Mar 2021. We believe your skills and experience are an excellent match for our company. You will receive a salary of INR 15000 per month (Rupees fifteen thousand ) only. You will report to Sulagna Chakraborty.

In this role, you will be required-

- Manage large amounts of incoming phone calls
- Generate sales leads
- Identify and assess customers' needs to achieve satisfaction
- Build sustainable relationships and trust with customer accounts through open and interactive communication
- Provide accurate, valid and complete information by using the right methods/tools
- Meet personal/customer service team sales targets and call handling quotas
- Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution
- Keep records of customer interactions, process customer accounts and file documents

Your employment with JustMyRoots will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time.

As an employee of **JustMyRoots**, you are also eligible for our benefits program, which includes [medical insurance and other perks.], after 3 months of your employment.

Please confirm your acceptance of this offer by signing.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

*Kajal Singh*

Kajal Singh  
HR Manager

**DECLARATION:** I declare that I am a resident of India. I accept the appointment on the terms and conditions contained in this letter and other conditions and service rules as applicable to the employees of the Company from time to time. I have read and understood the service rules of the Company and shall abide by them.

Accepted

*Kunjali Bhanu*

Principal  
Muralidhar Girls' College

Corp. Office - L4A, Augusta Point, Golf Course Road, Gurgaon 122002, Haryana, India

## **Annexure B**

Confidentiality Clause In consideration of my employment by CreateComm Tech Pvt Ltd (CCTPL) I will not disclose to anyone outside the CCTPL , or use in other than CCTPL's business, any confidential information or material relating to the business of CCTPL , either during or after my CCTPL employment, except with my employer's prior written permission. I will not use my position , or confidential information, obtained in the course of my employment, for my personal advantage. I will not publish original papers or make presentations or use any data relating to the activities of CCTPL without first seeking and gaining permission from my employing company. Any improvement, discoveries and inventions , whether patentable or not , conceived or made by me , either alone or jointly with others during the course of my employment and relating to or arising out of activities or business of the Company will be disclosed promptly to the Company and will be the exclusive property of the Company or its nominee. If requested to do so by the Company , I will execute whatever instruments and take whatever action the Company may require in order to apply for, obtain or enforce letters patent, design , copyright or other industrial or Intellectual Property protection in India and other countries covering such improvement , discoveries or inventions . Upon termination of my employment, or upon request at any given time , I may be require to account to my employing company for all formal and informal papers containing information , confidential or otherwise, relating to the Company's business. Such papers or information including material held on computer disks, may include Maps , reports , drawings , designs , photographs , calculations, specifications, formulae , forms licenses , agreements , contract , manuals or other documents and related notes pertaining to the Company business. As a condition of my employment with my employing Company, I will comply with the foregoing conditions , respect the confidential nature of Createcomm's business position, processes , formulae, technology , methods and procedures , and both during and after employment will take all reasonable precautions to keep such information secret. I hereby accept the terms contained in this agreement.

Signature



*Principal*  
Muralidhar Girls' College

## OFFER LETTER

Dear Deepa Shaw

After careful consideration, I'm pleased to announce that we've decided to offer Miss Deepa Shaw, the position of Trainee logo designer for Earth Evolution LLP. This email will serve as her job offer letter.

your employment will be effective with us since 15-02-2021

This position is considered full-time. Our Office hours is 10:00 AM to 7:00 PM, Monday through Saturday.

The salary for this position will be 6000/- per month. Payments will be distributed by check or direct deposit.

Please review the company website [earthevolution.in](http://earthevolution.in) for more information about our mission, and our history. If you have any questions about this offer or would like more information, please contact me at any time using the phone number and email address below.

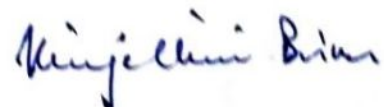
ph:- 8617296006/6290355699

Email:- earethevolution123@gmail.com

Sincerely

Debashis Roy

Biswanath Das



Principal  
Muralidhar Girls' College

**APPOINTMENT LETTER**

Ref: BMWIL/119WH/HR/21/032

Date: 8<sup>th</sup> February, 2021

To,  
Ms. Susmita Rakshit,  
E - 110, Baishnabghata, Patuli,  
Kolkata - 700094.

**Sub: Appointment as Management Trainee - Human Resource**

Dear Ms. Susmita Rakshit,

With reference to your interview with us, we are pleased to inform you that you have been appointed for the position of **Management Trainee - Human Resource** at BMW Industries Ltd. Your duration of training will be for one year.

The terms and conditions of your appointment are given below: -

1. You are required to report at work by February 8<sup>th</sup>, 2021.
2. You will be entitled for a monthly stipend of Rs.12,000/- (Twelve Thousand Only).
3. Your place of posting will be at Kolkata, West Bengal.
4. You will be accountable and responsible for the work assigned to you.
5. During the period of training with the company, you shall not indulge and/ or take part in any activity of formation of council and / or association or become a member being part of management staff which is found to be detrimental in the interest of the company in any way. Such an action shall be deemed as infringement to service conditions of the company and amount to causing damage to its interest and shall call for stern disciplinary action will be taken against you, as it may deem fit and appropriate.
6. During the tenure of your training, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on full or part time basis without prior permission of the Company in writing. Any contravention of this condition will entail termination of your services from the Company.
7. You are required to abide by the rules and regulations of company & follow safety norms in conformity with safety policy of the company and to use personal protective equipments as and when required.
8. Any change in your residential address or marital status should be notified in writing forthwith to the Company.

Sabari Sarkar



Kripalini Bhowmik

Regd. Office : 119, Park Street, White House, 3rd Floor, Kolkata - 700 016  
Tel : 91 33 2226 8882 ; Telefax : (033) 4007 1704  
Email : info@bmwil.co.in, Web : www.bmwil.co.in  
CIN : L51109WB1981PLC034212

Principal  
Muralidhar Girls' College

Date: 3<sup>rd</sup> May, 2021

Name: Susmita Banerjee

Address: 8/1, Banerjee para lane dhakuria kol-700032

Dear Susmita,

I am pleased to confirm our verbal offer of employment to you for a *regular full-time* position with **AmicisHub** as an **Academic Writer**, effective **3<sup>rd</sup> May, 2021**. Your fixed pay would be **Rs.1,32,000** per annum. As discussed, this offer is conditional upon completion of satisfactory references that could include, but is not necessarily limited to, a review of past employment and education records.

The details of our offer, including the terms and conditions of your employment, are attached as Schedule "A."

Please take the time to carefully review our offer. This letter, along with the enclosed schedules, outlines the obligations of both **AmicisHub** and yourself with respect to your employment conditions, and is governed by the laws of India. It details the terms and conditions of your employment with **AmicisHub**, and will form our agreed upon employment contract with you once signed.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

Susmita, we look forward to welcoming you to the **AmicisHub** team and wish you a successful and rewarding career with us.

Sincerely,

Soyon Goswami

Center Head Kolkata



Principal  
Maraldhar Girls' College

**AMICIS HUB**

**PH: +919831434617**

Email: [support.amicishub@gmail.com](mailto:support.amicishub@gmail.com)

Website: <https://amicishub.com>



Date: 19<sup>th</sup> March 2021  
Emp. Code: S176

**Letter of Transfer**

Dear Shahnaz Parveen,

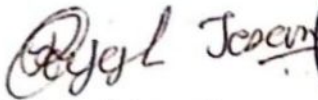
With reference to your "Appointment letter" and "Confidentiality and Non-Disclosure Agreement" signed on 08<sup>th</sup> July 2019 with Scanpoint Geomatics Limited and based on the demand of your new role & responsibilities in GIS Solutions Function, Management has decided to change your base location from Kolkata to Ahmedabad, Gujarat with effect from 15<sup>th</sup> March 2021.

You are required to report to Ahmedabad office as per office working hours on 15<sup>th</sup> March 2021.

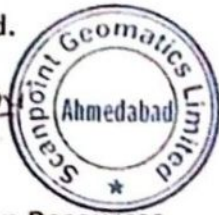
All other Terms and Conditions of your "Appointment Letter" remains the same.

We look forward to your valuable contribution and wish you the very best in this new role.

Scanpoint Geomatics Ltd.

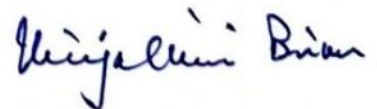


Mr. Rajesh Jesani  
Senior Manager – Human Resources



I hereby accept the above-mentioned terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Principal  
Muralidhar Girls' College

# RCC INSTITUTE OF INFORMATION TECHNOLOGY (Non-AICTE)

Canal South Road, Beliaghata, Kolkata - 700015

Website: <https://college.rcciit.org.in> Phone No. (033) 2323-2463

No: RCCIT (Non-AICTE)/2021/002

Date: 12.02.2021

Smt. Ritusree Naskar

Vill. South Garia, P.O. South Garia, P.S. Baruipur,

Dist: 24Parganas (South) - 743613, West Bengal

On recommendation of the Selection Committee, RCCIT (Non-AICTE), the Management of the RCC Institute of Information Technology (Non-AICTE) is pleased to appoint him/her in the post of Junior Assistant in the pay scale of Rs. 22700/- -58500/- with initial salary of Rs. 22,700/- p.m. on probation for a minimum period of one year (extendible for another year, if found non-satisfactory) from the date of his/her joining. On successful completion of probation period he/she will be placed under regular appointment in the pay scale with other admissible allowances as per the Rules of the Institution.

The appointment is liable to be terminated with a notice of 30 days or on payment of salary for a month in lieu thereof during the probation period.

In addition to the regular assignments he/she may be assigned any other additional responsibilities related to same or other Departments as may be decided by the authority from time to time.


The terms and conditions of his/her service shall be governed by the Service Rules of RCCIT (Non-AICTE).

Following documents are required towards verification of different documents prior to his/her joining failing which he/she shall not be allowed to join.

- Documentary evidence regarding date of birth, educational qualifications, previous experience, etc. in original, which may be returned after verification.
- A Certificate from the present employer (in case he/she is employed) releasing him/her from the present situation.
- A medical certificate from a registered medical practitioner not below MBBS degree declaring fitness for the job.

He/she is requested to intimate his/her acceptance of this offer by signing the attached duplicate copy of this letter and returning it to the undersigned.

The offer of appointment shall be valid up to 30 days from the date of issue of this letter and if no response is received by then or he/she fails to report for duty within the stipulated period, the offer of appointment shall stand cancelled.

  
Prof. (Dr.) Anirban Mukherjee  
Member Secretary, BOM, RCCIT

No. RCCIT (Non-AICTE)/2021/002

Date: 12.02.2021

Copy forwarded for information and necessary action:

- Registrar(O)
- Finance Officer

Member Secretary, BOM, RCCIT



Principal  
Muralidhar Girls' College

Dear Preeti,

I am pleased to confirm your acceptance of an internship in the "AgriTech Development Department" with IFFCO Kisan Sanchar Ltd.

You can start from 10th May, 2021 (Monday). If you have any questions or concerns, please feel free to contact me. We are pleased that you've decided to join IFFCO Kisan.

Best Wishes,

Dolly

Manager- GIS (Agritech Development)



M: +91-9649956148 | E:

dolly.chaudhary@iffcokisan.com

IFFCO Kisan Sanchar Ltd., IFFCO House Ist & IInd Floor  
- 34, Nehru Place, New Delhi - 110019

www.iffcokisan.com



*Kunjali Bhanu*

Principal  
Muralidhar Girls' College

Corporate Website : <http://iffcokisan.com>

Software Solution : <http://am-pro.io>

Urban Greens

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

**HEALTH INSURANCE**  
Aditya Birla Health Insurance Co. Limited



**ADITYA BIRLA  
CAPITAL**

PROTECTING INVESTING FINANCING ADVISING

March 20, 2021

Nasifa Ali  
Inda, Kharagpur  
Medinipur - 721305

Dear **Nasifa**,

**Subject: Offer cum Appointment Letter**

We take this opportunity to thank you for exploring an opportunity with Aditya Birla Health Insurance Company Ltd. (hereafter referred to as "Company"). On basis of our discussions and understanding we are pleased to appoint you with the Company as "Agency Manager".

The terms and conditions of your appointment are as follows:

1. Your Fixed Pay will be **Rs. 300000 /-** (Rupees. Three Lakhs Only) per annum. Further, you will be entitled to Benefits as applicable in your grade. The components of your Fixed Pay and details of Benefits are provided in Annexure 'A' and will be governed by Company policies as amended from time to time.
2. In addition to your Fixed Pay above, you will be covered for Sales Incentive Scheme. The payout will be based on your performance and dependent on the parameters that are defined under the Sales Incentive Plan as declared by the Company from time to time.
3. You will be governed as per Company's Sales Progression Plan, as applicable in your grade and will be communicated to you.
4. Your appointment is subject to you providing all documents and information as set forth under Annexure 'B' to the company.
5. Your date of joining with the Company will be on or before **7 April 2021**.

**Aditya Birla Health Insurance Co. Limited**

(T) +91 22 6279 9500

care.healthinsurance@adityabirlacapital.com | www.adityabirlahealthinsurance.com

Trademark/Logo Aditya Birla Capital is owned by Aditya Birla Management Corporation Private Limited and is used by Aditya Birla Health Insurance Co. Limited under licensed user agreement(s).

**Registered Office:**

One World Center, Tower 1, 9th Floor,  
Jupiter Mills Compound, 841, Senapati Bapat Marg,  
Elphinstone Road, Mumbai 400013.  
CIN: U66000MH2015PLC263677  
IRDAI Registration No. 153

*Kingalini Bhatnagar*

*Principal*  
Muralidhar Girls' College

## HEALTH INSURANCE

Aditya Birla Health Insurance Co. Limited



ADITYA BIRLA  
CAPITAL

PROTECTING INVESTING FINANCING ADVISING

**Niren Srivastava**  
Head - HR & Administration

**Agreed & Accepted**

### Aditya Birla Health Insurance Co. Limited

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**Principal**  
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# HEALTH INSURANCE

Aditya Birla Health Insurance Co. Limited



ADITYA BIRLA  
CAPITAL

PROTECTING INVESTING FINANCING ADVISING

## Annexure 'A'

| Fixed Remuneration                       | Per Annum (Rs.) | Per Month (Rs.) |
|--|-----------------|-----------------|
| Basic Salary                             | 120800          | 10067           |
| Housing Rent Allowance                   | 60400           | 5033            |
| Mobile Allowance                         | 12000           | 1000            |
| Education Allowance                      | 2400            | 200             |
| Special Allowance                        | 60190           | 5016            |
| Advance Against Statutory Bonus          | 16800           | 1400            |
| Provident Fund (Employer's Contribution) | 21600           | 1800            |
| Gratuity                                 | 5810            | 484             |
| <b>Total</b>                             | <b>300000</b>   |                 |

- The payment of Salary and Benefits will be subject to deduction of Income Tax as per the prevailing Income Tax rates and other statutory deductions, as may be required in accordance with applicable legislation in force from time to time.
- Notice Pay Recovery: Incumbent will be paid the Notice period amount (if any). Subject to a maximum of Rs. 15,000 (Fifteen Thousand only) that is recovered by present employer, post joining, on submission of relevant documents showing such deductions. This is one-time payment, over and above the salary details mentioned above. The tax on the same will be borne by the employee. In case of exit from services from ABHI within 12 months from the time of payout, the gross amount will be recovered in full
- All figures mentioned are annualized value and prorated according based on your date of joining.
- Advance against Statutory Bonus is paid monthly in lieu of Statutory Bonus as per the provisions
- Gratuity is payable as per the provision of applicable Gratuity Act.

### Aditya Birla Health Insurance Co. Limited

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Elphinstone Road, Mumbai 400113.  
CIN: U66000MH2015PLC263677  
IRDAI Registration No. 153

Principal  
Muralidhar Girls' College

## HEALTH INSURANCE

Aditya Birla Health Insurance Co. Limited



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CAPITAL

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- Company reserves the right to amend the Compensation structure as it may deem fit.

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CIN: U66000MH2015PLC263677  
IRDAI Registration No. 153

Principal  
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# HEALTH INSURANCE

Aditya Birla Health Insurance Co. Limited



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## Annexure 'B'

Please submit photocopies of the following documents, as applicable, at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

- Copy of Latest Resume
- Copy of Permanent Account No. (PAN)/Copy of PAN application (in case PAN is not available)
- SSC / HSC certificates with Mark-Sheets
- Graduation / post-graduation Degree / Diploma with Mark-Sheets
- Professional Degree / Diploma with mark-sheets
- Proof of Age (Ration Card/ Driving License/ Passport/ Voter's Id/ College ID card/ Bank Pass Book)
- Resignation acceptance letter need to be submitted, if you require time to produce the relieving letter  
Note: Relieving Letter is a must and needs to be submitted within 30 days from your date of joining failing which your appointment will stand cancelled.
- Affidavit for Gap in employment (in case the gap is greater than or equal to 6 months)
- Proof of your last drawn Salary with details (Last 3 months salary slip/ Salary Annexure from previous employer/ Bank Statement as a proof of salary credit/ Affidavit for Salary Declaration)
- Four passport Size Colored photographs
- Three professional references (with complete address and telephone number)

On joining you will also be required to furnish the following:

- PF Nomination Form
- Family dependent details
- Any other relevant information that may be required.

Please Note that Submission of all the above-mentioned documents and completion of all the forms given in your joining kit are mandatory. Any non-compliance may result in your joining kit being declared as incomplete, for which you would be solely responsible and thus consequently delay/impact:

- The generation of Employee Code and Salary pay-out
- Your coverage under mediclaim, Group Protection Cover, etc.
- Settlement of claims etc., were they to come up

### Aditya Birla Health Insurance Co. Limited

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Elphinstone Road, Mumbai 400013.  
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IRDAI Registration No. 153

Principal  
Muralidhar Girls' College



# HEALTH INSURANCE

Aditya Birla Health Insurance Co. Limited



ADITYA BIRLA  
CAPITAL

PROTECTING INVESTING FINANCING ADVISING

Your present and permanent addresses, as mentioned in your application form, are recorded in Company's record. You are required to inform the Company about any change in your address and telephone numbers.

## Annexure C

### Confirmation Goal Sheet

On your joining, you will be governed by ABHI FLS Goal sheet, and your confirmation would be as per following performance norms

| 6 Months Norm   | Evaluation Period | On Achievement                              |
|---|-------------------|---|
| <ul style="list-style-type: none"><li>30% of Gross Premium as per ABHI FLS Goal Sheet and 18 coded Advisors</li></ul> | 12 months         | Confirmation in the services of the company |

Please note the below:

- 1) Annual goal sheet targets will be governed by the Sales Progression scheme as designed & communicated by the Company from time to time.
- 2) In case you fail to achieve the confirmation norms as defined above; you will be given two more months to achieve the communicated goals, with extension of probation period. Failure in achieving the targets as communicated will lead to termination of your services effective the last date of applicable evaluation period.

**I hereby accept the above mentioned terms and conditions**

**Employee Signature.**

### Aditya Birla Health Insurance Co. Limited

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care.healthinsurance@adityabirlacapital.com | www.adityabirlahealthinsurance.com  
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Elphinstone Road, Mumbai 400013.  
CIN: UB6000MH2015PLC263677  
IRDAI Registration No. 153

Principal  
Muralidhar Girls' College



ব্রহ্মাচর্যম সত্যমে জ্ঞানম

# Herambachandra College

Accredited by NAAC

No: 07/ HCC / 2020-2021 dated : 12.10.2020

To  
Smt. Priyanka Das  
72, R.K Chatterjee Road,  
Kolkata - 700 042.

Sub: - Letter of appointment

Dear Madam.

The Governing Body of Heramba Chandra College is pleased to appoint you approved by the Director of Public Instruction, West Bengal vide Memo no 1105-UGC / 5A-85 UGC-09 dated 30.10.2020, as a Lady Attendant, on subject to acceptance of the following terms.

The terms and conditions of the service, e.g. pay and allowances, leave, provident fund, age of retirement and retirement benefits, duties and rules of conduct disciplinary proceedings etc., will be governed by the State Government of West Bengal and Governing Body of the College.

In case you accept the appointment agreeing with the terms and conditions mentioned above, you must let us know in writing within 7 days from the date of your receiving this letter the following:-

- 1) Your exact date of joining this college.
- 2) Your acceptance / refusal of the terms and conditions.

Yours sincerely

*M. Smita Chandra*  
12.10.2020

Principal  
Heramba Chandra College

Principal  
Heramba Chandra College  
Kolkata-700 029

Copy to:  
1. Principal  
5. Account's section

2. Bursar  
6. Cashier

3. Head Clerk  
7. Seminar Library

4. Accountant  
8. Central Library



23/49, Gariahat Road, Kolkata-700 029, Phone : 2461-1236 (Principal), 2461-2689 (Teachers' Room), 2461-0131 (Office)  
e-mail : teachershcc@gmail.com, Accountant's e-mail : sujoy.ban123@gmail.com  
Website : www.herambchandracollege.ac.in

*Muralidhar Das*  
Principal  
Muralidhar Girls' College

**India Post****भारतीय डाक****PROVISIONAL ENGAGEMENT LETTER****ASPBGA/A1/GDS RecttCycle-I/2019-2020 Dated 01.07.2020**

Sri/Smt. MOUMITA PAL S/o w/o D/o BANYESWAR PAL  
is hereby provisionally engaged as GDS Packer, South Belgharia S.O BO a/w  
Belgharia H.O SO with effect from 01/07/2020. He/She shall be paid  
TRCA as are admissible from time to time. His/her date of birth is 04/09/1995.

Sri/Smt. MOUMITA PAL should clearly understand  
that his/her engagement as GDS BPM/MC/MD/SV/MM/Pkr is subject to verification of original  
certificates from the respective issuing authorities and shall be in the nature of contract liable to be  
terminated by him or by the undersigned by notifying the other in writing and that his/her  
conduct and service shall also be governed by the Department of Posts Gramin Dak Sevaks  
(Conduct and Engagement) Rules, 2011 as amended from time to time.

If these conditions are acceptable to him/her, he/she should communicate his /her  
acceptance in the enclosed proforma.

**ASP, Belghoria Sub Division****North Presidency Division****North Presidency****To (Regd AD)****Sri/Smt. MOUMITA PAL****Block M-350, Baishnabghata Patuli****Kolkata, South 24 Parganas - 700094****Copy To: (By Regd)**

1. The IP/ASP, Belghoria Sub Division Sub division for information.
2. The Postmaster, Belgharia H.O HO for information. The memo of  
descriptive particulars, Declaration, attestation form, oath of allegiance, Health  
certificate and Conduct Certificate are enclosed.
3. The Sub Postmaster, Belgharia H.O SO for information.

**South**

*[Signature]*  
01/07/2020  
Asstt. Super. In-charge, Post  
Belgharia Sub Division  
Ariadaha 700057

*[Signature]***Principal  
Muralidhar Girls' College**

भारतीय डाक विभाग / DEPARTMENT OF POSTS, INDIA  
अधीक्षक, डाकघर का कार्यालय / O/o THE SUPDT. OF POST OFFICES  
दक्षिण प्रेसीडेन्सी मंडल / SOUTH PRESIDENCY DIVISION  
बारुईपुर / BARUIPUR, कोलकाता / KOLKATA - 700144



Ph:- (033)2433-5057 / 24338409 e-Mail:-dcsouthpresidency.wbr.indiapost.gov.in

ORDER OF PROVISIONAL ENGAGEMENT

Memo No. A-7/GDS/Online/Rectt/Kumrakhali B.O

Dated at Baruipur, the 17/07/2020

1. In response to the notification No. RECTT./R-100/ONLINE/GDS/VOL-VI DATED 05.04.2018 Shri/Smt/Ms SHREYA ROY son/daughter of Shri ANANDA ROY whose Date of Birth is 8/20/1999 and who belongs to OBC category/selected against OBC category is hereby engaged as BPM Kumrakhali B.O in account with Canning Town S.O on PROVISIONAL BASIS with effect form dated 06.07.2020 FN in the TRCA scale of Rs 12000-29380, LEVEL-1. He/She shall be paid such allowances as are admissible from time to time.
2. Shri/Smt/Ms SHREYA ROY Son/daughter of Shri ANANDA ROY should clearly understand that his/her engagement as BPM Kumrakhali B.O in account with Canning Town S.O shall be in the nature of a contract liable to be terminated by him/her or by the undersigned by notifying the order in writing and that his Conduct and Engagement shall be governed by the Department of Posts, Gramin Dak Sevak (Conduct and engagement) Rules, 2020 as amended from time to time.
3. This Provisional Engagement is subject to satisfactory verification of the prescribed educational qualification, community certificate and other certificates, wherever prescribed. The candidate will have to undergo satisfactory prescribed Induction Training course and Practical Training as and when issued.
4. The engagement is provisional and subject to certificates being verified through proper channels. If the verification reveals that the claim of the candidate belonging to Scheduled Caste/Scheduled Tribe / Other backward classes/(not belong to creamy layer )/ is false or educational certificates are not genuine or found unfit on Police Verification, his/her Engagement shall be terminated forthwith without assigning any further reasons and without prejudice to other criminal/legal action as may be taken under the provisions of Indian Penal Code for production of false certificate as a consequence.
5. The engagement of (Economically Weaker Sections)EWS candidates is provisional and is subject to the Income and Asset certificate being verified through proper channels and if the verification reveals that the claim to belong to EWS is fake/false the Engagement will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/ false certificates.
6. If any information or documents submitted by the candidates is found false/ incorrect at a later stage, his/her engagement shall be terminated in accordance with Rule 8 of GDS (Conduct & Engagement Rules, 2020).

(Shri S.Ghosh)  
Supdt. Of Post offices  
South Presidency Division  
Baruipur, Kolkata-700144

Copy to:-

1. The candidate
2. ASPOs/Inspector Posts Canning Town Sub Division
3. Postmaster/SPM Canning Town S.O
4. O/C Spare

Principal  
Muralidhar Girls' College

ORDER OF PROVISIONAL ENGAGEMENT

Memo No GDS Rectt/2020/Sonarpur Sub Dn /Cycle-II

Dated at Sonarpur the 07/12/2020

1 In response to the notification No RECTT /R-100/ONLINE/GDS/CYCLE-II/VOL-I DATED 18 02 2020 Shri/Smt/Ms RIMASREE HALDAR son/daughter/ of Shri DIBYENDU HALDAR whose Date of Birth is 03/05/1999 and who belongs to UR category/ selected against UR category is hereby engaged as BPM/ ABPM/ DAK SEVAK GDS ABPM KUSTIA BO in account with/under HO/SO/HRO/SRO CHAMPAHATI SO on PROVISIONAL BASIS with immediate effect in the TRCA scale of 10000-24470, LEVEL-1 He/She shall be paid such allowances as are admissible from time to time

2 Shri/Smt/Ms RIMASREE HALDAR son/daughter/ of Shri DIBYENDU HALDAR Should clearly understand that his/her engagement as BPM/ABPM/DAK SEVAK GDS ABPM KUSTIA BO in account with/under HO/SO/HRO/SRO CHAMPAHATI SO shall be in the nature of a contract liable to be terminated by him/her or by the undersigned by notifying the order in writing and that his conduct and Engagement shall be governed by the Department of Posts, Gramin Dak Sevak (Conduct and engagement) Rules 2020 as amended from time to time

3 This Provisional Engagement is subject to satisfactory verification of the prescribed educational qualification, community certificate and other certificates, wherever prescribed.

4 The engagement is provisional and subject to certificates being verified through proper channels. If the verification reveals that the claim of the candidate belonging to Scheduled Caste/Scheduled Tribe/ Other backward classes/(not belong to creamy layer) / is false or educational certificates are not genuine or found unfit on Police verification, his/her engagement shall be terminated forthwith without assigning any further reasons and without prejudice to other criminal/legal action as may be taken under the provisions of Indian Penal Code for production of false certificate as a consequence.

5 The engagement of (economically Weaker Sections)EWS candidates is provisional and is subject to the Income and Asset certificate being verified through proper channels and if the verification reveals that the claim to belong to EWS is fake/false the Engagement will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/ false certificates

6 If any information or documents submitted by the candidates is found false/ incorrect at a later stage his/her engagement shall be terminated in accordance with Rule 8 of GDS (Conduct & Engagement Rules 2020)

डाक निदेशक (ग्रामिन डाक सेवक)  
सोनारपुर-महल / Sonarpur Sub-Division  
सोनारपुर / Sonarpur  
कोलकाता-७५० / Kolkata-150

Copy of this memo is issued to :-

1. The candidate
2. PF of the candidates
3. Postmaster /SPM/BPM- for information & necessary action please. The existing arrangement will be ( ) automatically ceased on joining of the new GDS and/or existing incumbent will revert back to his/her old post.
4. The SPOs South Presidency Division- for information and necessary action please.
5. O/S Mail-I & II, Sonarpur Sub Dn- for information & handing over charge of concerned BPM/ABPM
6. O/C Spare

*Muralidhar Bhowmik*  
Principal  
Muralidhar Girls' College

डाक निदेशक (ग्रामिन डाक सेवक)  
सोनारपुर-महल / Sonarpur Sub-Division  
सोनारपुर / Sonarpur  
कोलकाता-७५० / Kolkata-150

## APPOINTMENT LETTER

**Date: 28 August 2020**

**Name: Eram Neggar**

**Address: 55 Diamond Harbor Road Ekbalpur Kolkata 700027**

**Dear Ms. Eram Neggar,**

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("Company"), on the following terms and conditions:

### 1. Date of Joining & Work Location:

Your appointment becomes effective from the date of joining the services of the Company, which date shall be not later than **28 August 2020**.

Your work location would be **Bangalore** or any other location as assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

### 2. Department, Designation & Reporting Manager:

Department: - **Sales Operations**

Designation: - **Associate - Sales Operations**

Reporting Manager: - **Akshay T Shankar**

### 3. Cost to the Company:

Your annual Compensation including Benefits is **Rs.350000/-**. Your salary comprises of a Fixed Compensation and other benefits (Refer **Annexure 1** for detailed breakup).

Your salary will be revised yearly based on your satisfactory performance in the company determined at the sole discretion of the Company.

The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances
- (e) Or any other applicable statutory deductions

The Income Tax Liability with regards your salary and perks will your liability, and will be governed by the tax laws of the country as applicable from time to time.

  
[Employee's Signature]



Principal  
Muralidhar Girls' College

- b) You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.
- c) Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.
- d) During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.
- e) You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.
- f) You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.
- g) You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
- h) The Company will deduct taxes as appropriate and consistent with the Indian Tax Regulation. You will be responsible for your tax liabilities under all-applicable tax laws and regulations.
- i) This letter constitutes the complete understanding between you and the Company regarding terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.
- j) All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka.



[Employee's Signature]



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Muralidhar Girls' College

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

Thanking you,

Yours faithfully



Deeptha A R  
Head – Human Resources  
Think & Learn Pvt. Ltd

**ACCEPTANCE**

I accept the above mentioned terms and conditions.

Name: Eram Neggar



Signature: .....

Date: 28 August 2020



Principal  
Muralidhar Girls' College





Kotak Mahindra Bank

30-January-2021

Rama Halder

Applicant ID : DOCD/MD132

WEST BENGAL

**CONTRACT FOR SPECIAL SERVICES**

This contract for services to be rendered has been drawn up between Kotak Mahindra Bank Limited & Rama Halder and sets out the terms and conditions under which Kotak Mahindra Bank Ltd. has offered, and Rama Halder has agreed to accept and render services at the Company's office or at such other location as **Kotak Mahindra Bank Ltd** may inform. In the course of performance of your contract, you may be required to oversee the performance of other or others.

1. This contract shall commence from **01-February-2021**, and shall be for a fixed period of **2 Years** commencing from this date. This contract will terminate on **31-January-2023** unless otherwise renewed or before this is determined earlier according to the provisions of this Contract. Not with standing anything to the contract contained herein above, it is expressly agreed and understood that the contract period is purely temporary for a period of 2 Years and on the expiry of the aforesaid period this arrangement shall automatically come to an end without any further notice to you.
2. The details of your remuneration are enumerated in **Annexure A**, enclosed. You will not be entitled to claim any other privileges/benefits including but not limited to bonus which may be paid to the employees of Kotak Mahindra Bank Ltd. except the annual remuneration payable during the tenure of the Contract.
3. You shall perform/participate in such activities as may be assigned to you by your employer from time to time. The reporting time, lunch/tea break, etc. will be informed to you at the office premises by the employer and the same shall be subject to exigencies of work.
4. You shall always throughout the tenure of the contract act in the best interests of the Company and you shall not do or cause to do any act or engage in activities which would prejudice and/or result in conflict with the interests of the company.
5. You may be required to work on staggered timings/shifts, the timings for which may be altered from time to time as per the discretion of the Company. During the tenure of your contract you are entitled to leave as per the company policy and such leave to you against your notice will not be reasonably withheld. This shall be in addition to the leave on all Sundays and all holidays as applicable to our company.

Kotak Mahindra Bank Limited  
CIN L66110MH1905PLC030137  
Kotak Infinity Building No. 21  
Zone 4, 2nd Floor, Infinity Park  
Off Western Express Highway  
General A K Marg,  
Malad (E), Mumbai - 400097  
India.

T +91 22 6006025  
F +91 22 67259071  
www.kotak.com

Registered Office  
27 BKC, C 27, G Block,  
Bandra Kurla Complex,  
Bandra (E), Mumbai - 400 051  
India.

Rama Halder

Kunjellin Bhowmik

Principal  
Muralidhar Girls' College



Kotak Mahindra Bank

21. On completion of your contract, you will hand over the charge to your immediate superior.
22. If you are suspended for any misconduct reported against you at any time pending enquiry and orders in your matter, you will not be entitled to any compensation during the period of such suspension.
23. At the end of the contract mentioned above, you shall not make any claim of employment or any other monetary claim against the management/Company and you shall not be deemed to be an employee of the Company at any time.

In case the above terms and conditions are acceptable to you, please sign in the space provided below in token of your acceptance.

Your's faithfully,  
For **Kotak Mahindra Bank Ltd**

Authorised Signatory

The above terms and conditions have been explained to me and understood by me. The same are acceptable to me and I am signing herein below in token of acceptance of the terms and conditions.

Rama Halder

Kotak Mahindra Bank Limited  
CIN L65110MH1985PLC008137  
Kotak Infinity, Building No. 21,  
Zone 4 2nd Floor, Infinity Park  
Off Western Express Highway  
General A. K. Marg,  
Malad (E), Mumbai - 400097  
India.

T +91 22 64066020  
F +91 22 67269071  
www.kotak.com

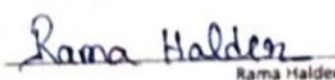
Registered Office  
27 BMC, C 27, G Block,  
Bandra Kurla Complex,  
Bandra (E), Mumbai - 400 051  
India.

Principal  
Muralidhar Girls' College



Kotak Mahindra Bank

Annexure A

|  |   |         |
|--|---|---------|
| Name   | Rama Halder   |         |
| Role   | Sales Executive   |         |
| W.E.F  | 01 February 2021  |         |
| Grade  | D0  |         |
| State - Location   | WEST BENGAL   |         |
| Particulars  | Monthly   | Annual  |
| Basic  | 16,354  | 196,248 |
| HRA Allowance  | 818   | 9,812   |
| Statutory Bonus  | 1,362   | 16,347  |
| Professional Allowance   | 0   | 0       |
| Gross CTC  | 18,534  | 222,407 |
| Company PF   |   | 23,550  |
| Total CTC  | 20,497  | 245,957 |
| Approx Monthly Net   | 16,371  |         |
| - Company contribution towards PF is 12%   |   |         |
| - Under the Kotak Term Group Plan, you get covered upto 5 lakhs or 1.5 times CTC whichever is higher in case of death. |   |         |
| Prepared By:   | <br>Rama Halder |         |
| Date: 30-January-2021  |   |         |

Kotak Mahindra Bank Limited  
CIN L651105M1905PLC038137  
Kotak Infinity Building No. 21,  
Zone 4, 2nd Floor, Infinity Park  
Off Western Express Highway  
General A K Marg,  
Mand (E), Mumbai - 400007  
India

T +91 22 66066825  
F +91 22 67299071  
www.kotak.com

Registered Office:  
27 BKC, C 37, G Block,  
Bandra Kurla Complex,  
Bandra (E), Mumbai - 400 051  
India



Principal  
Muralidhar Girls' College

**Travel Corporation India**  
**(a unit of SOTC Travel Management Private Limited)**

(Formerly known as 'SITA Travels and Tours Private Limited')

Registered Office: 324, Dr. D. N. Road, Fort, Mumbai 400001

CIN: U63040MH2001PTC131693

Email id: [info@tci.co.in](mailto:info@tci.co.in) Tel: +91 124 470 3555 Fax: +91 124 456 3100

**Date: December 23<sup>rd</sup>, 2019**

**Dear Juhi,**

With reference to your application and the subsequent interviews you have had with us, we are pleased to offer you the position of **Team Associate in Logistics - Kolkata** of Travel Corporation (India) Ltd. based at **Kolkata**. You will be placed in **Band 1B** of the Management cadre.

The compensation details for the position offered are attached at Annexure "II".

This offer is valid, subject to:

- a. all information, facts and figures provided by you in your application / curriculum vitae, and to our Company representatives during your discussions with them, being accurate and to the satisfaction of the Company;
- b. our receiving a "clear" Background Verification Report from an independent agency, which will verify, among other data, your education and previous employment details, as submitted by you;
- c. your providing the Company a "self-declaration" of medical fitness in a prescribed format;
- d. our receiving your acceptance of this offer of employment within 5 days from the date of this e-mail;
- e. our receiving your confirmation that you will join our services no later than January 06<sup>th</sup>, 2020.
- f. your actually joining services on the date mentioned in "e" above.

By accepting this offer you give your assent to commence the Background Verification process as per the Company requirements. It will be in your own interest to ensure your referees send in their responses to the Verifying agency promptly.

Please note, that if the Verification report is "unsatisfactory":

- a. before joining the Company this Offer stands withdrawn with immediate effect;
- b. post joining the Company, your services will be terminated by the Company with immediate effect without giving you any notice or payment in lieu thereof.

You will be on "probation" for a period of Three months in the first instance. On successful completion of the probation period your services will be confirmed, and a letter to this effect will be issued by the Company.

During the probation period or post confirmation in service, your employment is terminable by either side by giving to the other one and a half month notice in writing, or payment in lieu thereof. However, if your services are terminated for any misconduct which leads to "loss of confidence", your services will be terminated by the Company with immediate effect, without giving you any notice or payment in lieu thereof.

CS



Principal  
Muralidhar Girls' College

**Travel Corporation India**  
**(a unit of SOTC Travel Management Private Limited)**

(Formerly known as 'SITA Travels and Tours Private Limited')

Registered Office: 324, Dr. D. N. Road, Fort, Mumbai-400001

CIN: U63040MH2001PTC131693

Email id: [info@tci.co.in](mailto:info@tci.co.in) Tel: +91 124 470 3555 Fax: +91 124 456 3100

You will declare to the Company, in writing, if any of your relatives hold office / are associated with, in any capacity whatsoever, and with an organisation / firm / body corporate, which is engaged in a business similar to the business of the Company and / or its affiliates or subsidiaries.

An Appointment Letter will be issued to you on the day you join the Company. This will detail the terms and conditions of your service with the Company.

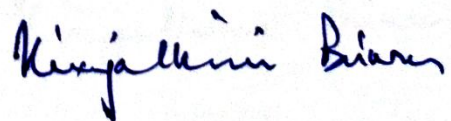
Your stint in Travel Corporation (India) Ltd. will begin on the date you join the Company.

We look forward to welcoming you on board!

Yours Sincerely,

For **Travel Corporation (India) Ltd.**  
(A unit of SOTC Travel Management Private Limited)

  
**Sohini Seagupta**  
General Manager – HR



Principal  
Muralidhar Girls' College

**Puspamoyee Basu Vidyalaya**

Estd. July 2000  
Operated by MSS/N.F.I.W.  
Reg. No. S/IL 78903

To  
Satapa Kar

Appointment Letter

The management is pleased to appoint you as a Teacher in Puspamoyee Basu Vidyalaya with effect from 1st January 2020.

Your service will be governed by the rules of the school as existing <sup>rules</sup> revised added or modified in future. Your salary would <sup>be</sup> 2500.00 per month.

one month notice should be given if you want to leave the service.

Dated calcutta  
3.1.2020

Arshathacharya  
President  
Puspamoyee Basu  
Vidyalaya.  
President  
Puspamoyee Basu  
Vidyalaya

10C, Prince Anwar Shah Road, Kolkata - 700 068

Kinjalkini Bhowmik

Principal  
Muralidhar Girls' College

2019-20

AMNEX

3<sup>rd</sup> February, 2020

To,

Ms. Shruti Das  
Ahmedabad

Subject: Offer Letter

Dear Shruti,

We are pleased to offer you the position of '**Associate Consultant - GIS**'. This offer is subject to the genuineness of all educational and previous employment details mentioned in your resume and interviews and successful verification of background and reference checks.

The details of the offer are as follows:

1. Base Location

Your base location will be Ahmedabad. However if work demands you may have to visit client sites as and when required.

---

*Kingallen Biver*

Principal  
Muralidhar Girls' College



www.digitoonz.com

27<sup>th</sup> November 2019

**OFFER LETTER**

Dear Ms. Sayani Sarkar,

This refers to your application, and our subsequent discussion with you, we are very pleased to inform you that you have been selected for the job position of "Project Coordinator". Keeping in mind your background and experience, we are offering you a pay off Rs. 2,04,000 per annum. TDS 10% will be applicable on the same. Your individual remuneration is purely a matter between yourself and the organisation. We expect you to maintain this information confidential.

If you accept this job offer, your joining date will be on 16<sup>th</sup> December 2019. Please come along with your recent passport size photographs, Xerox copy of all the professional & academic certificates, address & ID proof. We hope that you will accept this offer and look forward to welcome you in office.

**Reporting Date: 16<sup>th</sup> December 2019**

**Reporting Time: 9:30 AM**

**Contact Person: Ms. Ipshita**

Best of Luck!

Thanks,



Ipshita Sanyal  
Front Desk/Admin  
Digitoonz Media & Entertainment Pvt. Ltd.

Digitoonz Media & Entertainment Private Limited

Block EP, Plot No.Y 23, Sector 5, Salt Lake City, Kolkata-700091, West Bengal, India

C29, Sector 6, Noida 201301, Delhi NCR, India

3422, Old Capitol Trail, Suite 136, Wilmington, DE 19808, USA

Mobile +91 9433215298 , Phone +91 033 46035883



*Keigalini Bhowmik*

Principal  
Muralidhar Girls' College





6simplex

Saturday, 16th March, 2019

Ms. Priya Sharma,  
Kolkata.

Dear Priya,

6Simplex Software Solutions Pvt. Ltd. is pleased to offer you the full-time position of GIS Analyst. You will report to Mrs. Ratna Mahawadhi, Product Manager. We look forward to your joining on April 1st, 2019.

The starting salary for this position is as we agreed earlier, payable during the first week of the following month. You will be entitled to other allowances and benefits as per the policies of 6Simplex. Other details regarding this position are:

|                             |  |
|-----------------------------|--|
| Responsibilities/<br>duties | <ul style="list-style-type: none"><li>● ArcGIS and Open Source Geodatabase design and implementation</li><li>● ArcGIS and Open Source GIS Services design and creation</li><li>● ArcGIS and Open Source GIS Analysis</li><li>● Testing Web and Server GIS applications</li><li>● Helping 6Simplex in recruitment efforts, and</li><li>● Representing 6Simplex at client locations.</li></ul> |
| Hours of Work               | Your working hours will commence from 9: 00 AM and end at 6:00 PM with one hour break in between. You are scheduled to work at least from Monday to Saturday, which is 48 hours a week. The 6Simplex work-week includes the first and third Saturdays of the month off.  |
| Location                    | You will be employed at the company's office at:<br>42, Ambazhari Hilltop, Nagpur, 440033.<br><br>This location is subject to change within the city limits of Nagpur.   |
| Reviews                     | Every 6 months   |

*Kunjilini Bisen*



6simplex

On your first day of joining, please bring or electronically share documentation that verifies your identity and past employment. You will also need to submit, on the day of joining, the following documents:

- A photocopy of your Aadhaar Card.
- All your original qualification documents.
- Relieving documents from previous job, if applicable.
- Salary slips of last three months of your previous employment, if applicable.

Your original qualification documents will be returned to you immediately after inspection.

We look forward to a successful and enduring relationship with yourself.

Yours sincerely,

Ajit Dharmik  
Director

Principal  
Muralidhar Girls' College

S&P Capital IQ (India) Pvt. Ltd.  
Sunrise Park Society,  
Laxmi Road, Vasrahapur,  
Ahmedabad - 380 054, India  
T: +91 79 4020 7200  
www.spglobal.com  
CIN - U72200TG1094PTC018719

**OFFER LETTER**  
**Private & Confidential**

7th Jan, 2019  
Ms. Pushpita Ghosh

P-290 Mudiali 1st lane,  
Kolkata West Bengal 700024 India

We are pleased to offer you an employment opportunity as **Data Researcher I** at **S&P Capital IQ (India) Pvt. Ltd.** ("Company"), Ahmedabad.

**Job Grade: 07A**

**Segment: Market Intelligence**

**Date of Joining: 11th Feb, 2019**

Your total earnings (Cost to company) is **Rs. 321,276.00** (For details refer to Annexure-II and Addendum).

The terms and conditions of this offer are enclosed herewith in Annexure - I.

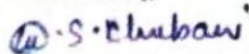
You are requested to kindly acknowledge your acceptance of the offer letter (including the Annexures) by signing below and sharing a signed copy (original) of the letter within 5 days of receipt.

In the event of any delay in your acceptance of this offer, the Company shall have the sole discretion to withdraw or extend this offer.

You are required to report to Human Resources team on date of joining at **10:00:00 AM** for fulfillment of your joining formalities.

We're glad to have you on board and wish you a long, productive and satisfying career with us!

Thanking you,  
Yours faithfully,



Authorized Signatory  
For S&P Capital IQ (India) Pvt. Ltd

**Acknowledgement/ Acceptance**

I am very pleased to accept the position as **Data Researcher I** at **S&P Capital IQ (India) Pvt. Ltd.** Thank you for the opportunity. I will abide by the joining instructions and terms of the offer. I look forward to making a positive contribution to the organization.

---

Ms. Pushpita Ghosh

**S&P Global**

Registered Office: S&P Capital IQ (India) Pvt. Ltd., Survey No. 12P, Kondapur, Hitech City, Hyderabad - 500 081, Telangana.

*Keijallini Bina*

Principal  
Muralidhar Girls' College



United India Periodical Pvt. Ltd.

CIN No. : U22117DL1957PTC02866

02<sup>nd</sup> October 2018

Ms. Shruti Das  
Trainee Sub-Editor

**Sub: Confirmation & Salary Increment Letter**

Dear Ms. Das,

Consequent to the review of your performance during your probation, and with reference to your appointment letter dated April 04, 2018, we have the pleasure in informing you that, your services are being confirmed as "Copy Editor".

The Management is also pleased to inform you that in recognition of your contribution your CTC stands revised from Rs 20,000/- to Rs. 25,000/- per month, effective your confirmation date, i.e. October 02, 2018. 'Annexure' of the revised salary structure has been enclosed herewith.

All the other terms and conditions as detailed in your appointment letter remain unchanged.

We look forward to your valuable contributions and wish you all the very best for a rewarding career with the organization.

Please sign the duplicate copy of this letter as a token of acceptance of the same.

With Best wishes!!

**Shashank Bhagat**  
Director  
DIN No: 00254309

Regd. Office : Patriot House, (Formerly Link House) 3, Bahadur Shah Zafar Marg, New Delhi-110 002  
Tel. 91-11-46209999, Fax : 91-11-23221138, E-mail: contactus@biggroup.com

Principal  
Muralidhar Girls' College

2018-2019

## Progressive And Creative Institute

2A Ramthakur Park, Kolkata-700086, Ph No - 9804246079, 9830514501  
Other Centers: Behala, Lake Town, Mudiali, Garia Tetultala & Siliguri  
Conducted by SHIVA PROGRESSIVE AND CREATIVE SOCIETY  
Regd. Under W.B Act XXVI of 1961 No S/71210 of 1992-93

Date: 28/02/2019

### Appointment Letter

Smt. Poulami Roy has been appointed as a Receptionist cum teacher from 1<sup>st</sup> march 2019, for a period of one year and then based on your performance and review you will be taken to the next of employment in our Institute

We hope to have a long successful professional relationship with you and wish you all the very best



  
ANITA DAS  
Principal  
Progressive & Creative  
Institute



Principal  
Muralidhar Girls' College



Private & Confidential

NRD / Aptlr / 205910  
Employee ID: 5056084

April 23, 2018

Miss. Mita Saha,  
H No.99, Adarsha Nagar,  
P.O.- Chowbaga, P.S. - Anandapur,  
Kolkata - 700105

Dear Miss. Saha,

Congratulations!

With reference to your application, clearing the selection process and acceptance of our offer letter dated **April 23, 2018**, we are pleased to appoint you in the services of ICICI Prudential Life Insurance company Ltd (hereinafter referred to as 'the Company').

Your designation is **FINANCIAL SERVICES CONSULTANT** and you are placed in **Level 1**. The Company shall have the **right to transfer you to any of its departments / offices** or depute you to group companies, **anywhere in India or overseas**. Your emoluments for the position will be as per Annexure I and the terms of engagement with the Company are as outlined in Annexure II.

Kindly sign this appointment letter and share a copy to reach us within period of 7 days from the receipt of this letter as a token of your acceptance of the Terms and Conditions as mentioned in Annexure I & II.

We look forward to working with you and wish you a long and successful career with the organization.

Yours sincerely,

Subhashish Banerjee  
Human Resources

Principal  
Muralidhar Girls' College

**ANNEXURE I**

| <b>Components</b>                   | <b>Rs. per annum</b> |
|-------------------------------------|----------------------|
| Basic                               | 66000                |
| Flexible Compensation Plan          | 135905               |
| Employer's Contribution to PF       | 7920                 |
| Employer's Contribution to Gratuity | 3175                 |
| Minimum Statutory Bonus             | 7000                 |
| <b>Total Fixed Pay</b>              | <b>220000</b>        |

*Kunjalkini Birasa*

Principal  
Muralidhar Girls' College



**Private & Confidential**

**HRD / Aptlr / 205910  
Employee ID: 5056084**

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*Kingalini Biswas*

Principal  
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