



Shri Saraswati Vidya Prasarak Mandal's

Smt. P. K. Kotecha Mahila Mahavidyalaya

Bhusawal- 425201 (Dist. Jalgaon, M.S.)

श्रीमती पी. के. कोटेचा महिला महाविद्यालय,

भुसावळ - 425 201 (जि. जळगाव, महाराष्ट्र)

NAAC Accredited Grade B+ (3rd Cycle)

"Enrichment of Women through Quality Higher Education for Better Society and Stronger Nation"



Website : www.pkkotecha.org
E-mail : pkkotechamvb@yahoo.com
Telephone : 02582-295001
Direct : 02582- 222925

Dr. Mangala A. Sabadra
Principal
M. Com, M. Phil. Ph.D
Mob.9422949494

Number of Student Placed 2021-22

Sr. No.	Name of student who has been placed	Name of the employer with contact details
1	Swati Waghulde	ICICI Bank Ltd. Mumbai
2	Ms.Madhuri Dilip Bhalerao	HDB Financial Services Limited,2nd Floor, Wilson House,Old Nagardas Road,Near Amboli Subway,Andheri East, Mumbai - 400069 Tel. : 022 - 7945 5000
3	Ruksana Mallick	VTECH Solution B block, Sgnet Plaza, Krunal Cross Road, B/H Iscon Heights, Gotri, Vadodara - 21, + 91 8460808975
4	Dimpal Arun Bonde	Maharashtra State Electricity Board Ltd. "Vidyut Bhavan", old MIDC Area, Ajintha road, Jalgaon-425003
5	Mamta Gopal Sapkale	Govt of India Department of POSTs Bhusawal
6	Madhuri Liladhar Patil	Dept. of Chem. SPKKMMVB
7	Ashwini Dilip Kolhe	Directorate of Forensic Science Laboratory, Maharashtra State, Vidya Nagari, Santacruz (E), Mumbai-400098
8	Kalyani Ravindra Bhoge	HDB Financial Services Limited,2nd Floor, Wilson House,Old Nagardas Road,Near Amboli Subway,Andheri East, Mumbai - 400069 Tel. : 022 - 7945 5000

Principal

PRIVATE AND CONFIDENTIAL

Reference No. - 1384122077

Applicant ID - 4358316

21-Sep-2021

Swati Waghulade

Dear Swati,

We take great pleasure in extending an offer to you for being a part of ICICI Bank. You will be placed in Branch Banking at PACHORA_BRANCH. Your internship would take place at PACHORA_BRANCH. Please note that your appointment is subject to your successful completion of the Post Graduate Diploma in Sales and Relationship Banking.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join our Bank on 27-Sep-2021 initially as a Trainee.
- You will be required to complete the on-the-job training for a period of three months immediately on joining.
- You will also be required to complete the mandatory NISM certification along with other evaluation process during the three months on-the-job training period to be eligible for Grade Confirmation.
- On successful completion of the three months' on-the-job training and NISM Certification, you will be placed in the grade of Senior Officer in the Bank.
- In the event of your not successfully completing the on-the-job training as per assessment of the Bank or failure to complete NISM Certification, this offer of appointment to place you in the grade of Senior Officer shall stand withdrawn and you shall continue to be in a position of Trainee till such period as decided by the bank.
- After completion of on-the-job training and NISM Certification, you will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation, your service with the Bank shall be confirmed, and communicated in writing to you.

Remuneration:

(a) During Training Period

- You will be paid an all-inclusive lump sum stipend of Rs. 7,600/- (Rupees Seven Thousand Six Hundred only) per month.
- (b) On successful completion of on-the-job training period as Senior Officer.

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Swati Waghulade

- Your Base Salary will be Rs. 76,200 (Rupees Seventy-Six Thousand and Two Hundred only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 63,900 (Rupees Sixty -Three Thousand and Nine Hundred only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 38,100/- (Rupees Thirty-Eight Thousand and one Hundred only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs 11,430 (Rupees Eleven Thousand Four Hundred and Thirty only) per annum.

Benefits:

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs. 400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under “Employee Benefit Policies” available on the Bank’s intranet which will be accessible upon joining the Bank.

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Swati Waghulade

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.
- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.

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Swati Waghulade

- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.

Reference No. - 1384122077

Swati Waghulade

- **Termination of Employment:** Your services with the Bank are liable to be terminated:
 - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of:
 - a) Any breach of the conditions mentioned in this letter on your part
 - b) Any incorrect information furnished by you like:
 - Mismatch in your previous employment data even for a day
 - Mismatch in your previous pay slip
 - Fake qualification certificates etc. and
 - c) Suppression of any material information by you.
 - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.
- **General:**
 - Your appointment and continuation in employment are subject to you being found medically fit by a Bank appointed doctor, reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/marksheets at the time of joining.
 - You will be bound by the Rules and Regulations of the Bank.
 - You will keep us informed of any change in your residential address.

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,
Bhavika Nanda

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel. (91-22) 2653 1414
Fax. (91-22) 2653 1122
Website www.icicibank.com

Regd. Office : "Landmark",
Race Course Circle,
Vadodara 390007. India.

Remuneration Details

Name : Swati Waghulade

Position : Senior Officer Trainee

Group : RETAIL BANKING GROUP

	Senior Officer Trainee	
	Monthly	Quarterly
Basic	3,500	10,500
HRA	1,750	5,250
Allowances	2,350	7,050
PF**	702	2,106
Total	8,302	24,906

** This total amount is subject to PF and Professional Tax Deductions

Date: 21-Sep-2021

ICICI Bank LimitedICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.Tel. (91-22) 2653 1414
Fax. (91-22) 2653 1122
Website www.icicibank.comRegd. Office : "Landmark",
Race Course Circle,
Vadodara 390007. India.

Remuneration Details

Name: Swati Waghulade

Position: Senior Officer

Group: RETAIL BANKING GROUP

Senior Officer		
	Monthly	Annual
Basic	6,350	76,200
HRA	3,175	38,100
Supplementary Allowance*	5,325	63,900
Superannuation Allowance **	953	11,430
Total	15,803	189,630
Retirals		
Retirals (PF, Gratuity) ***	1,930	23,160
Total CTC	17,733	212,790
Performance Linked Retention Pay#	1,583	19,000
Total (incl PLRP)	19,316	231,790

* Supplementary allowance will include Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance linked retention pay subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date : 21-Sep-2021

September 16, 2021

Ref:HDBFS/21-22/HRIC247648/Appt/M37964

Ms.Madhuri Dilip Bhalerao,
F No-01, 2Nd Floor,
Indire Ivf Center,
Aanad Emerceld ,
Near New Airport Road,
Pune-411014

Dear Ms.Madhuri Dilip Bhalerao,

LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as SALES EXECUTIVE 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) Your duties and responsibilities will be explained to you on your joining the Company.
- b) Your initial place of posting will be at PUNE. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other 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.
- c) 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.
- d) 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.

- e) 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.
- f) 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.
- g) This letter of appointment can be terminated by either party by giving One month's notice in writing. 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. The Company may, at its sole discretion, require you to proceed on leave during your notice period. Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.
- h) 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.
- i) 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 regard shall be final.
- j) 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.
- k) 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.
- l) 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.

- m) 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.
- n) 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.
- o) 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.
- p) 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.
- q) 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.
- r) 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.
- s) 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, in any manner or through any medium whatsoever including but not limited to newspaper, social media, e-mail, SMS, internet, blog, social networking websites etc., which may directly or indirectly, defame or disparage the image, credibility, good name, goodwill and reputation of the Company or any of its officers, directors, employees, agents, consultants, representatives etc. or create an hostile work environment.
- t) Your appointment will be subject to the organization receiving satisfactory references and Contact Point verification report.

- u) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.
- v) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.

As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

You are requested to join no later than October 1, 2021.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining:

- a) Copy of Educational Certificates and Marksheets (Xth, XIIth, Graduation, Post Graduation)
- b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
- c) Duly signed duplicate copy of Appointment Letter
- d) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Human Resources Department for necessary processing of your Salary.

Yours Sincerely,
For HDB Financial Services Ltd.





Smily Mehra
HBL Global - a division of HDB Financial Services Limited.

AGREED AND ACCEPTED

Ms.Madhuri Dilip Bhalerao

Annexure A

		Compensation Breakup	
Name	MS.MADHURI DILIP BHALERAO		
Role	Sales Executive		
Grade	G7		
Location	Pune		
Annual Compensation Break up			HDBFS Monthly
Basic	1,01,256		8,438
HRA	40,500		3,375
Conveyance Allowance	20,244		1,687
Provident Fund (Employer's contribution)	14,580		1,215
Gross Salary (A)	1,76,580		14,715
ESIC (Employer's contribution)----(B)	5,265		439
Gratuity----- (C)	4,870		406
Total Fixed Compensation (D=A+B+C)	1,86,715		15,560
Note:			
This Offer is subject to positive Contact Point Verification, Reference checks & CIBIL/SAS check. Your consent for candidature of the company will be considered as consent for accessing your CIBIL report.			
Employee and Employer's contribution towards ESI will be 0.75% & 3.25% respectively			
You will be entitled to Performance Incentive Plan as per Company Policy			
Gratuity is as per "The Payment of Gratuity Act".			
You will be covered under Group Personal Accident Insurance as per policy of the Organization			
		Ref:HDBFS/21-22/HRIC247648/Appt/M37964	

I accept the terms and conditions as mentioned in the Appointment letter.

Ms.Madhuri Dilip Bhalerao



Ref No. VTI/BRD/2021/01296

Date: - 21st December 2021

Ms. Rukshana Mallick

Address: Sr.no.14, Plot.no.1, Gunjal colony, Khadka road, Bhusawal,425201

LETTER OF APPOINTMENT

Dear Rukshana,

It gives us immense pleasure to appoint you as **Client service specialist** with our organization. We hope you will have a highly satisfying and rewarding career with us. We believe in holistic development of our employees and, therefore, strive not only for operational efficiency but also for their good health and professional development. We are committed to provide a work environment that is professional and mature, free from animosity, back-biting and one that reinforces our value of integrity that includes respect for the individual.

We are an equal opportunity employer and we expect the employees to create and maintain a work environment that is respectful of all persons in it. Since the founding of our company, we have carefully endeavored to steer our company on the growth path through the practice of sound moral ethics and business principles. This mirrors our values and what we stand for and grossly adds to our sustainable performance.

We strongly believe that people build success and therefore we are fully committed to people development in a fair, equitable and transparent manner. We encourage employees to grow professionally and personally to their highest capabilities regardless of nationality, caste, religion or sex. We strive to provide an environment that promotes achievement of self-esteem. We view merit in all walks of life as a sole criterion for all our employee related decisions.

We strongly believe that customer is the focus of everything we do and we succeed because of them. We are, therefore, committed to our customers, to fulfilling their present needs and anticipating and fulfilling their future needs. We are dedicated to continually improving the quality of our products, services and their usefulness so as to ensure that they enhance customer delight and joy. We are committed to be an impeccable corporate citizen. We are proud of our nation and its culture and we deeply respect the Government rules, laws and the institutions. We value our rich cultural tradition and its diversity. While participating in the democratic process, we remain apolitical.

With reference to our mutual discussions in respect of your offer in our organization, we are pleased to appoint you as a **Client service specialist** in vTechfamily Solution India Pvt. Ltd. on the following terms and conditions.



01. PLACE OF POSTING:

Your primary place of posting will be at **Vadodara**. However, during employment with the Company, you may be transferred to any operating office or location of the Company or its Subsidiaries, Affiliates or Associates in India or Abroad or one of our client company. Your services may be assigned or you may be sent on deputation to any of the Group Companies/ Affiliates, Associates, Subsidiaries of the Company or one of our client company as may be desired by the Company.

02. COMPENSATION & OTHER BENEFITS:

Your compensation package will remain same. Apart from this we have annual bonus. Bonus is solely depending on an individual's performance and company's performance during the year.

The management reserves the right to amend/change/reduce the grade/compensation structure with reason or without any reason, it totally depends upon company's performance or department performance or strategy.

Your progression in the organization, increase in compensation or prospects shall entirely depend on your performance, commitment, integrity, sincerity, passion and good conduct and such other relevant factors and the company's performance.

Incentives are given based on performance, if you are eligible for incentives, all incentives will be given once candidate finishes guarantee period in our client company placed by you. In order to receive incentive and any bonus, you should be permanent employee of vTechfamily Solution India Pvt. Ltd. and eligibility for the incentives/bonus ends the day you resign in the company.

03. LEAVE SCHEDULE:

There are no leaves during your probation period. Once the employee is confirmed they are eligible up to 21 days accumulative leave as per calendar year (Privilege Leave – 7, Casual Leave – 7, Sick Leave – 7). You are requested to refer Employee Handbook for more details. The leaves earned are credited on monthly basis beginning from the date of confirmed employment. Leaves must be approved in advance by the management except in case of emergency.

04. PUNCTUALITY: Employees are requested to report sharply at 6:30pm, 7:30pm and 8:30pm IST respectively. You are requested to refer Employee Handbook for more details.

05. FULL TIME EMPLOYMENT:

You shall devote full time and attention in the interest of the organization. You shall not undertake any other employment, assignment or responsibility for gain or otherwise.

06. TERMINATION/SEPERATION:

a) During Probation period: This employment can be terminated by employee by giving 15 days or 30 days (For Manager & level above) prior written notice. The company can terminate employee without any notice period, without any pay in lieu of the notice period

b) After Probation Period: This employment can be terminated by employee by giving 30

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VTECHFAMILY SOLUTION INDIA PVT. LTD.

4th Floor, B Block, Signet Plaza, Krunal Cross Road, B/H Iskon Heights, Gotri, Vadodara-21, +91 8460808975
www.vTechSoln.in



days or 60 days (For Manager & level above) prior written notice or payment of Basic salary as stated in Annexure 1, in lieu thereof. Company in its sole discretion and might not relieve employee till appropriate transfer and training are not completed for replacement. Relieving process may take additional 7 to 30 days.

In the event of termination by the Company/Employee, the Company will have an option to reduce notice period to 30 days or relieve you prior to completion of the stipulated notice period, without any pay in lieu of the notice period

However, in the event of your resignation, employee provides notice period of 30 days (below Manager level) and 60 days (for Manager and above), the Company in its sole discretion will have an option to accept the same or relieve you prior to completion of the stipulated notice period, without any pay in lieu of the notice period.

c) Your services are liable to be terminated forth with/without any notice or salary or any compensation in lieu thereof for any of the following reasons:

- i. Any act of misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, commission of an act involving moral turpitude, any act of indiscipline or inefficiency.
- ii. In case mentioned in your application or unsubstantiated or discussions, papers submitted by you to the Company are found false or any certificates/testimonials or documentary evidences submitted by you are found to be false or incorrect and/ or that you have suppressed and/or withheld any information.
- iii. In case you have undertaken any direct / indirect - full time or part time business or work whether for honorarium or remuneration, without prior written permission of the Company.
- iv. In cases of 5 days unexcused and uninformed absence.
- v. If you have participated in any Elections of any kind without obtaining prior written permission from the Company.
- vi. If you have indulged in passage of Confidential Information of the Company, to any third party or otherwise, or have willfully and deliberately violated or have breached any policies or internal regulations and conduct guidelines of the Company
- vii. If you involved in activity to solicit, directly or indirectly, on own behalf or on behalf of any other person(s), any client of company whom the Company had provided services at any time during your employment.
- viii. If you involved in activity to solicit or to motivate to leave the Company, directly or indirectly, on your own behalf or on behalf of any other person(s).

d) Company is not liable to pay any pending bonus, incentives or pending dues to an

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VTECHFAMILY SOLUTION INDIA PVT. LTD.

4th Floor, B Block, Signet Plaza, Krunal Cross Road, B/H Iskon Heights, Gotri, Vadodara-21, +91 8460808975
www.vTechSoln.in



employee in case if he/she has resigned with/without notice period as per his/her offer/appointment letter.

07. ON REACHING THE AGE OF SUPERANNUATION:

You will retire from the service of the company on attaining the superannuation age of 58 years, as recorded by the company based on the information given by you as per municipal / local body or Government records. Company however in its sole discretion decide to retain your services, but not as a permanent employee, after completion of your superannuation date.

08. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment & continuation in service of the Company is subject to your being declared and remaining medically fit by a Medical Officer or a Doctor specified by the Company. The Management has the right to get you medically examined by a Registered Medical Practitioner, during the period of your service. In case you are found medically unfit, company in its sole discretion terminate your services by giving you one-month notice or Basic Salary in lieu thereof.

09. DUTIES AND OBLIGATIONS:

- a) You shall strive hard to promote the interest of the Company and shall not undertake any activity of any nature whatsoever which is, construed or deemed to be detrimental and prejudicial to the interest and good will of the Company.
- b) The Company expects you to work with a high standard of ethical practices, initiative, efficiencies, during your employment. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the Company and those in authority over you.
- c) It is agreed and understood that in certain category of jobs and positions in the Company, including yours, Company makes or will make substantial investments and expenses to train employees with state of the art technology and global insight in various aspects of work to be undertaken by the employee which leads to a tremendous value addition to the profile of such employees. Accepting and recognizing such an investments and expenses incurred or to be incurred by the Company, such employees willfully agree to execute special none compete and a periodically binding agreement with the company. You may upon accepting such considerations chose to allow the company to make such investment upon your executing such an agreement.
- d) You agree to follow & comply with all the internal regulations, guidelines and policies of the company as may be framed due to business exigencies or otherwise. You also accept the obligation to be in full compliance of all statutory laws & regulations for & on behalf of the company as may be so expected or desired including the Cyber, IPR & other laws so as to not to in any manner prejudice the rights and interests of the Company.
- e) You will not, unless specifically authorized by your superior officer in writing, give any interview in any newspaper, magazine or write to press or media (print or electronic).
- f) You verily agree and confirm by accepting the offer of appointment that the Company's internal information and its various business and operational practices and details including but not limited to the details of Company's business processes, communications / mails,



list and details of customers / clients, technical know-how, financial records, commercial plans, business plans etc., which come into your knowledge or information are of a confidential / secret nature & you will always maintain the confidentiality of such information, details or processes. Divulging of any such information or details in part or in whole can cause irreparable loss and injury to the Company and you duly accept and respect the same. You hereby confirm and acknowledge that fully appreciating the said confidentiality and sensitivities of such information, you will not directly or indirectly share or divulge to any third person during the period of your service and for a period of three years after cessation of your employment with the Company in written form or by word of mouth or otherwise.

- g) If you during the course of your employment make any discovery, invention, process or improvement, patentable or otherwise, the same shall be, as is being hereby accepted by you, will be deemed to have been so made by you for an on behalf of the company and such discovery, invention, process or improvement shall legally, and absolutely be considered to have been made by you for the Company and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Registration of Copy Right, Patent, Licenses or other intellectual property and other legal rights, privileges or protection as may be so required in respect of any such discovery, invention, process or improvement so that the beneficial ownership thereof shall always vest and deemed to vest, belong and accrue to the Company alone. You further agree that you shall execute and sign all instruments, acts, deeds and things, which may be required by us for registering, assigning, transferring or otherwise vesting the same and all beneficial ownership arising in respect thereof in favor of the Company, Group Companies, Affiliates, Subsidiaries & you hereby surrender all your rights in respect thereto by your own free will and choice.
- h) You will not enter into any commitments or dealings on behalf of the Company for which you have no express and/or written authority.
- i) You will be responsible for the safe keeping and return in good condition and order of all the properties of the Company, which may be in your use, custody, care or charge. For any loss, damage or non-return of any property of the company in your possession and care, the company will have a right, in its sole discretion, to either take steps to recover the said properties of the company by due process of law or recover the original value of all such materials from you. Company shall have a further and additional right to take such other action as it deems proper in the event of your failure to account for or return such material or property as would be entrusted to you during the course of your employment to you or on your direction.

10. POST-EMPLOYMENT OBLIGATIONS:

On leaving the services of the Company, you shall return all the materials / articles/goods/vehicle/any other property provided to you by the Company during the course of your services or as mentioned in Para-6(v), failing which the cost of the same shall be adjusted from the amount of your final settlement. However, if the cost of materials/articles/goods, etc. provided to you by the Company exceeds the amount of settlement, you shall pay the same before getting relieved.

You by accepting this offer of employment and the terms stated herein do further agree that you will not join and influence our employees to join any person, firm or organization directly or indirectly in any manner whatsoever which has a business or operation directly



or indirectly in competition with the operation and business of the Company within or outside India for a period of two years after the cessation of your employment with the company. You do further agree and admit that keeping the sensitivities involved in mind, Company will have a full right, apart from any other remedy that may be available to the Company under laws of the land, to seek ex parte injunction order against you and you will not object to the same, should the company seek to enforce such a right against you in the event of there being a breach or a possibility of a breach by you of this term.

11. RULES OF EMPLOYMENT:

During the continuance of your employment with the organization:

- a) You will devote your attention exclusively to the duties entrusted to you and will not engage yourself for any other person or organization in any capacity whatever, nor will do any private business or engage in any occupation for gain.
- b) You shall diligently and faithfully carry out instructions of your superiors in connection with your work and the affairs of the organization and to the best of your power, skills and ability serve the interest of the organization.
- c) You shall not take any present, commission, gift or any sort of benefit in cash or kind from any person, company or firm having dealings with the organization and if you are offered any such thing, you shall report the same to the management in writing.
- d) Considering the nature of operations of the organization, you undertake and agree to honour the Intellectual Property Rights of various architectural, conceptual and procedural information with which you may become familiar during the course of your employment. You also undertake and agree to honour that there are various projects executed by the organization under the non-disclosure agreement and that those agreements shall remain in force even after the termination of this agreement.
- e) Continued absence for 5 days without legitimate reason and express permission in writing of the management, will tantamount to misconduct for which your service will be liable for termination. In that case, the management will have the absolute discretion to take necessary decision without assigning any reason.
- f) You agree not to solicit, directly or indirectly, on own behalf or on behalf of any other person(s), any client of the Company to whom the Company had provided services at any time during your employment with the Company.
- g) You agree not to solicit or to motivate to leave employees of the Company, directly or indirectly, on own behalf or on behalf of any other person(s), during your employment and 24 months after employment with the Company.

12. Code of Conduct:



- a) You will observe sound etiquette and keep your mobile phone switched off during the meeting or while in the presence of your seniors.
- b) You will be courteous to your seniors, colleagues and all the employees reporting to you
- c) You will always keep your office clean and ensure that all the facilities provided to you i.e. phone, computer, printer etc. are always kept in working condition.
- d) You will not speak loudly & disturb other members in the office & maintain dignified decorum.
- e) Your attire shall reflect the importance of your position & the dignity of your job. You are, therefore, advised to wear light color shirt, dark trousers and matching tie. Women employees should wear light color salver-kurta, dark trousers with light color shirt.
- f) You will attend office in a well-groomed manner with polished shoes, with clean shaven face except in case if you support a beard which neatly be neatly trimmed.

13. GENERAL:

- a) You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of such training including the travel fare and related expenses will be borne by the Company subject to any specific agreements which may be drawn up and executed by the Company and you for such purposes.
- b) Your age mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be the conclusive proof of your date of birth.
- c) You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent by us to you, on your last recorded address / address as indicated above, shall be deemed to have been served upon you.
- d) The present designation is subject to change depending upon work assignment from time to time.
- e) Please submit the following documents, if not submitted earlier;
 - 1) Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.
 - 2) Three copies of your recent passport size photographs preferably color.
 - 3) Relieving letter from your last employer in case you are/were employed.

h) **You will not refuse any communication when delivered to you personally and shall put your signature on copy of the same in token of your acceptance. In case of refusal, a copy of communication will be pasted on or near your work place or will be sent to you by Registered mail at your address of residence which shall be considered as sufficient service on you.**

During the course of your employment if your involvement in any serious misconduct or breach of any of these terms and conditions is proved, your services shall be liable for termination.

i) This letter/agreement shall be governed and construed according to the laws of the State of Gujarat. Venue for any actions or lawsuits involving this letter/agreement will be in court of Gujarat only.

Please note that you are expected to keep the salary package strictly confidential and not to share the same with anyone except your HOD/family members.

Please note that this letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within fifteen days from issue of this letter.

We look forward to your joining our team for a long, successful and pleasant association.

Sincerely,



Parul Patel
Manager HR

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood the above terms and conditions and hereby accept the same. I have joined on 21st December 2021.

SIGNATURE: _____

NAME: - Rukshana Mallick

DATE: 21st December 2021

Annexure 1

Date: - 21st December 2021

Name: - Rukshana Mallick

Location: - Vadodara

CTC Calculation		
Part A	PM	PA
Basic	26280	315360
HRA (40% of basic)	0	0
Special Allowance	731	8771
Statutory Bonus	2189	26269
Total Gross Salary (A)	29200	324131
Part B (Employees Dedu.)		
Prof. Tax	200	2400
Total (B)	200	2400
Take Home (A-B)	29000	348000
Part C (Co. Contribution)		
Total C	0	0
CTC (A+C)	29200	350400

Deduction: Professional Tax (PT) & TDS (As per Indian Government Rules)



Closing:

Your work with VTECHFAMILY Solution India Pvt. Ltd. has a full potential for enriching your professional life, which in turn will be beneficial for the Company in achieving its Goals. Keep in mind that through your employment, you are a vital resource of VTECHFAMILY.

Hopefully, this vTechfamily Employee handbook has helped you understand what is expected of you, your avenues to find out more information as well as outlining some of the advantages and benefits of employment with VTECHFAMILY.

Read, Understood & Accepted

Employee Name:
Rukshana Mallick

Date: 21st December 2021



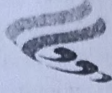
महावितरण

महाराष्ट्र राज्य विद्युत वितरण कंपनी मर्यादित

(महाराष्ट्र शासन अंगीकृत)

CIN:U40109MH2005SGC153645

दुरध्वनी क्र. ०२५७-२२१०९०१, २२७२४५१



महाराष्ट्र राज्य विद्युत वितरण कंपनी मर्यादित,
अधिकक्षक अभियंता, जळगांव मंडळ यांचे कार्यालय,
विद्युत भवन, जुनी औद्योगिक वसाहत, अजिंठा रोड,
जळगांव, पिन कोड- ४२५००३
E-mail-sejalgaon@mahadiscom.in
Web-www.mahadiscom.in

जा.क्र./अअ/जळगाव/मासं/

No. 5903

"- नियुक्ती पत्र -"

दि. 29 NOV 2021

(हस्तदेय टपालाद्वारे)

प्रति,

✓ कु. डिपल अरुण बोंडे, इमाव (OBC)
प्लॉट नं 9, सिध्दिविनायक कॉलनी,
कोळी मंगल कार्यालयाजवळ
भुसावळ जि. जळगाव पिन क्र. ४२५२०१

विषय:- अनुकंपा तत्वावर मृत कर्मचाऱ्यांचे वारस म्हणून कनिष्ठ सहाय्यक (लेखा)
या पदावर ०३ वर्ष कंत्राटी पध्दतीवर नियुक्ती देण्याबाबत.

संदर्भ : 1) जा.क्र. मुअ/जप/मासं/सु.प.क्र.३७/२२८४ दि. १५.११.२०२१

महोदय,

उपरोक्त संदर्भिय पत्रान्वये सा.स्था.आ.क्र ११२ (क) दि.१२.२.१९६२ च्या सुधारपत्र क्र. २८ दि.१६.०४.१९७५, व त्यानुषंगाने वेळोवेळी जारी केलेली सुधार पत्रे, प्रशासकीय परिपत्रके आणि कंपनीच्या वर्गीकरण व सेवाभरती विनियम २००५ च्या सु.प. क्र.३७ दि.०३.११.२०१० अंतर्गत व सक्षम निवड समितीच्या शिफारशीनुसार आपणास अनुकंपातत्वावर कनिष्ठ सहाय्यक (लेखा) या पदावर नियुक्ती देण्याबाबत मंजुरी प्रदान करण्यात आली आहे. सबब म.रा.वि.वि.कंपनी मर्यादित कर्मचारी सेवाविनियम २००५ मधील तिसऱ्या व पाचव्या अनुसूचीद्वारे प्रदान केलेल्या अधिकारानुसार आपली कनिष्ठ सहाय्यक (लेखा) या पदावर कंत्राटी पध्दतीने तीन वर्षांच्या निश्चित कालावधी साठी इमाव (OBC) या प्रवर्गात खालील अटी व शर्तीस अधीन राहून आपणास अस्थायी आस्थापनेवर तात्पुरत्या स्वरूपात नियुक्ती करण्यांत येत आहे.

कनिष्ठ सहाय्यक (लेखा) म्हणून आपली नियुक्ती खालील अटी व शर्तीच्या अधीन राहून कंत्राटी तत्वावर तीन वर्षासाठी करण्यात येत आहे.

- 1) आपणास कनिष्ठ सहाय्यक (लेखा) या पदावर कंत्राटी पध्दतीने तीन वर्षांच्या निश्चित कालावधी साठी नियुक्ती देण्यासाठी म.रा.वि.वि.कं. मर्या. च्या विहित नमुन्यातील हमीपत्र रु.१००/- च्या बॉन्ड वर लिहून द्यावे लागेल.
- 2) आपली कनिष्ठ सहाय्यक (लेखा) म्हणून नियुक्ती कंपनीमध्ये हजर झाल्याच्या दिनांका पासून केवळ तीन वर्ष कालावधीसाठी राहिल व त्या नंतर सदर कालावधी पूर्ण झाल्यानंतर आपोआप संपुष्टात येईल.
- 3) कनिष्ठ सहाय्यक (लेखा) म्हणून आपली नियुक्ती / बदली जळगांव मंडळाच्या अंतर्गत कोणत्याही कार्यालयात केली जाईल.
- 4) नियुक्तीच्या कालावधीमध्ये आपण कोणत्याही स्वरूपाची गैरवर्तणुक केल्यास आपली नियुक्ती रद्द करण्यात येईल त्यासाठी नियुक्ती पत्रातील कालावधी बंधनकारक राहणार नाही. व आपली सेवा समाप्त करण्यात येईल.

५) नियमित स्वरूपात नियुक्त केलेल्या कर्मचाऱ्यांच्या सेवा सुविधा आपणास देय असणार नाहीत.

६) कनिष्ठ सहाय्यक (लेखा) या पदावर तीन वर्षे समाधान कारक काम केल्यानंतर आपणास निम्नस्तर लिपीक (लेखा) या नियमित पदावर, नियमित वेतनश्रेणीत नियुक्ती देण्यास पात्र समजण्यात येईल व त्यानंतर उमेदवारांना निम्नस्तर लिपीक (लेखा) या पदावर गुणवत्ता व निवड सुविधेतील ज्येष्ठता क्रमांक नुसार त्यावेळी उपलब्ध असलेला अनुशेष व रिक्तपदांची संख्या विचारात घेऊन नेमणुकीसाठी पात्र समजण्यात येईल.

७) आपणास कनिष्ठ सहाय्यक (लेखा) म्हणून हमीपत्रातून मुक्त व्हावयाचे असल्यास आपण आपल्या विभाग प्रमुखा मार्फत किमान एक महिन्याची लेखा पूर्व सूचना आपल्या नियुक्ती प्राधिकार्यास देणे अथवा एक महिन्याच्या मानधानाची रक्कम नियुक्ती प्राधिकार्याकडे रोखीने जमा करणे आवश्यक राहिल आपण विहित मुदतीत तशी लेखी पूर्व सूचना न दिल्यास अथवा मानधानाची रक्कम रोखी भरणा न केल्यास आपणास हमीपत्रातून मुक्तता देण्यात येणार नाही.

८) कनिष्ठ सहाय्यक (लेखा) म्हणून आपणास प्रशासकीय परिपत्रक क्र ५९४ दिनांक १८.०९.२०१९ अन्वये दरमहा खालील दर्शविल्या प्रमाणे मानधन/महेनताना दिले जाईल.

१. प्रथम वर्ष	-	एकुण वेतन रुपये - १९,०००/-
२. द्वितीय वर्ष	-	एकुण वेतन रुपये - २०,०००/-
३. तृतीय वर्ष	-	एकुण वेतन रुपये - २१,०००/-

टिप : उपरोक्त मानधन / महेनताना मधून भविष्य निर्वाह निधी, आयकर, व्यवसायकर इत्यादी वजावट करण्यात येईल त्याचप्रमाणे जे उमेदवार पदवी नंतरची पदव्युत्तर पदवी (एम.बी.ए/ एम.पी.एम/ एम.एल.एस. (फायनान्स) असणारी पदविका धारण केलेल्या उमेदवारांना प्रतिमहा रु.१,०००/- अतिरिक्त मानधन / महेनताना देण्यात येईल.

९) नियुक्तीच्या कालावधीत आपणास कंपनीच्या नियम / नियमावली नुसार कर्तव्ये पार पाडावी लागतील.

१०) मुख्य अभियंता (जप) जळगांव यांचे संदर्भीय पत्रांत नमुद केल्यानुसार व सक्षम निवड समितीच्या शिफारशीनुसार सु.प. क्र.२८ दि.१६.०४.१९७५ व त्यानुषंगाने वेळोवेळी जारी केलेली सुधार पत्रे, प्रशासकीय परिपत्रके आणि कंपनीच्या वर्गीकरण व सेवाभरती विनियम २००५ च्या सु.प. क्र.३७ दि.०३.११.२०१० अंतर्गत आपणास अनुकंपातत्वावर कनिष्ठ सहाय्यक (लेखा) या पदावर नियुक्ती कंत्राटी पध्दतीने तीन वर्षांच्या निश्चित काळावधी साठी करण्यात येत आहे.

११) अनुसूचित जाती, अनुसूचित जमाती, विमुक्त जाती (अ), भटक्या जमाती (ब), भटक्या जमाती (क), भटक्या जमाती (ड), विशेष मागास प्रवर्ग व इतर मागासवर्ग यांचे जाती करीताचे प्रशासकीय परिपत्रक क्र.७७ दि.२१.०९.२००६ व क्र.११४ दि.०६.०७.२००७ तसेच प्रशासकीय पत्र क्र. ३७८ दिनांक.०४.०१.२०१२ च्या अधिन राहून तसेच शासन निर्णय क्र.बीसीसी २०११/प्र १०६४/२०११/१६ब दिनांक.१२.१२.२०११ अन्वये सरळसेवा भरतीमध्ये विशिष्ट मागास प्रवर्गासाठी आरक्षित असलेल्या जागेवर जात प्रमाणपत्राची वैधता तपासण्याच्या अधिन राहून याचीका क्र. २१३६/२०११ व अन्य याचीका विरुद्ध मा.सर्वोच्च न्यायालय दिल्ली येथे दाखल केलेल्या एसएलपी बाबत जे काही आदेश दिले जातील त्या आदेशाच्या अधिन राहून आपली नियुक्त राखीव प्रवर्गातून करण्यात येत आहे. नियुक्ती आदेशाच्या दिनांका पासून सहा महिन्यांच्या आत आपल्या जात प्रमाण पत्राची वैधता संबंधीत जात पडताळणी समितीकडून करून घेणे आपणावर बंधन कारक आहे. जात पडताणी समितीने आपले जात प्रमाणपत्र अवैध ठरविले तर आपणास दिलेला नियुक्ती आदेश त्वरीत रद्द करण्यात येईल आणि महाराष्ट्र अनुसूचित जाती, अनुसूचित जमाती, विमुक्त जमाती, भटक्या जमाती, इमाव व विमाप्र (जातीचे प्रमाणपत्र देण्याचे व त्यांच्या पडताळणीचे विनियमन) २००० यातील तरतुदीनुसार त्वरीत कारवाई करण्यात येईल. तसेच नियुक्ती पूर्वी आपण जात वैधता प्रमाणपत्र मिळणेस्तव Online प्रस्ताव जात

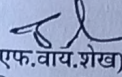
वैधता समितीकडे सादर करणे बंधनकारक राहिल. त्याची सत्य प्रत आपण नियुक्तीवर रुजू होणे पूर्वी कार्यालयात सादर करणे आवश्यक आहे याची आपण नोंद घ्यावी.

- १२) अनुसूचित जाती व अनुसूचित जमाती या मागास प्रवर्गा व्यतिरीक्त इतर सर्व मागासवर्गीय प्रवर्गातील अवलंबितांना ते सन २०२१-२२ या आर्थिक वर्षात उन्नत गटात मोडत नसल्याचे (Non Creamy Layer) सक्षम प्राधिकाऱ्याने प्रदान केलेले प्रमाणपत्र प्रत्यक्ष कामावर हजर होताना सादर करणे आवश्यक आहे.
- १३) तसेच आपण रुजू होते वेळी आपली शैक्षणिक अर्हता, वय, अनुभव, जातीचा दाखला, नॉनक्रिमीलेअर, इ. सर्व मुळकागदपत्रे आणि दोन छायांकित प्रती साक्षात्कृत करून सादर कराव्यात.
- १४) कंपनीस सादर केलेली माहिती शैक्षणिक पात्रता जात, वैवाहीक माहिती व इतर कागदपत्रे सत्य आहेत आणि त्यात हेतुपुरस्कर /बुद्धीपुरस्कर खोटी माहिती सादर केल्याचे आढळल्यास आपणाविरुद्ध सेवा समाप्तीसह योग्य ती कार्यवाही करण्यास आपण पात्र राहाल या आशयाचे रु.१००/- चे बंधनपत्रावर प्रतिज्ञापत्र रुजू होतांना सादर करावे लागेल.
- १५) कंत्राटी कालावधीत किंवा कंत्राटी कालावधी संपल्यानंतर पुढेही आवश्यकता असल्यास आपणास संरक्षण प्रकल्पात किंवा भारताच्या संरक्षणाशी संबंधित खात्यात पदावर सेवा करणेस आपण बंधनकारक राहाल व अशी सेवा करण्यास आपण नकार दिल्यास म.रा.वि.वि.कं.मर्या आपली सेवा आपोआप समाप्त झाल्याचे समजण्यात येईल.
- १६) तसेच आपण कामावर रुजू झाल्यावर आपणास प्रजासत्ताक भारताशी एकनिष्ठ राहण्याची शपथ घ्यावी लागेल.
- १७) पदावर रुजू होण्याकरीता आपणास कोणत्याही प्रकारचा प्रवास भत्ता दिला जाणार नाही.
- १८) पदावर रुजू होतेवेळी आपणास जिल्हाशल्य चिकीत्सक जळगाव यांचेकडील शारीरिक पात्रता प्रमाणपत्र सादर करावे लागेल. तसेच कंपनीच्या सेवेत रुजू होतांना सर्व कर्मचाऱ्यांना बंधनकारक असलेला छातीचा क्ष-किरण अहवाल सूद्धा सादर करावा लागेल.
- १९) आपण आपला चारित्र व पुर्व वर्तणुक पडताळणी अहवाल रुजू होण्यापासुन तीन महिन्यांच्या आत सादर करावा. तसेच सदर चारित्र व पुर्व वर्तणुक पडताळणी अहवाल असमाधानकारक आढळुन आल्यास आपली नियुक्ती नियमाप्रमाणे तात्काळ रद्द करण्यात येईल, तोपर्यंत आपण रुजू होतांना आपणास सक्षम अधिकाऱ्यासमोर रु.१००/-च्या बंधपत्रावर पेपरवर आपणावर कोणताही गुन्हा नाही असे प्रतिज्ञापत्र/शपथ पत्र लेखी सादर करावे लागेल.
- २०) कंपनीत नोकरी मिळण्यासाठी अर्जासोबत आपण सादर केलेल्या प्रतिज्ञापत्राप्रमाणे घरातील कुटुंबाची व इतर अवलंबिताची आपणास योग्य ती काळजी घ्यावी लागेल अन्यथा आपली सेवा समाप्त करण्यात येईल.
- २१) सक्षम अधिकारी निर्देशित करील त्याप्रमाणे आपणास म.रा.वि.वि.कं.मर्या मध्ये कोणत्याही ठिकाणी काम करावे लागेल. कामाची निकड असेल तेव्हा सक्षम अधिकाऱ्यांच्या मते आपण जे काम करण्यास पात्र असाल त्या पदावर / ते काम आपणास करावे लागेल.
- २२) सध्या अस्तित्वात असलेले आणि सक्षम अधिकारी यांनी वेळोवेळी सुधारीत केलेल्या खालील विनियम व इतर सेवा शर्ती आपणास लागू होतील.
 १. म.रा.वि.वि.कं.मर्या वर्गीकरण व सेवा प्रवेश विनियम २००५.
 २. म.रा.वि.वि.कं.मर्या सेवा विनियम वर्तणुक व शिस्त विषयक नियम २००५ इ.चा यात समावेश असेल.

३. म.रा.वि.वि.कं.मर्या ज्येष्ठता विनियम २००५.
४. अंशदायी भविष्य निधी विनियम (१९५२)
५. कंपनीचे इतर काही नियम व परिपत्रके (सूधारणांसह)

- २३) सर्वसाधारण ज्या सेवा शर्ती व नमुद केलेल्या नाहीत त्याबाबत कंपनीतील इतर कर्मचाऱ्यांना लागू असणारे नियम व विनियम आपणास लागू होतील.
- २४) आपणास महाराष्ट्र नागरी सेवा (लहाण कुटुंबाचे प्रतिज्ञापत्र) नियम २००५ अन्वये विहित प्रपत्रात हमी पत्र भरून देणे आवश्यक आहे.

वरील सर्व अटी व शर्ती आपणांस मान्य असल्यास आपण भुसावळ शहर उपविभाग (भुसावळ विभाग) येथे दि. १२.१२.२०२१ किंवा तत्पूर्वी कामावर रुजू व्हावे, उक्त तारखेपर्यंत आपण कामावर रुजू न झाल्यास सदरचे नियुक्ती पत्र रद्द झाल्याचे समजण्यात येईल.



(एफ.वाय.शेख)

अधिक्षक अभियंता

म.रा.वि.वि.कं.मर्यादीत

जळगाव मंडळ जळगाव

-प्रत सविनय सादर-

१. मुख्य अभियंता, जळगाव परिमंडळ, जळगाव.
२. सहाय्यक महाव्यवस्थापक (मासं) जळगाव परिमंडळ, जळगाव.
३. उप मुख्य औद्योगिक संबंध अधिकारी, जळगाव परिमंडळ, जळगाव.

-प्रत रवाना :-

१. कार्यकारी अभियंता, भुसावळ विभाग
 - i. जिल्हा शल्य चिकित्सक जळगाव यांचेकडील मुळ वैद्यकीय प्रमाणपत्र सोबत जोडलेले आहे. व चारित्र्य व चरित्र्यपूर्व पडताळणी अहवाल व नियुक्ती आदेशा मधील नमूद इतर अटी व शर्ती यांचे काटेकोर पालन करावे.
 - ii. संबंधित अवलंबितांना नियुक्ती देण्यापूर्वी त्यांनी सुधारपत्र क्रं. २८ दि.१६.०४.१९७५ व सुधारपत्र क्रं. ३७ दि.०३.११.२०१० नुसार वारसदार नियुक्ती मिळायकारिता न्यायपूर्ण हक्कदार असल्याची खातरजमा करण्यात आल्यानंतरच त्यांना कामावर रुजू करण्यात येण्यात यावे तसेच विहित केलेली सर्व आवश्यक ती कागदपत्रे, जसे की सक्षम न्यायालयाचे वारस प्रमाणपत्र, व इतर संबंधित कागदपत्रांची पूर्तता विद्यमान तरतुदीप्रमाणे केल्याची खात्री करण्यात यावी.
 - iii. वरील संदर्भित पत्रातील नियुक्ती देण्या बाबतच्या अटी व शर्ती यांचे काटेकोर पालन करावे.
 - iv. उपरोक्त अवलंबितास रुजू केल्यानंतर मासिक निर्वाह भत्ता बंद करण्यात यावा. तसेच सदर रिक्त पदावर बाह्यस्रोताद्वारे (Out Sourcing) कार्यरत असलेल्या उमेदवारांची नेमणूक तात्काळ बंद करावी.
२. प्रमुख लिपीक १ व २ मंडळ कार्यालय, जळगाव.
३. उच्चस्तर लिपीक (मासं) मंडळ कार्यालय, जळगाव.

Government of India
Department of Posts, India

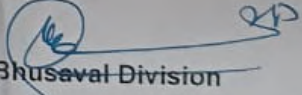
Office of the Superintendent of Postoffices, Bhusaval Division, Bhusaval

ORDER OF ENGAGEMENT

H-1/15/Engagement/BPM Ganpur/2022 dtd at BSL 26.07.2022

1. Shri/Smt/Ms **SAPAKALE MAMATA GOPAL** Son / daughter of
shri. **GOPAL** Whose date of Birth is **08/06/2000** and
belongs to **UR** category / selected against **UR** Category is
hereby engaged as **GDS BPM, Ganpur B.O** in account
with / under **Akulkheda S.O/Bhusawal H.O** on regular basis with
effect from dated **26-07-2022** AN/FN in the TRCA scale of **12000**
He/She shall be paid such allowances as admissible from time to time.

2. Shri/Smt/Ms **SAPAKALE MAMATA GOPAL** Son / daughter of
Shri **GOPAL** should clearly understand that his/her engagement
shall be governed by the Department of Posts, Gramin Dak Sevak (Conduct and
Engagement) Rules, 2020 as amended from time to time.


Bhusaval Division

Bhusaval

Bhusaval

A copy of this memo is issued to:

- I. The candidate **SAPAKALE MAMATA GOPAL**
AT SUNODE POST TANDALWADI, TAL RAVER, SUNODE, JALGAON, 425502
- II. PF of the candidate
- III. Postmaster /SPM **Akulkheda S.O/Bhusawal H.O**
- IV. Divisional Office **Bhusaval** for information
- V. The **Bhusaval Division**
for information.



Compensation Breakup

Salutation	Ms.	
Name	Kalyani Ravindra Bhoge	
Role	Executive - Application Support	
Grade	1b	
Location	Mahape	
City	Mumbai	
Reporting to	Manager - Application	
Date of Offer	25-Oct-2021	
Annual Compensation Break up		HDBFS Monthly
Basic	96,000	8,000
HRA	48,000	4,000
Other Allowance	30,787	2,566
Provident Fund (Employer's contribution)	15,213	1,268
Gross Salary (A)	1,90,000	15,833
ESIC (Employer's contribution)----(B)	5,681	473
Gratuity----- (C)	4,615	385
Total Fixed Compensation (D=A+B+C)	2,00,296	16,691
Note:		
Employee and Employer's contribution towards ESI will be 0.75% & 3.25% respectively.		
This Offer is subject to positive reference checks & CIBIL report check. Your acceptance of the offer will be considered as consent for accessing your CIBIL report.		
Gratuity is as per "The Payment of Gratuity Act".		
Special Note:		
PAN & AADHAAR are mandatory and have to be provided at the time of joining the Organization for payment of salary. Please apply IMMEDIATELY for a PAN number if you do not have one.		
