



Kerie Ville, Arbutnott Road, Laitumkrah, Shillong, Meghalaya, India | +919362313910 | www.nesfas.in | info@nesfas@gmail.com

PERSONAL AND CONFIDENTIAL

This Agreement is established on June 28, 2023

BETWEEN

NESFAS; Kerie Ville, Arbutnott Road, Laitumkrah, Shillong 793003, Meghalaya, India  
&

Ibalabet Rympei, Research Associate, Mawiong Rim, EKH

NESFAS is pleased to offer you a 4-month contract to undertake the following activities.

**1. Terms of Reference and Supervision**

- 1.1. The Terms of Reference for the assignment are shown in Section 7 and are an integral part of this contract. The Executive Director with whom you will work will certify satisfactory completion of the assignment detailed in the Terms of Reference.
- 1.2. During the assignment, you will be based in Tura, Meghalaya but you need to travel to project villages and also if required to other states within the region and outside.

**2. Timing**

- 2.1. Your appointment will be for a period of 4 months starting on August 28, 2023, and ending on December 27, 2023, unless this period is extended with mutual consent.
- 2.2. NESFAS reserves the right to amend the TOR due to the evolving nature of its work but will do so only with mutual consent.

**3. Emoluments and Benefits**

- 3.1. NESFAS will pay a consolidated remuneration of Rs 20,000 per month for the contract period.
- 3.2. NESFAS will not, under any circumstances or for any reason whatsoever, be held liable for any illness, injury, or damages that may be sustained by you during the course of the assignment and will not accept any claim for compensation or repairs in respect of any such illness, injury or damage.
- 3.3. Should you be engaged in official travel as part of your assignment with NESFAS, your travel arrangements will be made by NESFAS. All official travel and advances required will be raised by NESFAS using the travel procedures of NESFAS.

**4. Termination of agreement**

4.1. This contract may be terminated by either party prior to the contract end date giving written notice 1 month to the other party.

**5. Intellectual properties**

5.1. All rights, titles and interests in intellectual property based on Agreement Material (including copyright, patent, trade secret, trademark rights and database rights) generated as a result of this assignment contract and any related part thereof, shall be vested in NESFAS.

5.2. Intellectual property based on the work outside this Agreement shall remain with each party, and no rights thereto are provided in this Agreement.

5.3. NESFAS and the contractor will consult with one another with respect to determining authorship of works based on activities supported under this contract.

5.4. The contractor will obtain authorization from NESFAS prior to the first publication of works based on activities supported under this contract.

**6. Acceptance**

6.1. Your acceptance must be notified by signing, dating, and returning the enclosed letter to NESFAS office.

Yours Sincerely

(Pius Rane) Executive Director  
NESFAS, Shillong

I agree that I have read and hereby accept all terms and conditions contained in this agreement.

Signature: Rymbai

Name: Ibalabet Rymbai

Date: 28.08.2023

## 7. Terms of Reference

Report to: Kong Alethea Kordor Lyngdoh, Deputy Executive Director, NESFAS  
Supporting teams: Kong Gratia E Dkhar, Sr. Associate, Programme; Kong Lucy B Nongbri, Technical Lead, Ecology.

The terms of reference for this position are as follows:

- 7.1. Sensitization to the communities about the need for the People's Biodiversity Registers (PBRs).
- 7.2. Attend training on identifying and collecting data on biological resources and documentation of traditional knowledge.
- 7.3. Data collection and data entry.
- 7.4. Support in making the People's Biodiversity Registers (PBRs).
- 7.5. Any other tasks when required.

## 8. Statement of Good Health

I certify that I am in good health, and to the best of my knowledge do not have any medical condition which would preclude me from undertaking the services covered in the contract.

I confirm that I have adequate medical and other insurance coverage for the duration of this assignment.

I also confirm that I am aware of any inoculations required for the country or the countries to which any travel has been authorized in relation to my work for NESFAS.

Signature: Rymbei

Name: Thalabet Rymbei

Date: 28.08.2023

**Date: 16 May 2024**

To,  
**Mr. Abdur Rouf**  
Goa

**Dear Mr. Abdur,**

It is our pleasure to extend the following offer of employment to you on behalf of “**Affinique Media Services Pvt Ltd**”, further to the interview and discussions you have had with us. Your expected date of joining is **21 May 2024**.

You are appointed for the position of a **Photographer** and in this capacity, you will report to **Jaiprakash Sharma (Cluster Head)**. As a Photographer your Annual Gross CTC will be Rs. 3, 36,000/- (Rupees Three Lakh Thirty-Six Thousand Only) + Incentives.

Listed below in Annexure A are the tasks and responsibilities you are required to fulfill while in employment.

You will be on probation for a period of three months, from your date of joining, after which your services will be confirmed, subject to satisfactory performance. The probation period may be extended or shortened at the absolute discretion of the company. During the probation either party may terminate your appointment with a 30 days’ notice period.

After successful completion of the probation and review thereof, you will be entitled to the benefits, whatsoever as per policies of the organization. Regular performance reviews will be done to assess your suitability.

Again, it is a pleasure to welcome you as an employee of “**Affinique Media Services Pvt Ltd**”. We are confident that you will be able to make a significant contribution to the success of the company and we look forward to working with you.

**As an acknowledgement that you accept this offer, kindly sign the enclosed copy of this letter and return it in soft copy or to the address found below.**

**Yours sincerely,**  
**For Affinique Media Services Pvt Ltd**



OF Affinique Media Services Pvt. Ltd.  
Authorized Signatory

**Mr. Taranbir Singh Sahni**  
**Director-Operations**



501, Hoysala Apt., MillersTank 1,  
Bund Road, Vasanth Nagar,  
Bengaluru - 560051, Karnataka



+91 7617 25 25 25



info@vsnapu.com  
www.vsnapu.com

## ANNEXURE A

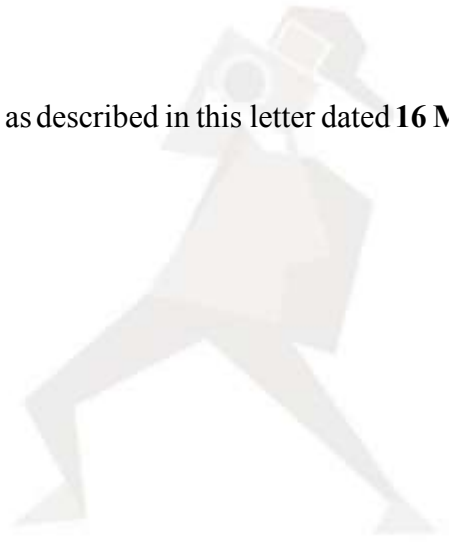
- Click pictures for the tourists who opt for the photoshoot.
- Clicking Architecture and Food pictures for Hotel Properties.
- Coordinating with clients.
- Submitting photos segregated client wise in appropriate folders.
- Managing other members within the team.

## OFFER OF EMPLOYMENT

I, **Mr. Abdur Rouf** accept the offer as described in this letter dated **16 May 2024**.

DATE:- 16/5/2024

SIGN:-



Of Affinique Media Services Pvt. Ltd.  
Authorized Signatory



501, Hoysala Apt., MillersTank 1,  
Bund Road, Vasanth Nagar,  
Bengaluru - 560051, Karnataka



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PERSONAL AND CONFIDENTIAL

This Agreement is established on June 28, 2023

BETWEEN

NESFAS; Kerie Ville, Arbuthnott Road, Laitumkrah, Shillong 793003, Meghalaya, India  
&

Daphisha Mary Pala, Research Associate, Dawki, WJH

NESFAS is pleased to offer you a 4-month contract to undertake the following activities.

**1. Terms of Reference and Supervision**

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- 3.2. NESFAS will not, under any circumstances or for any reason whatsoever, be held liable for any illness, injury, or damages that may be sustained by you during the course of the assignment and will not accept any claim for compensation or repairs in respect of any such illness, injury or damage.
- 3.3. Should you be engaged in official travel as part of your assignment with NESFAS, your travel arrangements will be made by NESFAS. All official travel and advances required will be raised by NESFAS using the travel procedures of NESFAS.

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- 5.4. The contractor will obtain authorization from NESFAS prior to the first publication of works based on activities supported under this contract.

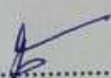
**6. Acceptance**

6.1. Your acceptance must be notified by signing, dating, and returning the enclosed letter to NESFAS office.

Yours Sincerely

(Pius Rane)  
Executive Director  
NESFAS, Shillong

I agree that I have read and hereby accept all terms and conditions contained in this agreement.

Signature:  .....

Name: *Daphisha Mary Pala* .....

Date: *28.08.23* .....

## 7. Terms of Reference

Report to: Kong Alethea Kordor Lyngdoh, Deputy Executive Director, NESFAS  
Supporting teams: Kong Gratia E Dkhar, Sr. Associate, Programme; Kong Lucy B Nongbri, Technical Lead, Ecology.

The terms of reference for this position are as follows:

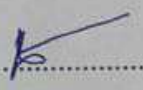
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- 7.2. Attend training on identifying and collecting data on biological resources and documentation of traditional knowledge.
- 7.3. Data collection and data entry.
- 7.4. Support in making the People's Biodiversity Registers (PBRs).
- 7.5. Any other tasks when required.

## 8. Statement of Good Health

I certify that I am in good health, and to the best of my knowledge do not have any medical condition which would preclude me from undertaking the services covered in the contract.

I confirm that I have adequate medical and other insurance coverage for the duration of this assignment.

I also confirm that I am aware of any inoculations required for the country or the countries to which any travel has been authorized in relation to my work for NESFAS.

Signature:  .....

Name: *Daphneha Mary Pala* .....

Date: *28.08.23* .....



**CENTRAL INDUSTRIAL SECURITY FORCE  
(Ministry of Home Affairs)**

**CISF UNIT NEZ HQR GUWAHATI  
CISF NEZ HQrs GUWAHATI  
BEHARBARI, NEAR AG COLONY  
HOCKEY STADIUM ROAD KAMRUP METROPOLITAN  
ASSAM 781029**

**E-32023/CISF/NEZ/Rectt/CONSTABLE(GD)-2022/2023 144**

**Dated:22-08-2023**

**To,**

**No. 5401001030  
AVINASH KUMAR YADAV  
S/o MANOJ KUMAR YADAV  
RR 011 NEAR IAIKYNTIEW COLLEGE  
NONGTHYMMAI SHILLONG MEGHALAYA  
Distt- EAST KHASI HILLS, State-  
MEGHALAYA, PIN- 793014.**

**Subject: RECRUITMENT OF CONSTABLE/GD IN CENTRAL INDUSTRIAL SECURITY FORCE :  
PROVISIONAL OFFER OF APPOINTMENT**

Reference your selection to the post of Constable/GD in Central Industrial Security Force.

2. You have been provisionally selected for **appointment** as Constable/GD in CISF on the following terms and conditions:-

- i. You will draw the pay in the **Pay Matrix Level-3, Rs.21700-69100.**
- ii. Your appointment will be subject to the conditions given in the Agreement Form, which will be required to be filled at the time of reporting at

**RTC RTC DEOLI  
CISF RTC DEOLI, PO- DEOLI, TONK, RAJASTHAN  
Nearest Airport:- JAIPUR  
Nearest railway station:- KOTA JN  
Nearest bus Depot:- DEOLI**

- iii. You will be on probation for a period of two years.
- iv. The Appointing Authority may discharge you from service at any time during the period of probation, if in their opinion, your work or conduct during this period is considered unsatisfactory, or shows that you are not fit for permanent appointment.
- v. You will be considered for confirmation in service on your successful completion of probation and if you are found fit in every respect for confirmation.
- vi. It should be understood that your appointment is subject to any change in the Recruitment Rules framed from time to time and that you will have no claim for compensation in consequence of any such change. Further you will be subjected to the provisions of Central Industrial Security Force Act, 1968 (50 of 1968) and Central Industrial Security Force Rules, 2001 as amended from time to time.
- vii. You are liable for transfer to any station in the Union of India.
- viii. You are liable to be employed at any place within or outside India.

- ix. You are liable to serve in NSG, SPG or any other Force of the Country in the broader interest of National security.
- x. In case you belong to SC/ST category your appointment will be subject to the Caste/Tribe certificates being verified through the proper channels and if the verification reveals that your claim to belong to Scheduled Caste or Scheduled Tribe, as the case may be, is false, the services 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 false certificates.
- xi. In case you belong to OBC category, you are required to submit the original OBC Certificate. In addition to this, you are also required to submit a declaration about your creamy layer status. Your appointment is provisional and is subject to the community certificate being verified through the proper channels. If the verification reveals that your claim or your declaration regarding your creamy layer status is false, your services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificates.
- xii. In case you belong to EWS, your appointment is provisional and will be subject to the income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false, your services 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 certificate.
- xiii. If there is material evidence at a later date to prove that you had not met any of the criteria laid down for recruitment like domicile, category (SC/ST/OBC/EWS), educational, physical and medical standards etc, your provisional call up notice will be cancelled. You will further be liable to be terminated in case of the mistake coming to the knowledge of the department after your joining in the service.
- xiv. The vacancies are distributed amongst the States according to their population ratio. Domicile of the particular State are eligible for appointment against the vacancies allotted to that particular State. Your appointment is provisional and is subject to the status of domicile or domicile certificate being verified. If the verification reveals that the claim to belong to that particular State against whose vacancy your selection has been made is false, the services 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.
- xv. **You will be subjected to fresh medical examination at the time of reporting to RTC, if the validity period of one year from the date of fitness to joining service is over in terms of recruitment medical guidelines issued by MHA vide UO dated 20/05/2015. In such a situation, you will be allowed to join the post after being found fit in fresh medical examination.**

3. **If you accept the above mentioned terms and conditions**, you may report to Principal, RTC DEOLI on **21-10-2023 (FN)** repeat on **21-10-2023 (FN)** for joining the post of Constable/GD in the Central Industrial Security Force. On completion of joining formalities as per rules, you are required to undergo basic training in the RTC .

4. **In case you fail to report to the Training Centre by 21-10-2023(FN) , it will be presumed that you are not interested to accept this offer and the candidature will automatically stand cancelled.** However, if you are not able to report to the Principal RTC DEOLI for joining the post of Constable/GD in the Central Industrial Security Force by **21-10-2023(FN)** due to unavoidable or compelling circumstances, you may submit your request with full facts/justifications to the Principal RTC DEOLI. Your request for extension should reach the Principal RTC DEOLI by **18-10-2023** through speed post only failing which it will be presumed that you are not interested to join and your call up notice will be cancelled. You should enclose all necessary documents in support of your request for extension, which will be considered by the competent authority. The decision of the competent authority shall be final and binding. There will be no appeal against the order of the competent authority.

5. It is further informed that you are required to carry the following documents in original:-

- a. Two copies of Attestation Forms (**Already supplied or enclosed**) duly filled in completely. (**In case the answer to any question of column No. 15(i) of attestation form is "YES" then you must submit complete details of the case to the Principal RTC DEOLI immediately by post on receipt of this call up notice for joining. Only on hearing from the Training Centre you will report for the basic training. It is once again reiterated that without forwarding the details in advance and without hearing from Training Centre you will not be allowed to join for the basic training**).

- b. Certificate of Character (**Annexure-IV format already supplied or enclosed**), duly signed in appropriate column by the Sub-Divisional Magistrate/District Magistrate of your District.
  - c. Character and antecedent certificate (**format already supplied or enclosed**) from your local SHO duly filled in completely and signed. Your recent passport size photographs should be affixed on the right side corner of the certificate which should be attested by the SHO.
  - d. All original certificates pertaining to your educational qualifications, date of birth, belonging to SC/ST/OBC/EWS/Hillman/Tribesman and Sports/NCC/ Other extra-curricular activities.
  - e. Two copies of your recent passport size photographs.
  - f. In case, you are already employed in Govt/Quasi Govt/Public Sector undertaking etc, you should get yourself relieved after duly observing the formalities as applicable before reporting at above Training Centre.
6. If you had applied for other services before joining CISF, you should intimate all the details in this regard to the Principal Training Centre immediately on joining for basic training, failing which your request to leave the department on 'technical resignation' will not be considered.
7. **You must open a simple saving bank account in your name in State Bank of India repeat State Bank of India before joining at the Training Center. You should bring passbook, chequebook and ATM card for drawal of payment. If feasible, you should also bring PAN Card and Aadhar Card (as proof of Identity) for easy and quick opening of your account for New Pension Scheme.**
8. You should be in possession of sufficient money in your account, at least **Rs.8000/-** for your own mess deposit which will be deposited to the Training Centre at the time of reporting. The mess deposit will be done by cheque.
9. You should also carry your personal belongings **including proper clothing and bedding** and other items of daily use which may be required by you.
10. **You are advised not to be in possession of jewellery or expensive ornaments.**
11. **You will not be allowed to carry mobile phones during the training activities.**
12. **You are also advised not to bring any expensive gadget or any expensive item.**
13. No TA/DA will be admissible to you for this journey.
14. The "NEW RE-STRUCTURED DEFINED CONTRIBUTION PENSION SYSTEM" applicable for the new entrants to the Central Government Services w.e.f. 1<sup>st</sup> January, 2004 will also be applicable to you.

Signature of appointing authority with designation & date (Commandant only)

**Encls(If not supplied earlier):**

- i. Two Attestation Forms
- ii. Annexure-IV
- iii. **Form of SHO certificate.**

**BHINDATTA KUMAR**  
**(Sr. Commandant)**  
**CHAIRMAN**  
 Dossiers Scrutiny Board  
 Regional Recruitment Centre  
 CISF NEZ. HQs Guwahati



Selection list following the Physical Interview held on 12<sup>th</sup> March 2024 for recruitment on a purely temporary and contractual basis under The Biotechnology Industry Research Assistance Council (BIRAC) funded project titled **“To establish a ready network of clinical trial units across the National Cancer Grid to promote multi-centric collaborative research in the field of drug and device development”**.

POST NAME	CANDIDATE NAME
<b>DATA ENTRY OPERATOR</b>	Selected: 1. Arwanki Lato 2. Lizafenny Lamare  Waitlisted: 1. Iladeishisa Shadap 2. Wanshwa Law 3. Billedon Singh Syiem

### **Important Information**

1. The selected candidate is expected to contact the Principal Investigator (in person) within 15 days of publishing the result, failing which the waitlisted candidates will be called. Please send an email to [ctn.birac@gmail.com](mailto:ctn.birac@gmail.com) confirming your acceptance before coming to NEIGRIHMS.
2. The result is provisional and subject to verification of the documents at the time of joining.
3. The terms and conditions of contract appointment shall be governed by the contractual bond of Agreement agreed upon by the Institute and the employee concerned.
4. Those selected should make their own arrangements for accommodation. HRA will not be provided.
5. Selected candidates will have to make their own arrangements for coming to NEIGRIHMS for joining.



To,

**Ms. Sweety**

This is with reference to your application for employment with Vaidik Eduservices Pvt. Ltd. and subsequent discussions and tests you had with us.

We congratulate you for having been successfully made it through the selection process and are pleased to extend the offer of employment with Vaidik Eduservices Pvt. Ltd. as per below mentioned details and Standard terms of appointment.

- 1. Position Offered: Subject Matter Expert**
- 2. Responsibilities:** You would be primarily responsible to solve questions online, develop textbook solutions, content fixing and content editing.
- 3. Working Days:** - You will be committed to work with us for **5.5 days a week** with 1st and 3rd Saturdays off and Sundays fixed off.
- 4. Working Hours & Shift Timings:** -You will be committed to work for 9 hours a day which will be inclusive of one hour break. Shift Timings would be as discussed with you.
- 5. Incentives:** -You will be entitled to get incentives as per your performance.
- 6. Leaves:** - You will have 15 Privilege leaves [Applicable only after 3 months] in a year and 6 sick/casual leaves in a calendar year credited on pro-rata basis.
- 7. Commencement Date:** Your commencement date would be from **Monday 28<sup>th</sup> August 2023.**
- 8. Separation:** Separation would be there with the notice period of 15 Days during your probation period of 3 months and 30 days after the probation. On separation, you will give all correspondence, specifications, formulae, books, literatures, drawings, effects of records, belonging to the company or relating to the business and shall not retain any copies of these items. If the same has not been surrendered, the company would be eligible to deduct the cost of the same as applicable. Company holds the right to terminate the employment at any time during the tenure. The terms and conditions are subject to company policy and may change from time to time.

**Vaidik Eduservices Pvt. Ltd.**

**Corporate Office:-**A-74, 3<sup>rd</sup> Floor Sector-2 Noida, Uttar Pradesh, 201301

**Registered Office:-** C-183, Alpha-1, Greater Noida, Uttar Pradesh

**CIN:-** U80900UP2018PTC099909 **Tel:=-0120-4139268,** 4184987

**Skype:-** Vaidik Eduservices **Email:-** [info@vaidikedu.com](mailto:info@vaidikedu.com) **Website:-** [www.vaidikedu.com](http://www.vaidikedu.com)



9. **Total Remuneration:** Your annual remuneration is Rs. 2, 46, 000/- (Two Lakh Forty Six Thousand Rupees only). Salaries will be released on or before 7<sup>th</sup> of every month.

**SALARY BREAKUP**

Basic	15884
HRA	3971
Gross	19855
Employee ESIC	149
<b>NET Take Home</b>	<b>19706</b>
Employer ESIC	645
<b>CTC</b>	<b>20500</b>
Annual CTC	246000

10. **Confidential Information:** You will not at any time without the consent of the management, disclose, divulge, or make public, accept any legal obligations, any information regarding the company's affairs or the administration or the research carried out in the company. At any time during the tenure with the company or after separation from the company, if you are found using any company property or information for personal benefit, you would be penalized as per the loss to the company.

\*NOTE: You are not supposed to share your salary details with anyone. You are paid according to your capabilities.

Wishing you all the very best & a very warm welcome to the team at **Vaidik Eduservices Pvt. Ltd.**

**Vaidik Eduservices Pvt. Ltd.**

**Corporate Office:-**A-74, 3<sup>rd</sup> Floor Sector-2 Noida, Uttar Pradesh, 201301

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Rashi

HR Department

Employee Acceptance Signature

Name of Employee: Sweety

VAIDIK EDUSERVICES PVT. LTD.

**Vaidik Eduservices Pvt. Ltd.**

**Corporate Office:-** A-74, 3<sup>rd</sup> Floor Sector-2 Noida, Uttar Pradesh, 201301

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ETAO Assets IMF Private Limited  
3rd Floor, Joy Mansion,  
Ambicapatty,  
Opposite Aadarsh Academy, Silchar,  
Assam – 788004  
Tel: +91 8638152125  
Email: hr@etaoassets.com  
Web: www.etaoassets.com  
CIN – U66000AS2022PTC023946

**24<sup>th</sup> July, 2024**

**Ms. Mahashweta Adhikari,  
D/O – Madhumita Dutta Adhikari,  
National Highway  
Silchar - 788005,  
Cachar, Assam.**

Dear Ms. Mahashweta Adhikari

**Your Appointment as Asset Executive (Probationary Period)**

Further to your application and subsequent discussions for working with us, ETAO Assets IMF Private Limited “Company” is pleased to appoint you as ASSET EXECUTIVE on the terms and conditions as set out below:

Reporting to: Bhagyasri Sinha, HR  
Joining Date: 1<sup>st</sup> Aug, 2024

Contract Duration: 6 months (3 months + 3 months).

\*The second cycle of 3 months will be extended if the criteria is not fulfilled during the first cycle of 3 months.

Reporting day: Every Saturday

**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 SILCHAR. 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 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. 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.

- d) 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.
- e) You shall not, during your engagement 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.
- f) 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.
- g) 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.
- h) 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.
- i) 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.
- j) 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 Silchar.
- k) You shall comply with the data protection policy of the Company when handling personal data in the course of your probationary period 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.
- l) 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.

- m) 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.
- n) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.
- o) By adhering to these principles and fulfilling the contractual obligations during the probationary period, you can increase your chances of securing permanent employment and advancing your career within the organization.
- p) To obtain permanent employment after satisfying the contractual requirements during the probationary period, one must:
  - Understand the terms of the contract: Thoroughly review the employment agreement to comprehend the expectations, responsibilities, and criteria for permanent status.
  - Exceed performance expectations: Consistently demonstrate exceptional work quality, meet deadlines, and exceed the standards outlined in the contract.
  - Exhibit professionalism: Maintain a positive attitude, be punctual, and adhere to company policies and procedures.
  - Communicate effectively: Engage in open and respectful dialogue with supervisors and colleagues, seeking feedback and clarification when needed.
  - Seek opportunities for growth: Actively participate in training programs, take on additional responsibilities, and showcase your willingness to learn and adapt.
  - Build positive relationships: Foster a collaborative and supportive work environment by being a team player and contributing to the overall success of the organization.
  - Maintain a strong work ethic: Demonstrate a commitment to your work, be reliable, and consistently put forth your best effort.
  - Seek clarification: If unsure about any aspect of the contract or the requirements for permanent employment, do not hesitate to ask for clarification from your supervisor or the human resources department.

### **Acceptance of Offer**

Please sign and return a copy of this letter within 3 working days to confirm your acceptance of this offer. If you have any queries or require further clarification, feel free to reach out to us at our office during working hours.

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
- b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
- c) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

d) Cancel cheque / Bank statement

We look forward to welcoming you to ETAO Assets IMF Private Limited and are excited about the contributions you will make to our team.

**Sincerely,**  
**For ETAO Assets IMF Private Limited**



**Bhagyasri Sinha**  
**HR**

I, Ms. Mahashweta Adhikari, accept the terms of this employment offer as outlined above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mr. Henry Paul Kharkongor  
Employee ID : 010111832  
Mawkdok, East Khasi Hills, Meghalaya - 793111  
Shillong



Dear **Henry Paul Kharkongor**,

## Sub: Letter of Appointment

We are pleased to offer you the position of **Advisor L1G1** at 247 Customer PVT.LTD, (Regd. Off.) Prestige Tech Platina, Kadubeesanahalli, Marathalli Outer Ring Road, Bangalore, with effect from 09-Jul-2024 on the following terms and conditions:

### 1. **Accountability**

You will report to the **Manager**.

### 2. **Working Hours**

You will be required to work eight hours a day and forty hours a week for five days a week in any one of the shifts during the day or night. Your duty hours will be fixed from time to time depending upon the exigencies of the business. As and when required by the Management, you shall work beyond the normal working hours and on your weekly off days and holidays, in accordance with the statutory provisions applicable.

### 3. **Probation**

You will be on Probation for a period of **12** month(s) with effect from **09-Jul-2024**. In the event of your not being able to attain the standards required for confirmation of your services, this period of probation may be extended by the Management. On completion of the Probationary period to the satisfaction of the Management, the Management will confirm your appointment in writing. If you do not receive such a confirmation letter at the end of the Probationary period, you will continue to be on probation till you receive the confirmation letter from the Management or till your services are terminated. Your services are liable to be terminated by the Management at any time during your Probationary period, including the extended period of Probation, if any, without notice and without any payment or compensation in lieu of notice and without assigning any reason thereof.

## Appointment Letter of 01011832 (Henry Paul Kharkongor)

### 4. Remuneration

As attached in the Annexure I. Please read the Annexure II for other details. On joining the company, as a prerequisite, you need to undergo and successfully complete the Foundation Level Training and Process Level Training. In the event of your inability to pass the same, your services are liable to be discontinued. In the event of your services being discontinued before completion of Foundation Level Training (FLT) for any reason whatsoever, you shall not be entitled to any salary, allowances or benefits of any kind for the period you were undergoing FLT. For any unauthorized absenteeism during the FLE/PLE stage, your services are liable to be discontinued from the very next day. Only exception allowed is on medical grounds, provided the trainer is intimated in advance. In the event of such authorized absence exceeding more than two days, you will be required to restart the program from the beginning.

### 5. Duties

You shall perform such duties and observe and conform to such directions as may be assigned or communicated to you by the Management or such officers who are placed in authority over you. You will also be responsible for control and supervision of the employees working under you if any. The Management will be within its rights to allot you additional jobs within your department or any other department to which you cannot raise any objection.

### 6. Address

You will keep the Management informed of any change in your residential address. In case of your inability to do so, any communication sent at the address available with the Management will be deemed to have been served on you.

### 7. Benefits

You will be eligible for the benefits of leave, Provident Fund and Gratuity when applicable and as per the rules of the company in force from time to time.

### 8. Transfer

You have been appointed as **Advisor L1G1** but are liable to be assigned to any of the Company's offices and be transferred at any time on a temporary or permanent basis from one job to another, from one department to another in the Company. The transfer will not deem to constitute a change in your conditions of service.

### 9. Retirement

You will retire on attaining the age of 60 years.

## Appointment Letter of 01011832 (Henry Paul Kharkongor)

### 10. Notice Period

It is mandatory to complete the notice period to provide maximum time to find a suitable alternate resource to ensure business continuity. During the Training Period (Foundation Level Training & Process Level Training) your service can be terminated by giving one day notice on either side. After successfully completing the training, your notice period shall be for 30 days on either side. Failure to serve the notice period without approval from the department head will be considered a breach of company policy and may result in termination. The Company may, at its sole discretion, approve reducing the notice period in lieu of salary for the same.

### 11. Service Rules

You shall abide and be bound by the company's Service Rules, as these Service Rules will form part of this contract of employment. You will also carry out and abide by any instruction, House Rules and Office Orders issued by the Management from time to time. Your appointment and continuation in service is subject to satisfactory verification of your credentials, testimonials, etc., and not having concealed any material information from us or having given false particulars in your application.

### 12. Minimum Period of Employment

The company will be investing substantially in you, through an elaborate period of training so as to skill you for the job. A minimum period of productive utilization of these skills is mandatory. You are therefore required to commit to a period of Six Months of service from the date of joining.

### 13. Employee Undertaking

You will be required to execute an Employee Undertaking, as a part of the terms and conditions of your employment with the company. Kindly sign and return to us a copy of this letter as confirmation of your acceptance of this appointment and the terms and conditions of your employment. We welcome you and we are confident that you will contribute in building 24/7 Customer into a world-class organization.

### 14. Work from Home Guidelines

Work from Home option will be provided at the sole discretion of the Employer subject to Business requirement.

In case Work from Home option is enabled for you, you will be required to ensure the security of all information that is liable to be accessed by any untrusted sources. You will need to follow the below guidelines at all times to minimize the risk of losing important information:

- Follow Clean Desk policy
- Ensure home Wi-Fi routers are established with unique passwords
- Lock your computer when not in use/when you are on break
- Be vigilant to Social Engineering attempts to secure yourself and the company
- Do not post any information from your computer on Social Media
- Periodically reset your system and application passwords as per password policy guidelines
- Attendance during WFH will be through TimeOn application

# [24]7.ai

- Do not use official laptop/desktop to connect unauthorized device
- Do not access any unauthorized website access.
- At all times ensure that you are abiding by all workspace monitoring guidelines and that there are no non-compliances such as follows:
  - Noncompliance to system usage guidelines like playing music, watching movie, etc.
  - Non-compliance to system usage guidelines like accessing customer's records without a need, adult content, saving sensitive information in any manner.
  - Non-adherence as per webcam guidelines like Not turning on the webcam, unplugging the webcam from the system, obstruction to avoid image capture, and/or improper positioning of the camera
  - Non-adherence to workspace compliance such as the presence of digital media, mobile, camera, writing material (even if not in use).
  - Non-compliance to workspace compliance like usage of any digital media, writing material, mobile, camera, physical absence at workspace, unauthorized person viewing customer interaction, impersonation, etc.
  - General access to the Internet for recreational use by immediate household members through the [24]7.ai. Network on personal computers is not permitted for any reasons. The employee is responsible to ensure that no family member violates any [24]7.ai policies, performs any illegal activities or uses the access for outside business interests. The [24]7.ai employee bears responsibility for the consequences should the access be misused.
  - It is the responsibility of [24]7.ai employees, with remote access privileges to [24]7.ai's corporate network to ensure that their remote access connection is given the same consideration as the user's on-site connection to [24]7.ai.

\*\*Noncompliance to the above guidelines will come under the purview of Work from Home Code of Conduct guidelines

- If you are selected for Work from Home, your home will be an extension of your office. So, you will be required to follow the protocols given below:
  - Lock your doors
  - Be aware of your surroundings
  - Pay attention to your sight lines
  - Friends/family members must not be allowed to use your work devices

In order to ensure your physical and mental welfare in a work from home environment you are advised to follow the guidelines of Work from Home wellness Policy.

- For more details, refer to the policy on Employee Connect App/HRMS

Kindly sign and return to us a copy of this letter as confirmation of your acceptance of this appointment and the terms and conditions of your employment.

We welcome you and we are confident that you will contribute in building 24/7 Customer into a world-class organization.

Sincerely,  
for 24/7 Customer Pvt Ltd.,

**Susmita Malik**  
VP HR IND

## Appointment Letter of 010111832 (Henry Paul Kharkongor)

Employee ID 010111832

10-Jul-2024

Name **Mr.Henry Paul Kharkongor**

Effective Date 09-Jul-2024

### Annexure - 1

<b>Level / Grade</b>	: L1G1	
<b>Designation</b>	: Advisor	
<b>Salary Components</b>		
<b>Fixed Gross Salary Components</b>		
	<b>PM</b>	<b>PA</b>
Basic	5,000	60,000
House Rent Allowance	2,000	24,000
Advance Statutory Bonus	1,080	12,960
Special Allowance	7,920	95,040
<b>Total Gross Salary (I)</b>	<b>16,000</b>	<b>1,92,000</b>
<b>Retirals- Employer's Contribution</b>		
PF Contribution by Employer	1,555	18,660
Gratuity	241	2,892
Employer ESI Contribution @ 3.25%	520	6,240
<b>Total Retirals(II)</b>	<b>2,316</b>	<b>27,792</b>
<b>Variable Components*</b>		
Performance Incentive (ECOP)	1,400	12,600
<b>Total of Variable components (III)</b>	<b>1,400</b>	<b>12,600</b>
<b>Approx. Take Home PM</b>	<b>14,263</b>	
<b>Approx. Take Home (with Variable pay) PM</b>	<b>15,663</b>	
<b>Total CTC ( I+II+III)</b>	<b>19,716</b>	<b>2,32,392</b>
<b>Benefits (As per policy, refer to description in Annexure 2)</b>		
1. <b>Statutory Benefits: Employee Provident Fund, Gratuity, Insurance (Medical, Accidental &amp; Life)</b>		
2. <b>Performance and Loyalty based Incentive: ECOP, employee referral schemes, retention bonuses, etc., as applicable for the program with which you will be aligned.</b>		
3. <b>Benefits for Better Work Life Balance and ease of working : Self to work, Door to Door Pick up, Leave &amp; Holidays, Passion Club, Broadband reimbursement.</b>		

Sincerely,  
for 24/7 Customer Pvt Ltd.,

**Susmita Malik**  
VP HR IND

## Appointment Letter of 01011832 (Henry Paul Kharkongor)

Annexure II		
Benefits / Schemes	Description	Value
Advance Statutory Bonus	Statutory Bonus is applicable to those employee's whose basic salary is less than or equal to Rs. 21,000/- pm as per the Payment of Bonus (amendment) Act, 2015.	As applicable*
Performance Incentive (ECOP)	As per Employee Cash Option Plan Policy of the company. The incentive is paid only if you meet all the performance requirements. The slabs are based on role / current program and subject to change in case of movement, internal policy changes, etc. ECOP payout will be paid from 3rd month onwards, since you will be part of mandatory training & assesment as required for your job role.	As per Policy**
Company Transport	Company sponsored transport will be provided to employee from second day of FLE training ( Residing in areas within the hiring radius as per company policy) Please update your address and contact details in HRMS. Employees who do not opt for company transport are eligible for STW (if applicable as per policy)	As per Policy**
Self To Work (STW)	Applicable as per 'Self to Work' Policy. This amount is payable if employee opts for STW on HRMS and working from office. Actual payout will vary based on attendance for the month. This is not applicable for female employees working in shifts beginning and ending between 7pm to 7am.	As per Policy**
Broadband Reimbursement	Applicable as per Broadband Reimbursement policy. This amount is payable if employee is working from home	As per Policy**
Group MediClaim Policy (GMC)	You are covered under the voluntary Group Medical Insurance Policy of the Company. Employees are responsible to enroll dependents as per company's mediclaim insurance policy	Rs.1,50,000 **
Group Insurance in Lieu of EDLI (Under PF)	An insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employee's term, to his Nominee/Family.	Rs.7,02,000 *
Group Personal Accident (GPA)	You are covered under the Group Personal Accident insurance policy of the company	Rs.3,00,000 **
ESI	Processed as per Employees' State Insurance Act, 1948. ESI is applicable for employees whose actual gross income pm is less than or equal to Rs. 21,000/- For calculation purposes we have taken fixed and Shift allowance to check the eligibility. If the actual gross earnings pm is more than Rs. 21,000 , then the above mentioned ESI contribution will not be applicable. Employee's contribution - 0.75 % of actual gross salary including Shift Allowance, STW (if applicable), etc. will be deducted accordingly. The Employer contribution will be at 3.25% of the Gross Salary	As applicable*
Provident Fund	Employees' Provident Funds Act,1952 respectively. PF contribution is based on min wages and capped at 12% of Rs.15,000 pm (as applicable). Employer Contribution - Provident Fund will be paid to the employee PF account from the company and will not be part of take home salary. * Employee Contribution to PF will be deducted from Monthly Gross Salary.	As applicable*
Gratuity	Processed as per the Payment of Gratuity Act 1972 * Gratuity to employees on resignation,retirement upon the completion of 5 continuous years of service from the date of joining.	As applicable*
Employee Referral Scheme	We have employee referral scheme, you can refer the potential candidate for hiring the Digital Chat Agents & Voice Agents roles.	As per Policy**

\* Benefits as per Statutory Law is subject to change from time to time.


Sincerely,  
for 24/7 Customer Pvt Ltd.,

**Susmita Malik**  
VP HR IND

**LETTER OF ENGAGEMENT**

The following is a Letter of Engagement between the Secretary of St. Edmund's College (hereafter referred to as First Party) and Mr. Gillian L N Diengdoh (M.A) Education Department (hereafter referred to as Second Party). The terms and conditions of this contract are as follows:

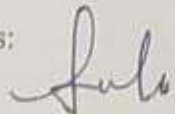

- a) This appointment is purely on contractual basis with effect from 1<sup>st</sup> August 2024 to 31<sup>st</sup> December, 2024. It will be expected that you clear the NET by December 2024. This term shall automatically come to an end on 31<sup>st</sup> December 2024.
- b) During this fixed period of engagement, this service contract is liable to be terminated without assigning any reason by giving one month notice on either side or payment of one month remuneration in lieu thereof.
- c) Upon the completion of the fixed period, there will be no claim against the institution of any nature what so ever and/or for re-engagement or employment in St. Edmund's College Campus.
- d) The First Party will pay the Second Party a consolidated fixed sum of Rs. 32,000/- (Rupees Thirty Two Thousand only per month).
- e) The Second Party is expected to be available from 8:30 a.m. to 4:30 p.m.(Mon-Fri) and till 12:30 p.m. (Sat), with a 45 minutes break for lunch. Jobs assigned by the First Party, through the Head of Department or the Management must be responsibly completed on time.
- f) The Second Party will be entitled to 8 days casual leave for period of this agreement. Leave applied for in advance will have to be sanctioned by the Dean/Vice Principal (Academics). Any unauthorized leave will be treated as leave without pay calculated on per day basis.
- g) The Second Party will be reporting daily to the Head of Department.
- h) A copy of your Job Expectations (Annexure I) is enclosed.
- i) Any prior contracts, understanding and/or commitments whether made orally or in writing hereby stand revoked and superseded.

  
Secretary  
(First Party)

  
Mr. Gillian L N Diengdoh  
(Second Party)

Secretary  
St. Edmund's College  
Shillong-793003  
Meghalaya

Witness:

1.  (Br. Stelljes Julius)
2.  (Mrs. Y. Kabir)



# Ane Moriam School

Sangram, Kurung Kumey District  
Arunachal Pradesh – 791118

A Christian Minority Institute, Administered by Ane Moriam Mission Society, Affiliated to the CBSE

11<sup>th</sup> September 2023

Dear Ms Rani Beypi,

I am pleased to inform you that you are hereby appointment as an Assistant Teacher with effect from 11<sup>st</sup> of September 2023 as per the rules and regulations of Ane Moriam School, Sangram.

Your remuneration will be Rs. 11,185/- (Eleven Thousand One Hundred and Eighty Five Only) per month as per the prescribed pay structure of the institute.

Your Date of Birth as per the certificates (Aadhaar card) submitted by you is recorded as 12th August 1997.

A copy of the Rules and Regulations for Staff, the Expectations from Staff, Child Protection Policy (Diocese of Itanagar) and the Code of Protective Behaviour for Staff of Ane Moriam School, which you have already accepted and signed, are attached with this letter for your reference. It is my sincere hope that you will adhere to the Policies, Expectations, Rules and Regulations in these documents as well as the School Code of Protective Behaviour and live up to the Expectations as stated in them.

On behalf of students, staff and management I welcome you to the Ane Moriam School community. I hope that we will be able to work together to achieve the goals of this institution.

With warm wishes,

Anitta O J  
Principal

Attached:

- Rules and Regulation for Staff
- Expectation from Staff
- Child Protection Policy
- Code of Protective Behaviour
- Code of Staff Peer Respect

Signed and Received by

on: 11 Sep 2023



FXB/HR/2023-24/23

Date: 29.12.2023

To,

**Ms. Wanplihun Lyngdoh**

Umtung (Vill), Ri-Bhoi District,

Meghalaya

Aadhar Card No.: 846838423581

Dear Wanplihun,

We have pleasure to inform you that FXB India Suraksha (FXBIS) would like to engage you for the tasks mentioned below.

### Tasks

#### Roles and Responsibilities:

Engaged as Field Coordinator for Holistic Rural Development Program (HRDP) in Ri-Bhoi District, Meghalaya.

1. She will assist the Area Field in charge in organizing all the programmes at village level.
2. She will mobilize the beneficiaries to participate in training and implement all the activities allocated in the village.
3. She will develop hatchery, monitor fishery, piggery, poultry and agriculture activity and provide onsite inputs to the participants.
4. Assist in running Suraksha Education centres effectively in the respective project villages.
5. She will monitor the overall functioning of Polyhouses and assist the farmers in ongoing farming of Gerbera flowers and variety of vegetable seedlings.
6. Any other work assigned by Line Manager.

**Location:** Ri-Bhoi, Meghalaya

**Responsible Officer:** Mr. SVRSK Gupta, Program Officer

You understand and agree:

1. This Assignment shall be effective from 1.01.2024 to 31.12.2024, both days inclusive. Either you or FXBIS can terminate this Assignment for any reason whatsoever by giving 30 days notice to the other Party.
1. FXBIS shall pay a total fee not exceeding Rs. 1,80,000.00 (Rupees One Lakh Eighty Thousand only) based on a level of effort during the period from 1.01.2024 to 31.12.2024. This fee shall be exclusive of applicable goods and services taxes ("GST"). Further, any out-of-pocket expenses shall be reimbursed along with the monthly mobile bill reimbursement upto Rs. 350/- on actuals.



Registered as non-profit company U/S 25 of Companies Act, 1956)

Corporate Identity Number: U85100DL2007NPL162563

Registrar of Companies: National Capital Territory of Delhi and Haryana

**Registered and Corporate Office:** B-67, 2<sup>nd</sup> Floor, Kalkaji, New Delhi-110019

**Tel:** 011- 49203350 **Fax:** 011- 49203351 **Email:** [fxbindia@fxbsuraksha.org](mailto:fxbindia@fxbsuraksha.org) **Website:** [www.fxbsuraksha.in](http://www.fxbsuraksha.in)

2. Payment Terms: The payment will be released of Rs.15,000/- on a monthly basis within 10 days of providing an appropriate invoice. All payments will be made subject to tax deduction as applicable.
3. This assignment does not in any way whatsoever constitute or imply an employment relationship with FXBIS.
4. You are expected to comply with FXBIS's child protection and sexual harassment policies besides complying with any and all other workplace health and safety policies in force.
5. You confirm that all matters related to this Letter of Assignment shall remain confidential and that you shall not disclose any confidential information to any third party without the express written consent of FXBIS.

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

Sincerely,



Satya Prakash  
CEO

**Acceptance:** I hereby agree and accept the terms mentioned hereinabove.

Wanplihun Lygdoh  
Field Coordinator

## 5.2.1 Number of placement of outgoing students during the year 2023-24

traveller\_shiv ▾



402  
posts

108K  
followers

2,052  
following

Shiv Shankar Rai 🇮🇳 | Traveller Shiv | Travel Content Creator

traveller\_shiv

- Travel Content Creator
- Filmmaker | Travel Influencer
- Paid Shoot, Package/itinerary, Collab Dm 📌
- 📧 bychancetech@gmail.com

🔗 [youtube.com/@SkinnyVlogge...](#) and 1 more

🔍 Travel Ki Baat 🌍 · 2.3K members

Letter Of Intent | Humanitics Dimensions Soft Pvt.

Ltd. | 1 March 2024 Inbox



Lalit Mishra 24 Feb

to me, gj.kulkarni, Dheeraj ▾



Dear Danville,

!!Congratulations!!

I am pleased to extend the following 'Offer of Employment' to you on behalf of 'Humanitics Dimensions Software Pvt Ltd.'

You have been selected for the position of "Software Engineer".

We look forward to having you on our team and your positive contribution to the success of 'Humanitics Dimensions Software Pvt. Ltd.'

Please revert to me with your acceptance and confirmation.

Please do not hesitate to contact me if I can be of any further assistance.

Lalit Mishra

Team HRD | Humanitics Dimension Soft PVT LTD

+91-97170 98768

✉️ [lalit.mishra@humanitics.com](mailto:lalit.mishra@humanitics.com)

[www.humanitics.com](http://www.humanitics.com)



Date: 5-Jul-2024

To,

Sharon Pala  
Mawlai Nongpdeng,  
Block A, Phudmawri,  
East Khasi Hills, Shillong,  
Meghalaya 793003

**Sub: Software Engineer Trainee - Offer Letter**

Dear Sharon Pala,

We are pleased to offer you an appointment as Software Engineer Trainee at Pursuit Software Development Pvt. Ltd with effect from 8-Jul-2024, Monday. You will be initially reporting to Ananya Satpati. Based on the needs of the company, your reporting supervisor and/or location can be changed later.

Your remuneration is detailed in Annexure – A.

Your employment with us will be governed by the Employment Terms & Conditions and Polices as detailed in Annexure – B and a Service Commitment Agreement (SCA) as detailed in Annexure – C.

The Training Period will initially span 12 (twelve) months from the date of Joining. However, the duration of this period is subject to variation based on the candidate's performance and feedback from Reporting Managers, Practice Leads, or Technical Leads. Upon successful completion of the training, your salary may be revised in accordance with your performance during this period.

Please sign and return a duplicate copy of this letter as your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We assure you of our support for your professional development and growth.

Yours truly,

For, Pursuit Software Development Pvt. Ltd.

I agree to accept employment on the mentioned terms and conditions.

*Aheli Bhattacharya*

Signature

Aheli Bhattacharya  
HR Generalist

*Sharon Pala*

Signature

Sharon Pala

Candidate Name

Date (DD-Mon-YYYY):

7/5/2024

PAN Number

GZHPP3580A

Aadhaar Number

443730909478



Date: 5-Jul-2024

To,

Rashmi Kumari  
North Dahiyawan Tola,  
Chapra, Saran,  
Bihar 841301

Sub: Software Engineer Trainee - Offer Letter

Dear Rashmi Kumari,

We are pleased to offer you an appointment as Software Engineer Trainee at Pursuit Software Development Pvt. Ltd with effect from 8-Jul-2024, Monday. You will be initially reporting to Ananya Satpati. Based on the needs of the company, your reporting supervisor and/or location can be changed later.

Your remuneration is detailed in Annexure – A.

Your employment with us will be governed by the Employment Terms & Conditions and Policies as detailed in Annexure – B and a Service Commitment Agreement (SCA) as detailed in Annexure – C.

The Training Period will initially span 12 (twelve) months from the date of Joining. However, the duration of this period is subject to variation based on the candidate's performance and feedback from Reporting Managers, Practice Leads, or Technical Leads. Upon successful completion of the training, your salary may be revised in accordance with your performance during this period.

Please sign and return a duplicate copy of this letter as your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We assure you of our support for your professional development and growth.

Yours truly,

For, Pursuit Software Development Pvt. Ltd.

I agree to accept employment on the mentioned terms and conditions.

Signature

Aheli Bhattacharya  
HR Generalist

Signature

Rashmi Kumari

Candidate Name

Date (DD-Mon-YYYY):

7/5/2024

PAN Number

JOXPK9446E

Aadhaar Number

808563185704



Ministry of  
**Electronics &  
Information Technology**  
Government of India



## Offer Letter

Dear Mr/Ms. MEDONLAKADOR SYIEMLIEH

We would like to congratulate you on being selected for as an intern to work and assist in the Technical activities of NIELIT

We are pleased to offer you an internship for a period of 6 Months beginning 05-08-2024 to 31-01-2025

During the internship you will be required to discharge the responsibilities allocated by the NIELIT Meghalaya Shillong in furtherance of your role. The NIELIT Meghalaya Shillong may also assign additional responsibilities as needed to promote effective learning. The offer is subject to the acceptance of the following terms:

**Deliverables:**

In the course of the internship, you will be required to meet technical requirements as directed by the reporting officer.

**Stipend and Allowances:**

You will be paid a stipend of Rs. 10000 on a monthly basis, subjected to fulfilment of defined criteria including attendance, etc.

**Workplace Conduct:**

You will be required to adhere to professional standards of workplace conduct.

**Confidentiality and Deliverable Ownership:**

During the course of the internship, you may be given access to sensitive and privileged information in furtherance of the work. You will be required to maintain confidentiality of such information failing which the internship would stand terminated and you may be liable to legal action

The final ownership & responsibility of the reports, designs, tools and other intellectual property generated during the course of the internship will lie with the NIELIT Meghalaya Shillong

**Disputes:**

The final ownership & responsibility of the reports, designs, tools and other intellectual property generated during the course of the internship will lie with the NIELIT Meghalaya Shillong

During the course of the internship, any dispute arising between you and NIELIT Meghalaya Shillong will be settled amicably in accordance with NIELIT Meghalaya Shillong

If you agree to the above terms of the offer, please indicate acceptance of the offer letter and below undertaking to the undersigned.

Sincerely,

NIELIT Meghalaya (Shillong)

Date : 05/08/24