

Date: 20.08.2022Ref. No.: HR/APPT/FAC/AUGUST/2022/022**LETTER OF APPOINTMENT**

To,  
**Mr. Biswanath Dey**  
Faculty (Biology)  
342/E Kalighat Road Kolkata-700026  
Cont.: 7059103599/6291696513

**Sub: Appointment Letter for the post of FACULTY in BIOLOGY.**

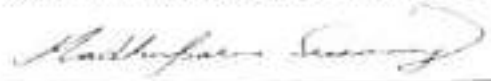
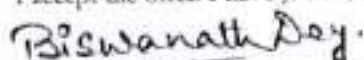
Dear Sir,

With reference to your discussion with us, we are pleased to appoint you as "FACULTY in BIOLOGY" on the following terms and conditions:-

1. Your appointment as "FACULTY in BIOLOGY" will take effect from the date: **21.08.2022**.
2. Your gross remuneration, would be .....
3. Your appointment is based on the information furnished by you in your application and during the subsequent interview and discussion with us.
4. You have agreed to abide by the terms and conditions and the Rules of this organization in force as contained in the Employment contract to be reached between Pathfinder Educational Centre and you to this effect. You have also agreed to accept the assignment offered to you at the discretion of the Appropriate Authority in the organization.
5. The Employment Contract as mentioned above is enclosed for your kind endorsement.
6. You will follow the instructions as may be given by the CEO and other appropriate authorities and discharge your duties accordingly.
7. You will be in Contract initially for ..... years and your continuance as the **FACULTY in BIOLOGY** with our organization will be subject to satisfactory completion of the Contract period-please refer to clause 1 of the employment contract.
8. Your service may be discontinued with immediate effect in case of violation of any of the Clauses of the Employment Contract and Rules and Regulations of the Organization.
9. In case of discontinuance of service from your end you are required to submit Two months' notice to the organization in compliance with the Employment Contract enclosed.

If the above points are agreed upon you are requested to sign the duplicate copy of this letter as token of acceptance of the offer and submit along with the enclosed information sheet duly filled-in for our record and necessary action.

Yours faithfully,

For **PATHFINDER EDUCATIONAL CENTRE****Madhuparna Sreemany**  
(CEO)I accept the offer. I have joined/ shall be joining on 21<sup>st</sup> August, 2022 which may please be allowed.Signature  
**BISWANATH DEY.**  
Full Name of Faculty

कॉर्पोरेट कार्यालय Corporate Office  
254-260, अवरी बण्मुगम साली  
Avvai Shanmugam Salai  
रायपेट्टा Royapettah,  
चेन्नई Chennai - 600 014



मानव संसाधन प्रबंधन विभाग HRM Dept  
Recruitment  
☎: 044-28134068  
☎: 044-28134065  
✉: cohmrrecruitment@indianbank.co.in

Ref: Offer: Reg. No: 2040735644

Date: 13/07/2022

Mr. AMLAN MANDAL  
Son of Mr. GANESH CHANDRA MANDAL  
S.J.D.A COMPOSITE COMPLEX HIG 19  
PO DENGUAJHAR  
PS KOTOWALI  
JALPAIGURI  
WEST BENGAL-735121  
Mobile No.: 8013855420

Dear Sir,

**Sub: PROVISIONAL OFFER OF APPOINTMENT AS CLERK**

Based on your application submitted to Institute of Banking Personnel Selection (IBPS), Mumbai under Common Recruitment Process (CRP Clerks-XI), you have been allotted to Indian Bank for the State / UT of **WEST BENGAL**. We are pleased to offer you provisional appointment in our Bank as Clerk under **SC** category subject to your accepting the terms and conditions set out hereunder.

This Appointment is provisional and is subject to satisfactory report regarding verification of your credentials including your character, antecedence, community, income and asset certificate (if applicable) and fulfillment of other conditions stated in this offer letter.

You will be drawing an initial Basic Pay of Rs. 19,900 /- p.m. (which include two additional increments for graduation) in the scale of pay of Rs. 17900-1000/3-20900-1230/3-24590-1490/4-30550-1730/7-42660-3270/1-45930-1990/1-47920 (20 years) and entitled to dearness allowance and other allowances as admissible from time to time as per the Settlement/Awards applicable to the Clerical cadre of the Bank.

Please note that on appointment as Clerk.

1. You will be governed by

- The rules and regulations in force from time to time as provided for in the relevant Settlements / Awards, rules and regulation of the Bank as applicable to Award Staff of the Bank.
- 'Memorandum of Settlement-Disciplinary Action and Procedure Thereof' for workmen dated 10th April 2002 as amended up-to-date.
- Any other memorandum already formulated and new regulations to be formulated in future by the Board of the Bank to govern the Service conditions from time to time.

2. While you shall be eligible for pay, allowances and other perquisites as per the Bi-partite Settlements (as modified from time to time), perquisites and other facilities which are not within

I accept all the terms and conditions stated above

Signature

the purview of industrial level Bi-partite Settlements, may be applied to you on such basis as may be decided by the bank from time to time.

### **3. Confirmation in the Permanent services of the Bank**

- i) You will be on probation for a period of six months, which may be extended by a further period of 3 months or until the receipt of satisfactory report on your character and antecedence from respective Civil / Police authorities. Your confirmation in the Bank's services is subject to your satisfactory performance in the Bank. Please note that even if you have completed the required period of service of the probation period (6 months or 9 months), **you will not be confirmed in the service of the Bank until satisfactory verification report is received from the authorities concerned.** In the event of receiving a favorable report, you will be confirmed in the service of the Bank from the date you would have been confirmed in the normal course and all eligible benefits would be extended from the aforesaid date.

Notwithstanding anything contained in this offer letter, even within the period of probation, your services are liable to be terminated at the sole discretion of the Bank without assigning any reason thereof, but with one month's notice or one month's pay and allowance in lieu of notice.

- ii) If you desire to leave the service of the Bank at any time during the period of probation, you will have to give a clear 14 days notice or in lieu, you will have to pay 14 days pay and allowance to the Bank.

### **4. Joining in the Bank's Services**

You are advised to report on 18.07.2022 at your own cost at the following Address :

**INDIAN BANK, ZONAL OFFICE: SILIGURI**  
**Address: 2 CHURCH ROAD, , SILIGURI, DARJILING, WEST BENGAL-734001**  
**Phone No.: 0353-2431183**

Please bring original (wherever applicable) and submit 1 set (or as specified below) of self-attested photocopies of the following certificates / documents.

Note: Original documents (if any) will be returned to you on the same day after verification.

- This offer letter duly signed by you as unconditional acceptance of the terms and conditions as laid down therein
- Fee receipt and Printout of the online application submitted to IBPS, Original e-mail communication /Final Scorecard sent to you by IBPS, Mumbai intimating about your allotment to the Bank
- Copy of Call letters for Online Examination (Preliminary & Main) duly signed with photograph pasted on it.
- Unconditional Discharge / Relieving certificate and Experience Certificate from the previous employer(s) (if any).
- Ex-servicemen Declaration (Format is available in careers page of [www.indianbank.in](http://www.indianbank.in))

I accept all the terms and conditions stated above

Signature

कॉर्पोरेट कार्यालय Corporate Office  
254-260, अटल बिल्डिंग  
Avvai Shanmugam Salai  
रायपेट्टा Royapettah,  
चेन्नई Chennai - 600 014



मानव संसाधन प्रबंधन विभाग HRM Dept  
Recruitment  
☎: 044-28134068  
☎: 044-28134065  
✉: cohmrrecruitment@indianbank.co.in

- f) Certificate for Computer Literacy (if the candidate has not studied computer as one of the subjects in school and/or college).
- g) NPS Intersector Shifting form (available in Bank's website) and send the same to Corporate Office, HRM Department, NPS / PF Section duly attested by the Branch Manager / Chief Manager (Administrative Office / STC)

## 5. **Online Induction Training**

Once the joining formalities are complete, you will be required to undergo Online Induction Training Program, details of which shall be informed by our HRD department at your registered email id.

6. You shall not bring or attempt to bring any political or outside influence to bear upon any superior authority to further your interest in respect of matters pertaining to your posting/transfer/promotion etc. in the Bank. If it is found that you have resorted to such action, your service is liable to be terminated without assigning any reason.
7. Your appointment is subject to the condition that you may be posted to any office / branch of the Bank as the Bank may require from time to time, and you will have to discharge all the clerical duties assigned to you including field work appropriate to the needs of the branches/offices to which you are posted.
8. You will be covered under "Defined Contributory Retirement Benefit Scheme" (NPS Corporate Sector Model).
9. You are required to become a member of a Scheme "Solace for Expired Employees' Dependents" (SEED). Membership to this Scheme is compulsory.
10. It is an explicit condition of your employment in the Bank that during the period you are so employed, you will not engage yourself in any trade or business, insurance etc. either in your name or in benami names outside the scope of your duties. If subsequently, it is revealed that you are involved in/ assisting such business interest, trade or insurance, as the case may be, your service will be liable to be terminated without assigning any reason.
11. Please note that if at any stage of selection process/employment, it is found that you do not fulfill the eligibility norms of recruitment / found guilty of impersonation or that you have furnished any incorrect / false information / certificate(s) / document(s) or have suppressed or concealed any material fact(s), like past employment, criminal case pending / arrested / FIR lodged etc. your service are liable to be terminated. In addition, you will be liable for criminal prosecution.

## 12. **Acceptance of the Offer**

Please submit duplicate copy of this letter in its entirety, duly signed by you on all pages at the time of joining in the Bank. In the event of you not accepting the offer, it will be presumed that you are not interested in the Offer of Appointment and it would automatically stand cancelled, without further reference to you.

I accept all the terms and conditions stated above

Signature

कॉर्पोरेट कार्यालय Corporate Office  
254-260, अवलै शम्भुगम सालै  
Avvai Shanmugam Salai  
रायपेट्टा Royapettah,  
चेन्नै Chennai - 600 014



मानव संसाधन प्रबंधन विभाग HRM Dept  
Recruitment  
☎: 044-28134068  
☎: 044-28134065  
✉: cohmrrecruitment@indianbank.co.in

We take this opportunity to welcome you to Indian Bank family and wish you a rewarding career over the years to come.

Yours faithfully



Assistant General Manager (HRM)

Name	AMLAN MANDAL
Registration No.	2040735644
Recruitment Process	IBPS CRP CLERK-XI
Date of Birth	18-May-98
Applied Category	SC -
Allotted Category	SC
State / UT Applied	WEST BENGAL
Educational Qualification	

I accept all the terms and conditions stated above

Signature



20 July 2022

**ARIJEET CHAKRABORTY**  
**6/295 Mahajati Nagar**  
**Agarpara**  
**Kolkata**

**Dear ARIJEET**

Further to your recent interview, I am pleased to offer you employment with HSBC Electronic Data Processing India Private Limited ("Company"), with a commencement date of **24 August 2022**. Please report to the undersigned on **24 August 2022** at 09:00 AM at "**HSBC House, DJ-6, Sector 2, Salt Lake, Kolkata-700 091**". Please note that this offer of employment is conditional to the Company receiving from you, on or before **21 July 2022**, all relevant information and documents for background verification checks, as listed out in Annexure "**BGV checklist of documents**". This offer of employment is also subject to no adverse findings arising from any of the employee background verification checks required to be carried out by the Company. In the event you fail to ensure that the Company is in receipt of the required information and documents within the date mentioned above, or in the event adverse findings arise from any of the employee background verification checks, this offer will be automatically rescinded, or; if you have already joined the Company by such time, your employment with the Company will stand terminated without any requirement for any notice period or pay in lieu thereof.

You will be on probation for a period of 6 months which may be extended further for a period of 3 months during which your performance shall be reviewed by the Company. At the end of the probationary and / or extended probationary period you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by the Company.

**JOB TITLE: Analyst, Compliance Analytics**

Your Staff Number will be issued on joining the company.

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with your grade in the company. On occasions for training purposes and to cover operational requirements you may also be required to undertake other duties at a higher or lower grade as necessary.

#### **PAY**

Your commencing remuneration – Total Cost will be **INR 907154** per annum. The detailed break-up of your Total Cost is indicated in the attached annexure. You will also be covered under Hospitalization Insurance for a sum of **INR 800000** per annum and under Personal Accident Insurance for a sum of **INR 2975000**. You will also be covered under Life Insurance for a sum of **INR 3400000** per annum. The Hospitalization Insurance cover is a family floater policy that gives flexibility in the usage of the cover amount as the entire entitlement amount can be utilized by either an individual or any member/s of the family (self, spouse, children-up to two). Details of the insurance scheme will be provided to you on joining the company.

Payments will be made on or around the 24th of each month for that calendar month; is subject in cases to Income Tax and other statutory deductions; and will be paid into an account, which will be opened in your name with Hong Kong and Shanghai Banking Corporation Limited. If you already have an account with Hong Kong and Shanghai Banking Corporation Limited, please provide us



# SANTINIKETAN MEDICAL COLLEGE

Approved by NMC and Affiliated to WBUHS

Bolpur (Santiniketan), West Bengal-731204

Email Id - santiniketanmedicalcollege@gmail.com :: Cont. No.- 03463 - 299992

Website : smchangla.com

Santiniketan Medical College

Ref : No.: SMC/OL/130/2022

Date : 03.06.2022

To

Mr. Ritaban Guha

66 A Bagbazar Street

Kolkata 700003

West Bengal

## Sub : Offer Letter

Dear Sir,

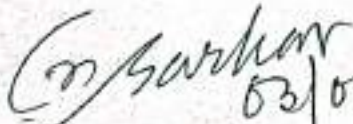
It give us immense pleasure to inform you that you have been offered the post of "Statistician" Department of Community Medicine at Santiniketan Medical College. You are requested to join your duties in the concerned Department on or before 01-07-2022. The selection process of the above is based on the Eligibility Criteria laid down by the National Medical Commission (NMC), New Delhi. Your monthly consolidated salary will be Rs.50,000/- (Rupees Fifty Thousand only) as per the norms of the organization. Statutory deduction (P. Tax , TDS) shall be made as per the norms.

You will be on probation for Six months following which the confirmation for the aforesaid post shall be governed by the rules & regulation and amendments (if any) by the management.

You are requested to bring the following original certificates at the time of joining for verification:

- Under Graduate Degree (Medical /Dental/Equivalent).
- Post Graduate Degree. (MS/MDMDS/DNB/DIPLOMA/MRCP/(I&HBOTHYMRCOG) I & II BOTH, PhD or Equivalent).
- Upgraded Medical Registration
- Internship Completion Certificate (For Junior Resident)
- Pan Card
- Andhra Card
- 4 copies of passport size photograph.
- Copies of Publication/Journals/Books Publications (If any) as among first three authors or the corresponding author.
- Experience Letter pertaining to the post applied for.
- All Relieving order from past Medical Institutions/Origination.
- Basic Course in Biomedical Research from Institution(s) designated by NMC.
- From 16 of last financial Year.

Thanking & Regards

  
03/06/2022.

Prof.(Dr.) Gautam Narayan Sarkar  
MBBS,MD (Prev. & Social Medicine)  
Principal

Santiniketan Medical College

Principal  
Santiniketan Medical College  
Vill.-Gobindapur, P.O.-Muluk, Bolpur,  
Birbhum-731204, West Bengal





**Confidential**

**Mr. Somtirtha Basu**

**June 6, 2022**

Subject: Amendment in Date of Joining

**Dear Somtirtha Basu,**

This is an amendment to the original appointment letter dated **23 May 2022** between you and Swiss Re Global Business Solutions India Private Ltd.

This is to advise you that your date of joining has been revised from **6 July 2022 to 8 August 2022**.

All other terms and conditions of your service will remain unchanged as mentioned in your appointment letter.

We wish you all the best.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Sowmya Bhat'.

**Sowmya Bhat**  
**Vice President**  
**Human Resources**

*Anju Sansoa*  
Anju Sansoa (Jun 7, 2022 15:00 GMT+5.5)

**Anju Sansoa**  
**Vice President**  
**Human Resources**

Signed and acknowledged by: *Somtirtha Basu*





## EMPLOYMENT AGREEMENT

This **EMPLOYMENT AGREEMENT** made and entered into as of the August 26, 2022 (the "Agreement"), by and between Ipsos Research Pvt. Ltd, a company incorporated under the Indian Companies Act, 1956 and having its registered office at 1701, 17<sup>th</sup> Floor, F Wing, Lotus Corporate Park, Off Western Express Highway, Goregaon East, Mumbai - 400063, India (hereinafter referred to as the "Company", which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns), and **Subhrajit Dasgupta** residing at **Dakshin Pally, Rahara, Khardah (m), Rahara, North 24 Paraganas, West Bengal – 700118** (hereinafter referred to as "Employee").

### WITNESSETH:

**WHEREAS**, the Company desires to employ Employee, and Employee desires to be employed by the Company, pursuant to the terms and conditions contained herein; and

**WHEREAS**, the Company and Employee desire to enter into this Agreement, as set forth below.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants hereinafter set forth, the parties hereto agree as follows:

#### 1. EMPLOYMENT.

(a) Company agrees to and hereby does employ Employee during the Term (as hereinafter defined) to render services to the Company and Employee hereby accepts such employment. Employee will have the title of **Analyst** and shall have the duties and authorities customarily associated therewith. The Employee will currently be working at the Company's **Bengaluru** office. However, employee is liable to be transferred to any of our other offices.

(b) Employee agrees that, during the Term, Employee shall devote Employee's entire working time, attention, energy, knowledge and skill exclusively to the Company's business and the performance of the duties and responsibilities assigned to Employee hereunder and as may from time to time be assigned to Employee. In addition to the specific duties assigned to Employee, Employee will be expected to perform such other duties as are commensurate with Employee's position and responsibilities, including without limitation, (i) exercising Employee's best judgment; (ii) safeguarding and saving the assets of the Company from waste; and (iii) following, maintaining, and implementing the business plans, budgets, business procedures and directives established and promulgated by the Company, as modified or amended from time to time. The Company and all of its affiliated companies are sometimes referred to herein collectively as the "Ipsos Group".

(c) During the Term, Employee shall not, except with the prior written consent of the Company, engage in any other business or enterprise, whether as owner, partner, shareholder, member, director, employee, consultant, advisor, retainer, contractor or otherwise.

(d) As a condition of employment, Employee agrees to be bound by and to comply fully with all Company policies and procedures for employees, including but not limited to all terms and conditions set forth in any applicable employee handbook, code of conduct, compliance manual or any other memoranda and communication applicable to Employee, including the Ipsos Book of Policies and Procedures and the Ipsos Green Book (as such materials may be amended from time to time) (hereinafter referred to as "Company Policies") and

**Ipsos Research Pvt. Ltd.**

Registered Office:

Lotus Corporate Park, 1701, 17th Floor, F Wing, Off Western Express Highway, Goregaon East, Mumbai - 400063, India

Tel. : +91 22 6620 8000 | Email : [ipsos.india@ipsos.com](mailto:ipsos.india@ipsos.com) | Website : [www.ipsos.com](http://www.ipsos.com)

CIN : U74130MH2004PTC146904



Employee agrees to execute all such documentation required by the Company in connection with implementing the Company Policies.

(e) Employee hereby represents and warrants that (i) Employee is not a party to any oral or written agreement which purports to restrict or in any other way affects Employee's ability to serve in the capacity in which Employee has agreed to serve, or to perform the duties or comply with the obligations which Employee has agreed to perform or comply with, pursuant to this Agreement; (ii) without limiting the foregoing, Employee is and was not a party to any written or oral agreement in respect of any claim, or currently or previously a party, deponent or target in any proceedings or investigations, nor currently or previously bound by any order or judgment, relating to or in connection with any of Employee's prior or existing employment relationships or directorships; and (iii) Employee will not improperly use or disclose any proprietary information or trade secrets of any former employer or other person or entity, and will not bring onto the premises of the Company any unpublished document or proprietary information belonging to any such employer, person or entity unless consented to in writing by such employer, person or entity.

(f) Communication with the media may be part of Employee's duties, and Employee shall not make any disparaging or misleading comments or statements about the Company or its affiliated companies or any of their directors, employees or clients. Further, Employee shall not make any statement in respect of unpublished information, which may affect the Company's shares, debentures or other securities unless such statement has been agreed in advance with the Company.

2. **TERM.**

Subject to the provisions of this Agreement the term of Employee's employment hereunder shall commence on **September 01, 2022** and shall continue until terminated as provided in Section 7 below (the "Term").

3. **COMPENSATION.**

(a) Salary. The Employee shall be entitled to an all-inclusive remuneration on a cost-to-company basis. The compensation break-down is provided at Schedule 1 attached hereto.

(b) Employee Benefits.

Benefit Plans. Employee will be eligible for all aspects of the Company's benefits plans as per the applicable terms and conditions as outlined in the Schedule 1 which may be modified from time to time at the Company's sole discretion.

These benefits shall be governed by the terms and conditions of the applicable benefit plans and other documents and such benefit plans and the terms of coverage may be modified from time to time by the Company in its sole discretion. More information on the specific details of the Company's employee benefits can be made available to Employee under separate cover if required.

(c) Acknowledgment. Employee further acknowledges and agrees that he/she understands that the Company is a dynamic organization and its compensation program is under constant review and may change during the course of Employee's employment with the Company.

(d) Payment Terms. The Company may withhold from any amounts payable under the Agreement such taxes as may be required to be withheld pursuant to any applicable law or regulation.

(e) Probationary Period: You will be on probation for a period of **six months** from the date of joining. Unless notified otherwise your services will be confirmed automatically immediately after the completion of your probation period.

**Ipsos Research Pvt. Ltd.**

Registered Office:

Lotus Corporate Park, 1701, 17th Floor, F Wing, Off Western Express Highway, Goregaon East, Mumbai - 400063, India

Tel. : +91 22 6620 8000 | Email : [ipsos.india@ipsos.com](mailto:ipsos.india@ipsos.com) | Website : [www.ipsos.com](http://www.ipsos.com)

CIN : U74130MH2004PTC146904



(l) Except as required by law, no right to receive payments under this Agreement shall be subject to anticipation, commutation, alienation, sale, assignment, encumbrance, charge, pledge, or hypothecation, or to execution, attachment, levy, or similar process or assignment by operation of law, and any attempt, voluntary or involuntary, to effect any such action shall be null, void and of no effect.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the day and year first above written.

**IPSOS RESEARCH PVT. LTD.**

By: \_\_\_\_\_

**Gaurav Ajmera**  
**Associate Director – Human Resources**

\_\_\_\_\_  
**Subhrajit Dasgupta**

**Ipsos Research Pvt. Ltd.**

**Registered Office:**

Lotus Corporate Park, 1701, 17th Floor, F Wing, Off Western Express Highway, Goregaon East, Mumbai - 400063, India

Tel. : +91 22 6620 8000 | Email : [ipsos.india@ipsos.com](mailto:ipsos.india@ipsos.com) | Website : [www.ipsos.com](http://www.ipsos.com)

CIN : U74130MH2004PTC146904



### Schedule 1

**Subhrajit Dasgupta**  
Analyst

<b>Particular</b>	<b>Per Month</b>	<b>Per Annum</b>
Basic Salary	22,167	2,66,000
House Rent Allowance	11,083	1,33,000
City Compensatory Allowance	18,710	2,24,525
Children Education Allowance	200	2,400
Hostel Education Allowance	600	7,200
Leave Travel Allowance		22,167
Provident Fund (Company's contribution )		31,920
Gratuity		12,788
<b>Total Cost to The Company</b>		<b>7,00,000</b>

#### **Insurance Benefits:**

You will be covered under life insurance policy upto Rs 5,00,000 Lakhs.  
You will be also covered under Mediclaim policy of upto 3,00,000/- p.a.

#### **Terms and Conditions:**

“Ipsos reserves the right to restructure your compensation under the organization wide compensation restructuring program/ process. As an when such restructuring process will take place your compensation structure will be aligned to new changed structure without impacting your overall Cost to Company (CTC). As a result, your monthly gross salary or offered compensation structure might get an impact but your overall CTC will remain same.”

**Ipsos Research Pvt. Ltd.**

Registered Office:

Lotus Corporate Park, 1701, 17th Floor, F Wing, Off Western Express Highway, Goregaon East, Mumbai - 400063, India

Tel. : +91 22 6620 8000 | Email : [ipsos.india@ipsos.com](mailto:ipsos.india@ipsos.com) | Website : [www.ipsos.com](http://www.ipsos.com)

CIN : U74130MH2004PTC146904

Office of the Platform Inspector, MA Howrah RMS Division, RMS WB Divn

**ORDER OF PROVISIONAL ENGAGEMENT**

PI/ GDS Cycle IV Rect/2022 dtd 19-8-2022

In response to the notification No. .

Shri/Smt/Ms..... **SAGAR SAMANTA** ..... son / daughter of  
Shri. **BISWANATH SAMANTA** ..... whose Date of Birth is. **08/11/2001** .....  
and who belongs to..... **UR** ..... category/selected against .. **UR** ..... category is hereby  
engaged as **GDS ABPM/ Dak Sevak,MA HOWRAH** ..... in account with under  
**HRO Howrah RMS/HRO Howrah RMS** ..... on **PROVISIONAL BASIS** with effect from dated  
**19/08/2022**. AN/FN in the TRCA scale of..... **10000**..... He/she shall be paid such  
allowances as are admissible from time to time.

2. Shri/Smt/Ms..... **SAGAR SAMANTA** ..... Son/daughter of Shri  
**BISWANATH SAMANTA** ..... should clearly understand that his/her engagement  
as **GDS ABPM/ Dak Sevak,MA HOWRAH** ..... In account with / under  
**HRO Howrah RMS/HRO Howrah RMS** ..... shall be in the nature of a contract  
liable to be terminated by him/her or by the undersigned by notifying the order in writing and  
that his conduct and Engagement shall be governed by the department of Posts, Gramin Dak  
Sevak (Conduct and Engagement) Rules, 2020 as amended from time to time.

3. This Provisional Engagement is subject to satisfactory verification of the prescribed  
educational qualification, community certificate and other certificates, wherever prescribed. The  
candidate will have to undergo satisfactory prescribed Induction Training course and Practical  
Training as and when issued.

4. The engagement is provisional and subject to certificates being verified through proper  
channels. If the verification reveals that the claim of the candidate belonging to Scheduled  
Caste/Scheduled Tribe /Other backward classes/(not belong to creamy layer)/ is false or  
educational certificates are not genuine or found unfit on Police Verification, his/her



Engagement shall be terminated forthwith without assigning any further reasons and without prejudice to other criminal/legal action as may be taken under the provisions of Indian Penal Code for production of false certificate as a consequence.

5. The engagement of (Economically Weaker Sections) EWS candidates is provisional and is subject to the Income and Asset certificate being verified through proper channels and if the verification reveals that the claim to belong to EWS is fake/false the Engagements 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.

6. At the time of joining, you will have to give undertaking on bond paper of Rs.100/- that, you have adequate independent means of livelihood for yourself and your family and other than the TRCA(allowances) being paid to you by Govt.

7. The BPM will have to provide accommodation for Branch Post Office at Branch Office Village if the accommodation is not provided by Central Govt/State Govt/Gram Panchayat or any other local Body as per standard prescribed by Directorate order no.17-31/2016-GDS dated 25.06.2018 & 28.09.2018 (which has already been mentioned in notification ..... As per Rule 3-A(vii) of GDS (Conduct and Engagement) Rules 2020, you should take up residence in Post Office village within a month of selection but before engagement as it is mandatory to you by these Rules. Failure to reside in place of duty for GDS BPM after engagement shall be treated as violation of conditions of engagements and liable for disciplinary action under Rule-10 of GDS (Conduct and Engagement) Rules, 2020 resulting in removal/dismissal from engagement.


7.1 Failure to reside within the delivery jurisdiction of the Post Office for other categories of Gramin Dak Sevaks after engagement shall be treated as violate of conditions of engagement and liable for disciplinary action under Rule 10 of the GDS (Conduct& Engagement) Rules, 2020 requiring removal/dismissal.

8. At present DARPAN devices are using Network Service Providers(NSPs) viz, Airtel, Voda-Idea & BSNL etc. for ensuring connectivity to Branch Post Offices. While providing accommodation for GDS BO, it should be ensured that, Network is available for any one of these NSPs.

9. You will have to furnish requisite Security Bond of Rs.1,00,000/- (Rs. One lakhs only) for five years by remitting requisite premium per annum and application in prescribed form to concerned Postal Co-Operative Society through Drawing and Disbursing Officer.

10. You will have to furnish declaration for having knowledge of cycling. If you are having knowledge of riding a scooter or motor cycle, that may be considered as knowledge of cycling. The candidate has to submit a declaration to this effect and has to produce driving license.

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

  
RMS WB Divn Division  
RMS WB Divn  
RMS WB Divn

A copy of this memo is issued to:

I. The candidate..... **SAGAR SAMANTA** .....

..... **Samanta Para, Samanta Para, Ghoshpur, Howrah, 711401** .....

II. PF of the candidate

III. Postmaster /SPM..... **HRO Howrah RMS/HRO Howrah RMS** .....

IV. Divisional Office..... **MA Howrah RMS** .....for information.

V. The **Division** .....

for information.

VI. O/C/Spare

# DEVELOPMENT CONSULTANTS PRIVATE LIMITED

CONSULTING ENGINEERS

Regd. Office : 24 Park Street, Kolkata 700 016, India  
Phone : (91) 33 4012 4500, 2249 7609/7610/7612  
Fax : (91) 33 4012 4545, 2249 2340  
E-mail : dcl@dclgroup.com, Website : www.dcl.net.in  
CIN : U45201WB1970PTC027727



DCPL/0274

Ms. Prajna Paul  
14/5, Nilgunj Road  
Belghoria  
Kolkata-700 056

July 5, 2022

Madam,

This has reference to your subsequent interview with us. We are pleased to inform that you have been selected for training under this organization as an Engineer Trainee - Process under the following terms and conditions, subject to execution of Contract & Agreements (enclosed):


1. You will be required to enter into agreements to serve this organization for a minimum period of three (3) years from the date of commencement of your Training. First year of the training shall be in accordance with the Agreement approved by the Director of Training & Regional Central Apprenticeship Adviser under the Apprenticeship Act, 1961 as amended in 1972. You will also be required to register with the aforesaid Authority.
- 2a. You will be paid a consolidated basic salary per month at the rate of Rs. 15000/- which will comprise the following:

i) Basic	-	Rs. 7500/-
ii) CCA	-	Rs. 800/-
iii) Conveyance Allowance	-	Rs. 1600/-
iv) Incentive	-	Rs. 5100/-
- 2b. You will also be paid per month the following:

i) House Rent Allowance	-	Rs. 4500/-
ii) Performance Bonus/Other Allowances	-	Rs.10500/-
<b>GROSS SALARY</b>	-	<b>Rs.30000/-</b>
3. Your services are liable to be transferred at the discretion of the Company to any of the offices or the offices of its Associates anywhere in India.
4. Your Training will commence on 25.07.2022.
5. Please report to our Kolkata Office on the date of commencement of your training at 8.45 a.m.

Please return to us the duplicate copy of this letter duly signed by you as a token of acceptance of our offer.

Very truly yours,  
DEVELOPMENT CONSULTANTS PVT. LTD.,

  
Chairperson





Machino Polymers Limited  
Registered Office: Jindal House 8A Alipore Road Kolkata - 700027  
Corporate Office: Plot # 2 Sector 33 NH-8 | Gurgaon - 122001 | Haryana | India  
www.machinopolymers.com | Tel.: +91-124-4684200 | Fax: +91-124-4684299  
Email: administrator@machinopolymers.com | CIN: U25201WB1996PLC230863

Date: 30/07/2022

**Ms. Rituparna Sen,  
Huzuri mall lane,  
Lebutala, Bowbazar,  
Kolkata-14.**

**Subject: - Letter of Intent**

Dear Ms. Rituparna Sen,

Reference to your resume submission & subsequent interview you had with us on 14/07/2022, Machino Group is pleased to offer you the appointment as "Executive – R&D" for Machino Polymers Ltd. Gurugram with terms & Conditions agreed upon.

Please join Machino Group at the earliest but not later than 16th August, 2022.

Please bring the below listed documents, while joining Machino Polymers Ltd.:

1. Four recent passport size photos.
2. One copy of PAN card.
3. All original certificates for verification.
4. A set of photocopies of all original certificates including the copy of age proof & address proof also.
5. Copy of resignation, relieving letter & salary slip of last employer.
6. A copy of Health Certificate from Medical Practitioner (MBBS or above).

Thanking you,

Yours faithfully,  
For Machino Polymers Limited



**Ambreen Farooqui**  
General Manager – Human Resources

**Machino Polymers Limited**



acceptance so that we can prepare your offer letter accordingly.

Heads	MPL	
	Monthly	Yearly
Basic Salary	11691	140292
House rent allowance	5846	70146
Children Education allowance	200	2400
Management allowance	7093	85116
Uniform allowance	1000	12000
<b>Sub-total (1)</b>	<b>25830</b>	<b>309954</b>
PF(Employer Contribution)	1800	21600
Gratuity	562	6744
Bonus	974	11691

TCG Lifesciences Private Limited



**Rajat Chatterjee**

Blood Group : O+ve

Employee Code : 0113944

A handwritten signature in black ink, appearing to be 'Raj', written over a horizontal line.

Issuing Authority

by Rajchat

**PracBee Educations Pvt. Ltd.**  
Email: [contact@pracbee.com](mailto:contact@pracbee.com)  
Website: <https://pracbee.com/>  
Phone: 9650647200  
Toll Free No.: 1800-257-1157



Letter of Offer and Agreement

Date: 05/07/2022

Dear **Sayan Goon**,

It is with great pleasure that we offer you the role of **Faculty- Chemistry** at PracBee Educations Private Limited.

Date of Joining: **21/07/2022**

Either PracBee Educations Private Limited ("Company") or **Sayan Goon** ("Employee") may terminate this agreement by giving written notice to the other party at least **15 days** in advance; except in cases of **disciplinary, performance issues or if Employee is found to have Dual Employment** wherein the Company can terminate this agreement immediately with no further compensation. If having found Dual Employment, we are liable to recover all salaries paid to you from your joining date

You will be paid your salary and allowances stated in arrears on a monthly basis after giving effect to withholding(s) as required by law. Any Income Tax applicable on your remuneration or any other payment made by the Company in respect to taxes will be borne by you and as required by law, will be deducted at source.

Please acknowledge the acceptance of this offer by dropping a mail.

A handwritten signature in black ink, appearing to read "Khushboo Ojha".

Yours Truly,  
Khushboo Ojha  
Head of Human Resources

**Registered Office:** D-1103, Logix Blossom County, Sec 137, Noida 201305  
**Operating Office:** NASSCOM, Plot No, 7 to 10, Raipur Khadar, Sector 126, Noida 201305



1<sup>st</sup> September 2022

**Pradipan Roy Choudhury**  
Madari Road, Falakata, Parangarpar,  
Falakata, Alipurduar,  
West Bengal - 735211

**Subject: Letter of Appointment**

Dear Pradipan,

We are pleased to offer you employment with **Aurigene Discovery Technologies Limited** effective from **01<sup>st</sup> September 2022**.

**Designation: Technical Trainee**

**Role/Work Level: TT**

Your Total Cost to Company will be **Rs. 3,00,000/- (Rupees Three Lacs Only)** per annum. The detailed break-up of the same is enclosed herewith in Annexure - I.

Additionally you will be eligible for a special bonus of **Rs.1,50,000/-** which will be paid as per details specified below:

- Pay-out: **Rs.50,000/-** on completion of **18 months** of service, **Rs.1,00,000/-** on completion of **30 months** of service from your date of joining.
- The special bonus payouts will be subject to you being on active rolls of the company.

We wish you a fulfilling career, success and good health in your journey with us.

The terms of this document are strictly confidential between you and the Company. Your appointment is conditional on your providing correct and complete documentation as per Company requirements and being medically fit on joining.

Yours sincerely,

**For Aurigene Discovery Technologies Limited,**

**Veerendra Patil**  
**Vice President & Head – Human Resources**

Encl.: Annexure – I (Compensation & Benefits), Annexure – II (Terms of Employment), Annexure –III (Our Values) & Annexure – IV (Offer Acceptance)

5<sup>th</sup> June 2021

To  
Ms. Rashmita Guha,

**Letter of Appointment**

Dear Rashmita,

We are glad to invite you into Husys family and appoint you as a **Marketing Assistant** to work with **Multimedia International Services Ltd.** (herein after referred to as **CLIENT**). Your appointment shall be effective from **5<sup>th</sup> July 2021**. We are sure your contribution would bring great value to both of us and our client.

As discussed, your appointment is made against the agreement of Husys with **CLIENT** with the reference to the Principle Agreement with **CLIENT**.

As per the records and information provided by the client, continuation of Appointment with Husys shall solely be based on the professional relationship of Husys Agreement, Continuity with **CLIENT** and/ Or project continuity. In case of unforeseen exigencies where the client project is cancelled, employment with Husys will be terminated as advised by the client.

Your annual Fixed Compensation is **INR 5,33,076 per annum (Rupees Five Lakhs Thirty Three Thousand Seventy Six Only)** and will be paid monthly with deductions and contributions to statutory requirements as applicable.

You shall be guided by the general terms and conditions of Husys as mentioned in the **Annexure 1** of this letter and the **Service Rules, Code of Conduct, Disciplinary Rules of CLIENT** and **Personal Policies** of **CLIENT** as applicable from time to time. Husys based on the project guidelines provided by the client with a common interest of the organization binds us with positive mutually beneficial relations.

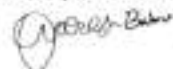
Your detailed salary structure is mentioned in **Annexure 2** and your deputation terms and conditions are mentioned in the **Annexure 3** of this letter which binds your Appointment at **CLIENT** with responsibilities. Your hire is made for the deputation of **CLIENT** and all the orientation/ Induction provided to you shall primarily focus in effective delivery of your responsibilities at **CLIENT**.

While delivering your responsibilities with our client, you would be reporting to the concerned reporting officer or their nominee assigned to you from time to time.

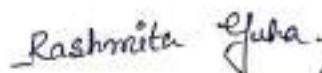
Please sign in the duplicate copy as token of your acceptance on the enclosed document for official records. Do mail us at [nagesh@husys.net](mailto:nagesh@husys.net) for any further Assistance/Clarifications/Queries from time to time

We feel happy to have you with **Husys** and wish you a long & productive career in serving the organization and nation in turn, while achieving your career goals.

For Husys Consulting Limited.



Naresh Babu Deevi  
Chief Growth Officer



05.07.2021

**Annexure 1****TERMS AND CONDITIONS OF EMPLOYMENT****1. Place of Work**

Your work place would be in **India**. You may be deputed/ transferred to work at any one of the other branches of the Company/ and Client's affiliates, subsidiaries or at the client sites, as and when considered necessary, solely at the discretion of the Management. While on the Client Deputation you would follow the work norms as applicable to their employees of the client Organisation or as agreed norms between Company/ and Client and the Client.

**2. Veracity of Information Provided**

You have been engaged on the presumption that the particulars furnished in your resume or testimonials handed over by you are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment with the Company/ and Client shall stand terminated/cancelled without any notice.

**3. Probationary Period**

The first three (3) months of your employment will be a probationary period and your employment may be terminated during this period at any time on one week's notice or payment in lieu of notice.

**4. Notice Period**

In the event of your resignation you will be required to give 30 days' notice or 1 months' salary/stipend in lieu of it. The Company/ and Client may terminate the services of an individual without assigning any reasons, but with a similar notice period or salary in lieu thereof, except in case of termination on the grounds of misconduct / dishonesty / theft / loss to Company/ and Client, etc. In the event of requisite period of notice not being given, either side will be liable to compensate proportionately to the extent of salary and other dues for the period of shortfall in notice period.

**5. Termination of Contract/ Appointment**

The Company/ and Client without notice may terminate your Appointment in the event:

- Based on client feedback and advice from time to time.
- Of your being found by the Company/ and Client guilty of serious misconduct, like but not limited to misappropriation, dereliction of duty in discharging your duties and functions, etc;
- Of malingering or persistent unpunctuality, neglect of duty or breach of any rules made by the Company/ and Client.
- Of your becoming the subject of a bankruptcy order, or
- Of your being convicted of any criminal offence, or
- Of your mental or physical incapacity to discharge your functions, or
- Of your committing any material act of dishonesty detrimental to the interests of the Company/ and Client, or Winding up of the Company/ and Client.
- Closure of Contract Agreement of Husys with CLIENT. In such case the agreed settlement process clauses shall duly apply for the associate as Notice Period.

**6. Service Rules and Regulations**

During your Appointment with the Client, you will be governed by the Policies, service rules and regulations of the Client in force or as introduced or amended from time to time.

**7. Leave Policy**

Your leaves are governed by the establishment law and will be provided 27 days of leaves in a year apart from the holiday calendar announce by the client. Leave process my change as per the business exigencies.

**8. Professional Ethics**

You are required to deal with the **Client's Information, money, material and documents with utmost Confidentiality, honesty and professional ethics**. Any contravention will be viewed seriously and appropriate disciplinary or punitive action will be taken.

Rashmita Ghosh  
05.07.2021

#### 9. Safe Custody of Client & Company Material

You will be responsible for the safekeeping and good condition and order of all the Company/ and Client's Client property entrusted to your care and charge. The Company/ and Client reserves the right to deduct the cost of such articles from your dues, or take such actions as may be deemed proper, in the event of failure to account for such property, to our satisfaction.

#### 10. Whole Time Appointment

Your Appointment with the Client is full time. It is expected that your loyalty to the Company/ and Client/ and client be not divided through additional part time/full time Appointment, or any other trade/business/profession. Any such activity should be pursued only after having discussed and obtained written agreement from the management.

#### 11. Confidentiality of Company/ and Client Information

You are expected not to divulge any information regarding policies, confidential data, reports, technology, expertise, R&D activities or any business plans to any one in whatever the form of communication and to such extent you are required to sign the Non-Competence Agreement with our Client. You are expected to follow the below mentioned as part of your appointment.

**a) Authorisation**

Only those authorized under power of attorney may sign legal documents, representing the Client/ Company/ and Client.

**b) Passwords**

For security reasons it is essential to maintain confidentiality of the passwords/access codes, which you know during the course of work. Access to Internet is done through the dial-up/direct network, which is protected by a password. For security reasons confidentiality has to be maintained of the same. All the files handled by you from time to time and the passwords that are assigned should be maintained with utmost confidentiality.

**c) Destroying papers & materials**

Any official communication, which is confidential in nature, shall be destroyed immediately after the purpose is served.

**d) Use of Company/ and Client Resources**

You shall use the Company/ and Client's resources only for official purpose and with utmost care.

#### 12. Confidentiality of Information

You are required not to disclose not to disclose any Proprietary information or details of strategies learned and utilized at Company/ and Client's place of work. Should termination occur, the you shall not contact or solicit business from any of the Company/ and Client's Associates & Clients at any time for a period of 10 years from the date of introduction to Associates & Clients; if Employee never met Employer's Clients, this clause still applies from the date when Employee leaves the Company/ and Client, should this occur.\*

You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of Appointment, to any other employee of the Company/ and Client or other public at large. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages and are expected not to discuss or disclose the same to any member of the client staff, if found revealing any of the above information regarding the salary will be taken necessary action.

#### 13. Inventions / Innovations Rights

The Company/ and Client reserves its right on any innovations / inventions / discoveries / products made / developed during your Appointment with the Company/ and Client and you shall not make any claims on the said innovations / discoveries, etc..

Rashmita Guha  
05.07.2021



#### 14. Other restrictions:

You shall not during the continuance of this appointment or afterwards use or permit to be use any such notes or memoranda or otherwise than for the benefit of the Company/ and Client, it being the intention of the parties hereto that all such notes or memorandum made by you shall be property of the Company/ and Client and left at the registered office of the Company/ and Client upon the termination of your appointment.

You shall not have the right to make any contracts or any commitments for or on behalf of the Company/ and Client without a written consent of the Company/ and Client. You would be solely responsible & accountable for any of the monetary transactions, which are made on behalf of the Company/ and Client, you authorize the organization to recover related damages, which transacted without the prior intimation/permission/consent of the management, and also hold the organization liable only as per the transaction authorized from time to time in your current role. However you & related parties involved in any of such Appointments/transactions as per the above would protect the organization to the limits prescribed as per your role and organizational norms implemented/amended from time to time. You and related parties involved shall be responsible and take accountability for any such discrepancies during or after your termination of services.

#### 15. Miscellaneous terms

##### a) Reservation of Rights

No forbearance, indulgence or relaxation or inaction by any Party at any time to require performance of any of the provision of these terms shall, in any way, affect, diminish or prejudice the right of such Party to require performance of that provision and any waiver or acquiescence by any party of any breach of any of these provisions shall not be construed as a waiver or acquiescence of any continuing or succeeding breach of such provisions or a waiver of any right under or arising out of these terms, or acquiescence to or recognition of rights and / or position other than as expressly stipulated in these terms.

##### b) Cumulative Rights

All remedies of either Party under these terms, whether provided herein or conferred by statute, civil law, custom, trade, or usage, are cumulative and not alternative and may enforced successively or concurrently.

##### c) Partial Invalidity

If any provision of these terms, or the application thereof to any person or circumstance is or is held to be invalid or unenforceable to any extent, the remainder of these terms and the application of such provision to persons or circumstance other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each provision of these terms shall be valid and enforceable to the fullest extent permitted by law. Any invalid or unenforceable provision of these terms shall be replaced with a provision, which is valid and enforceable, and most nearly reflecting the original intent of the unenforceable provision.

The above terms and conditions are based on Company/ and Client policies, procedures and other rules currently applicable and are subject to amendments from time to time. You will also abide by all other rules and regulations of the Company/ and Client as shall be in force, from time to time. In all matters, including those not specifically covered here you will be governed by the rules of the Company/ and Client framed from time to time or clarified or interpreted by/through the Management from time to time.

I have read the above terms and conditions of Appointment and would hereby confirm strict adherence to the same.

Name: Rashmita Ghosh

Date: 05.07.2021

Place: Kolkata, India. (WB)

Signature: Rashmita Ghosh

**Annexure 2**
**(Salary Structure)**

(INR)

Rashmita Guha	Yearly	Monthly
Basic	2,02,692	16,891
HRA	81,072	6,756
Special Allowance	2,22,960	18,580
Gross Salary Per Annum in Rs.	5,06,724	42,227
Provident Fund (Employer Contribution)	26,352	2,196
Total Cost to Company	5,33,076	44,423
<b>Please Note:</b>		
Salary is subject to Tax laws in India, Income Tax and Professional Tax.		
The tax computation is the liability of the individual /employee to the government and the employer will not be responsible.		

*Rashmita Guha.*

05.07.2021

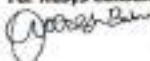
**Annexure 3**30<sup>th</sup> June 2021To  
Ms. Rashmita Guha,**Deputation Letter**

Dear Rashmita,

Referring to your letter of Appointment and the mutual agreement between Husys and CLIENT and thereby request made my CLIENT for deployment of resource with the desired skill sets. You are deployed at CLIENT with the following terms and Understanding,

1. Your working hours shall be as defined by Client and will work in shifts based on the Job deliverable requirement. Your attendance is tracked as per the work rules of CLIENT and your salary will be released as per the attendance approval from your Works Manager.
2. You are guided by the code of conducts, Service Rules, and Grievance Redressal procedures of CLIENT.
3. Your performance shall be as per the Policy of the Client and the revision of salary is directly proportionate to your performance and thereby client revision of your salary.
4. Your role & Responsibilities shall be as defined by the client and you are expected to deliver as per the expressed expectation of the client.
5. It is implied as resource from Husys, you are required to adhere to the Non-Disclosure agreement of the client and keep the material of client with utmost care and secrecy. To this extent the clause 11 of Annexure 1 for Confidentiality of Company/ Client information shall apply accordingly.
6. You are required to maintain professional relationships during your deployment period and shall not make any personal advantage using the position or influence that is given by client for delivering your responsibilities.
7. You are required to handover all property and information of the client, including but not limited to, all electronic and paper documents and correspondence, computers, keys, entry pass cards, log-in identification codes, and passwords for both administrative and individual access on or before the last date of employment at the Client.
8. All the invention and discoveries made during your deployment period shall become the proprietary information of the client.
9. All expenses made for delivering your official work will be reimbursed by the client as per their reimbursement policy.
10. Any Liability/ Obligation which are part of your deputation shall continue even after your deployment period / separation with Husys and client. You will be liable to answer the queries of the Client till the completion of 3 years from the date of completion of your deputation which cease either with your resignation/ termination/ closure of contract of Husys with client.
11. You are aware that the disciplinary procedures of CLIENT shall be applicable and agrees for the disciplinary proceeding against in case of misconduct.
12. During your deployment, you shall not perform/ behave in any manner which may adversely affect the image of either the client/ Husys.
13. In case of Moral turpitude, or Major Misconduct, the client has full right to cancel the deputation and which in turn acts as termination letter for you from Husys. However, you will be provided a reasonable opportunity to prove yourself in all manner with in the disciplinary guidelines of CLIENT.
14. Your reimbursement is paid on monthly basis in the bank account defined by the client.

For Husys Consulting Limited.,

Naresh Babu Deevi  
Chief Growth Officer

Rashmita Guha,

05.07.2021



**Mr. Arpan Datta**  
**Kolkata, West Bengal**  
**PAN no.: FEIPD6971Q**

19 November 2022

**Subject: Internship cum Employment Offer Letter**

Dear Mr. Arpan Datta,

Greetings from Vista Intelligence Private Limited.

We refer to your application and the selection process recently undergone by you. We have the pleasure of offering you an internship role in the area of **Quantitative Research** in our company. Post internship, you will be considered for a full-time job role.

Further, you may please note the following-

- 1- Initially you will be on internship for a period of six months. During the period you will be offered a consolidated all-inclusive pay of Rs. 30000/- per month. On successful completion of the internship, your all-inclusive CTC per annum will be settled between Rs. 6.5 lakhs and Rs. 8.5 lakhs, based on your performance and behavioural aspects.
- 2- You will be posted in our Kolkata office at 4<sup>th</sup> floor, Saket Building, 44 Park Street, Kolkata 700016. Our office timing is 9.00 am to 6.00 pm (including 1 hour break for lunch) and we are closed on Sundays, 2<sup>nd</sup> & 4<sup>th</sup> Saturdays and on other public holidays as per the office guidelines.
- 4- On completion of internship and before being offered a job confirmation, you need to sign an undertaking, bond with the company for a period of one year. In case the condition of the bond is breached by you, you shall be required to pay us 50% of your salary drawn during the full-time job engagement from the company; till the day of your closure of employment with us. Your notice period, post confirmation, for any severance situation (except termination by the company on disciplinary etc. grounds), will be of two months.
- 5- As discussed, you are requested to join on or before 25<sup>th</sup> January 2023, Wednesday.
- 6- Please carry originals of all your graduation and post-graduation mark sheets, certificates, aadhar card/ passport, PAN card etc. along with one photo copy of each paper on the day of your joining for verifications and records. You also need to clear **NISM -Series-XV: Research Analyst Certification Examination** within the first three months of your internship.

**Vista Intelligence Private Limited**

Saket Building, 4th Floor, 44, Park Street, Kolkata-700016

• info@vistaintelligence.ai • www.vistaintelligence.ai • CIN No:U72200 WB2018 PTC225201

*A. Saha*  
Accepted  
Datta

Date: 20<sup>th</sup> June, 2022

Name: Mr. Souranshu Bachhar

Address: West Rabindranagar Dum Dum Cantonment, WB, Kolkata-700065

Cell No: 7980484001

Email ID: [www.sbachhar@gmail.com](mailto:www.sbachhar@gmail.com)

Term Agreement

Dear Mr. Bachhar,

We are pleased to offer you a limited term agreement in our organization as **Management Trainee (Pre-Sales)** on the following terms and conditions.

**A. Validity:**

We offer this Agreement from 01-08-2022. The agreement shall be valid for the period with effective from 1<sup>st</sup> August, 2022 to for a period of 6 months and will be terminated on 31<sup>st</sup> January, 2023 if not renewed by any written form before that date on mutually agreeable terms. You are being deployed specifically for the project requirements at **Wizertech Informatics Pvt. Ltd, Kolkata Branch**. In the event that such requirements of the Project coming to an end prior to this agreement period, or the customer requirements changing this agreement of term deployment will also come to an end with **due notice (one month)** as mentioned herein.

**B. Compensation & Statutory deductions:**

1. Your monthly Stipend will be **Rs. 20000.00** (Rupees Twenty Thousand only).

Souranshu Bachhar

(Accepted & Agreed)

Name : Mr. Souranshu Bachhar



For, Wizertech Informatics Private Limited

**Wizertech Informatics Pvt. Ltd.**

Unit-904, Eco Station, Plot-7, Block-BP, Sector-V, Saltlake City, Kolkata - 700 091, West Bengal

CIN No: U72200WB2004PTC099010

2. Your salary/earnings will be subject to tax laws and any other statutory deductions as applicable from time to time.

Your performance will be reviewed periodically by your supervisor as per the company policy and customer feedback as well.

**c. Deputation/transfer:**

1. During your deputation period, you may be deputed to any project locations from time to time as per the decision of **Wizertech Informatics Private Limited**.
2. During the tenure of the deputation, you will be considered an agent of **Wizertech Informatics Private Limited** deputed to the client, governed by the clauses of this limited term agreement.
3. Your Deployment is subject to successful Background Verification of your Credentials/Testimonials.

**d. Rules:**

1. During the tenure of this term agreement you will be not entitled to any further rights or entitlement beyond the scope of this agreement and the relationship will be purely contractual in nature and limited to the terms of this agreement.
2. You shall also abide to undergo any training that may be offered to you during the tenure of this agreement.
3. You shall be entitled to an annual leave for each calendar year in accordance with the existing leave policy, prorated from your date of joining.
4. Your duty would be abide by the roster duty working hours as per the

**Souranshu Bachhar**

(Accepted & Agreed)

Name : Mr. Souranshu Bachhar



For, **Wizertech Informatics Private Limited**

**Wizertech Informatics Pvt. Ltd.**

Unit-904, Eco Station, Plot-7, Block-BP, Sector-V, Saltlake City, Kolkata - 700 091, West Bengal  
CIN No: U72200WB2004PTC099010

project requirements. The detailed roster will be shared with you by your immediate supervisor.

5. You are expected to always maintain the highest standards of ethics and acceptable behavior and at all times during your deputation, strictly abide by the Laws of India.

**E. Non disclosure:**

All or any information pertaining to **Wizertech Informatics Private Limited** disclosed to you or which comes to your knowledge in the course of your deployment (whether in writing, orally or by any such other means and whether (directly or indirectly) shall not be used / disclosed by you during the course of your deployment / after deployment to any third person or outsider for any purpose other than the performance of your obligations to **Wizertech Informatics Private Limited**.

In the event of a breach of confidentiality by you, you undertake to indemnify **Wizertech Informatics Private Limited** for any loss or damage caused as a result of such breach.

- F. Indemnity** You shall be responsible for protecting any property of **Wizertech Informatics Private Limited**, entrusted to you in the due discharge of your duties and you shall keep **Wizertech Informatics Private Limited** indemnified against any claim whatsoever against loss of any kind to the said property. You shall also return all such property as entrusted to / with you on completion of the deputation period.

**G. Liability:**

1. You shall at no point of time make any claim or assert any right to deployment, damage, loss or compensation of any sort whatsoever against **Wizertech Informatics Private Limited**.

Souranshu Bachhar

(Accepted & Agreed)

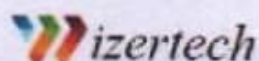
Name : Mr. Souranshu Bachhar



For, Wizertech Informatics Private Limited

**Wizertech Informatics Pvt. Ltd.**

Unit-904, Eco Station, Plot-7, Block-BP, Sector-V, Saltlake City, Kolkata - 700 091, West Bengal  
CIN No: U72200WB2004PTC099010



2. You shall not engage in any act subversive of discipline or law in the course of your duties for **Wizertech Informatics Private Limited**, either within office or outside it, and if at any time you are found indulging in such act/s, we reserve the right to initiate disciplinary action against you as is deemed fit, including suspension/termination.
3. During the your tenure of your service, if you Damage & Mishandle the customer asset the compensation for the same will be imposed on you.

**H. Termination:**

This agreement shall be terminated by either party giving **30 days notice** in writing or **one month salary in lieu of notice to the other**.

This agreement shall be terminated by **Wizertech Informatics Private Limited** without notice if you are found to be in breach of any of the above clauses.

I accept the above mentioned terms and conditions of the limited term agreement and agree to abide by the terms and conditions mentioned herein.

Souranshu Bachhar

(Accepted & Agreed)

Name : Mr. Souranshu Bachhar



For, Wizertech Informatics Private Limited

**Wizertech Informatics Pvt. Ltd.**

Unit-904, Eco Station, Plot-7, Block-BP, Sector-V, Saltlake City, Kolkata - 700 091, West Bengal  
CIN No: U72200WB2004PTC099010



**SYSEGE MICRO INFORMATICS PVT LTD.**

Registered Office: Office No. 852, Level 8, RDB Boudh Vard, Plot- K-1  
Sector-v, Salt Lake Kolkata- 700 091  
Website : [www.systemedge.com](http://www.systemedge.com)



**Date: 30/11/2022**

**Subject: Offer Letter**

**Dear Mr. Abdul Kerim Mondal,**

In response to your application for a job with us and your interview thereafter, we are pleased offer you a position of **SAP HCM** in our organization.

You shall be on probation for a period of **6 months**; the period of probation can be extended or reduced at the discretion of the Company.

Your Annual compensation will be **Rs 3,60,000/- (Rupees Three Lakh sixty thousand only)** for the aforesaid period, whose breakup is mentioned in the Appendix below. All statutory deductions against your salary will be governed by Income Tax Act, 1961 subject to the latest amendments.

This offer is contingent upon:

- Your services are being deputed to PWC, Kolkata **on or before 16<sup>th</sup> January, 2023** however it can be depending on your BGV clearance certificate & supporting joining documents.
- Your offer of employment is made contingent upon your clearing a comprehensive background check.
- You are returning a signed copy of acceptance of this offer within two working days.

Again, on behalf of **Sys-Edge Micro Informatics Pvt. Ltd.**, we welcome you onboard and wish you success in your career with us.

Agreed and Accepted

**Signature & Date,**  
**Mr. Abdul Kerim Mondal**  
**S/O- Abdus Sahid Mondal**  
**MARGRAM, Baganpara,**  
**Birbhum, West Bengal**  
**Pin-731224**

**SHIPRA PAUL**

Digitally signed by SHIPRA  
PAUL  
Date: 2022.11.30 16:33:10  
+05'30'

**Name: Shipra Paul**  
**Title: Associate Director**  
(For, Sys-Edge Micro Informatics Pvt. Ltd)

Date: 14-09-2022

Appointment for post of Executive Recruitment BPO Volume

Dear Ehtesham Jawed (ED5324)

We are pleased to offer you, the position of **Executive\_Recruitment\_BPO Volume** with **2COMS Consulting Pvt. Ltd.** on the following terms and conditions:

**Commencement of appointment**

Your Probation Period will be effective, as of **19-09-2022**.

**Probation Period**

You will be on probation for a minimum of **six months** which may be extended or confirmed in writing after a satisfactory assessment of your performance based on the Performance Measurement System (PMS) of evaluation.

**Compensation Details**

Your salary and other benefits will be as set out in **Annexure 1**, hereto. Your monthly CTC will be **Rs. 15,039.00**.

**Place of posting**

You will be posted at **Kolkata Newalipore\_1**. You may however be required to work at any place of business which the Company has or may later acquire. You may be redeployed to any other process of the client at any point of time within the duration of your employment.

**Hours of Work**

The normal working days are Monday through Saturday (**2nd and 4th Saturday and Sunday being Weekly Off**). You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from **9.30 AM to 6.30 PM**, and you are expected to work not less than **9 hours** qualifying a full days' work, and if necessary for additional hours depending on your responsibilities.

**Leave/Holidays**

During probation period you would be entitled for a paid Leave of 3 days subject to a maximum of 0.5 days in a month. However, no leaves shall be granted on the first month of joining.

**On confirmation you will be entitled for 3 types of leaves – casual leave, sick leave, and privilege leave.**

- i. Casual Leave (CL) – You are entitled for 7 days of CL per year on PRO – RATA basis
- ii. Sick Leave (SL) - You are entitled for 7 days of SL per year on PRO – RATA basis
- iii. Privilege Leave (PL) – You are entitled for 7 days of PL per year on PRO – RATA basis

**Note:**

**0.58 PL, 0.58 CL, 0.58 SL** will be added every month.

The mentioned leave will start getting credited after the payroll closure of the effective month.

You will be entitled for **21 days of Leave Benefit on PRO RATA basis**. All Leaves need a prior Approval from the reporting authority in writing.



**Head Office**

8, Moulavi Majibur Rehman Sarani,

Kolkata - 700017



**CIN Number**

U74140WB1993PTC058499



**Helpline Number**

95999 14411



**Ticket Helpdesk**

hrss\_help@2coms.com

## Company Assets

You will always maintain in good condition company assets such as ID cards, access cards, laptops, etc. which may be entrusted to you for official use during the course of your employment and shall return all such assets to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

## Borrowing/accepting gifts

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

## Termination

Your appointment can be terminated by the Company, without any reason, by giving you **15 days'** prior notice in writing or salary in lieu thereof.

You may terminate your employment with the Company, without any cause, by **15 days'** prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company.

On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

## Confidential Information

During your employment with the Company, you will devote your whole time, attention, and skill to the best of your ability for its business. You shall not, directly, or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means, and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public, and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

At no time, will you remove any Confidential Information from the office without permission.

Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

## Intellectual Property Right

If during the period of your employment with us you achieve any invention, process improvement, operational improvement or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.



### Head Office

8, Moulavi Majibur Rehman Sarani,  
Kolkata - 700017



### CIN Number

U74140WB1993PTC058499



### Helpline Number

95999 14411



### Ticket Helpdesk

hrss\_help@2coms.com

### **Applicability of Company Policy**

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

### **Governing Law/Jurisdiction**

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Kolkata & is therefore subjected to West Bengal Jurisdiction only.

### **Adherence to compliance rules for ESI and PF**

As per compliance rules, you are not permitted to have multiple ESI or PF numbers/accounts. In case you have any prior ESI or PF number/account, it is your responsibility to submit proof of the same at the time of submission of documents. In case the same is not submitted, we will assume you are not registered under ESI, and PF and we would be initiating the registration processes if applicable. Also, as per ESI rules, you cannot add as beneficiaries' family members drawing a salary of more than 5000 per month. For registering any of your family members under ESI, we would be needing a declaration stating that the family member has a salary less than Rs. 5000 per month.

### **Appointment in Good Faith**

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the company's policy, procedures, and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

### **Acceptance of our offer**

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

Please confirm your acceptance of Employment Offer by signing and returning the duplicate copy. We

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

Yours Sincerely,



Authorized Signatory

Piyali Bardhan

AVP – Human Resource

2COMS Consulting Pvt. Ltd.

Date: 14-09-2022



#### **Head Office**

8, Moulavi Majibur Rehman Sarani,  
Kolkata - 700017



#### **CIN Number**

U74140WB1993PTC058499



#### **Helpline Number**

95999 14411



#### **Ticket Helpdesk**

hrss\_help@2coms.com

## ANNEXURE 1

	Monthly	Quarterly	Annual	
Basic	6,800.00		81,600.00	<b>Components</b>
HRA	3,400.00		40,800.00	
Conv	1,225.00		14,700.00	
PDA	-		-	
Other/Disc Pay	1,225.00		14,700.00	
Stat Bonus	750.00	-	9,000.00	
<b>GROSS</b>	<b>13,400.00</b>	-	<b>1,60,800.00</b>	
PF	1,110.00		13,320.00	<b>Employer Contributions</b>
PF Admin	93.00		1,116.00	
ESI	436.00	-	5,232.00	
<b>Total</b>	<b>1,639.00</b>	-	<b>19,668.00</b>	
<b>CTC</b>	<b>15,039.00</b>	-	<b>1,80,468.00</b>	
PF	1,110.00		13,320.00	<b>Employee Deductions</b>
ESI	101.00	-	1,212.00	
Ptax	110.00	-	1,320.00	
<b>Total</b>	<b>1,321.00</b>	-	<b>15,852.00</b>	
<b>Net In Hand</b>	<b>12,079.00</b>	-	<b>1,44,948.00</b>	
<b>***Note:</b>				
1. The Actual amount may slightly vary/differ due to System generation.				
2. P Tax deduction is subject to monthly calculable amount and may get applied variably.				
3. Medical Insurance facility is available, and the applicable Insurance premium amount is subject to one time deduction from the employee's first month's salary per year. (Optional)				



Authorized Signatory  
Piyali Bardhan  
AVP – Human Resource  
2COMS Consulting Pvt. Ltd.  
Date: 14-09-2022



### Head Office

8, Moulavi Majibur Rehman Sarani,  
Kolkata - 700017



### CIN Number

U74140WB1993PTC058499



### Helpline Number

95999 14411



### Ticket Helpdesk

hrss\_help@2coms.com

यूनियन बैंक

ऑफ इंडिया



Union Bank  
of India

भारत सरकार का उपक्रम

A Government of India Undertaking



आन्ध्रा  
Andhra



कार्पोरेशन  
Corporation



नाम : शुभेच्छा सामंत

Name : Suvechha Samanta

SWO-A

कर्मचारी क्र / Employee No. : 796852

जन्म तिथि / Date of Birth : 27-06-1997

रक्त ग्रुप / Blood Group : AB+

जारी करने का स्थान

Place of Issue : Kolkata Metro

जारी करने का तारीख

Dated of Issue : 15.09.2022

हस्ताक्षर / Signature

हस्ताक्षर / Signature

Regional Head

जारीकर्ता प्राधिकारि / Issuing Authority

# **Deloitte.**

## **Ratul Chakraborty**



**Personnel No: 768266**

**Blood Group: A+ve**

**Date: 1<sup>st</sup> September, 2022**

Yusra Sharique

38, Kustia Masjid Bari Lane, Tiljala,  
South 24 Parganas, West Bengal - 700039

**Sub : Offer for the position of Sr. Executive – Corporate Strategy and Planning**

Dear Ms. Sharique,

Reference to your application and subsequent interviews had with us, we have pleasure in offering you the position of **Sr. Executive Corporate Strategy and Planning** – in our organization.

Your date of joining would be 10<sup>th</sup> October '22, failing which the offer shall stand withdrawn.

Your Annual Fixed CTC will be **Rs. 4,32,480/- (Four Lakh Thirty Two Thousand Four Hundred and Eighty Only) per annum.**

You will be governed by the prevailing rules and regulations of the company.

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

We welcome you to our organization and wish you to have a memorable stay and a successful career with us.

Thanking you,  
Yours sincerely,  
**For Environ Energy Services Pvt. Ltd.**



**Kamalika Das Gupta**  
**Assistant General Manager-HR**



Name	Yusra Sharique		
Designation	Sr. Executive Corporate Strategy and Planning		
Department	CSP		
Reporting Location	Kolkata		
Date of Joining	10 <sup>th</sup> October, 2022		
<b>Component</b>	<b>Proposed (Rs.) p.a</b>	<b>Proposed (Rs.) p.m</b>	<b>Remarks</b>
<b>CTC</b>	<b>4,32,480</b>	<b>36,040</b>	
Fixed	4,24,700	35392	
Variable Pay	8,280	690	
Basic	1,81,200	15,100	
HRA	6,708	559	
Special Allowance	2,36,792	19,733	
<b>Annual Gross (A)</b>	<b>4,24,700</b>	<b>35,392</b>	
<b>Retirals (Employer's Contribution)</b>		-	
Provident Fund			13% of Basic
ESIC			3.25% of Gross
<b>Total Annual Retirals (B)</b>	<b>0</b>	<b>0</b>	
<b>Deductions</b>			
Provident Fund			12% of Basic
ESIC			0.75% of Gross
Personal Accidental Insurance	<b>696</b>	58	
GMC	<b>1800</b>	150	
P.Tax	<b>1800</b>	150	
<b>Total Deductions ©</b>	<b>4,296</b>	358	
<b>Pre tax take home (A+B-C)</b>	<b>4,20,404</b>	<b>35,034</b>	

# FORM 11

[ See rule 58(2) ]

Name Of District : **SOUTH 24-PARGANAS**

Name Of Block : **GOSABA**

Name Of Gram Panchayat : **SATJELIA**

Trade Registration No:- **156**

Trade Registration Date:-**15-Aug-2022**

Trade Registration Certificate issue No:- **1**

Issue Date:-**15-Aug-2022**

Trade Registration Certificate issued for the period of: **2022-2023,2023-2024,2024-2025**

To **PALASH MONDAL**

(Name of Prop/partner/Director)

Full Address :

VILLAGE - SUDHANGSHUPUR PARA - SARDAR PARA  
POLICE STATION - SUNDARBAN COASTAL POST OFFICE - LUXBAGAN  
MOUZA - 049 DAG - 1112  
PIN NO - 743370

Gram Sansad/ Part No. SUDHANGSHUPUR

Description of Trade :E COMMERCE ONLINE OR OFFLINE TRADING,HONEY COLLECTOR AND SUPPLIER,ONLINE FOOD BUSINESS

Gram panchayat acknowledges a sum of **Rs. 750** (Rupees One Hundred and Fifty Only)

From **DELTA AGRI PRODUCERS**

(Name of Trade)

Grant of this certificate shall not absolve the applicant from the requirement of procuring all the statutory clearances to be obtained from the appropriate authority before actual commencement of the trade. If any violation/default is noted later is, the certificate shall be liable to be cancelled and the trade/business shall be closed down with immediate effect.

**This Certificate Is Electronically Generated**

N.B.: Gram Panchayat has every right to cancel or revoke or not allowing renewal of registration at any time

Ref. Application Docket No. NOCKSMK17462463N

<https://wbprd.gov.in/>



# CALCUTTA PUBLIC SCHOOL

(ORGANISED AND MANAGED BY JHA EDUCATIONAL TRUST)

Affiliated to the Council for the Indian School Certificate Examinations, New Delhi  
(School Code : WB-170)

P. O. - Aswini Nagar, Baguiati,

Kolkata - 700 159

☎ : (033) 2571-7391

Fax : (033) 2591-0318

E-mail : [calcuttapublics@gmail.com](mailto:calcuttapublics@gmail.com)

Website : [www.calcuttapublicschool.in](http://www.calcuttapublicschool.in)

Date : - 05.09.2022

To

Mr. Joybrata Biswas  
53, Sunit Banerjee Road  
Ghola, Sodepur  
Kolkata - 700 111

Dear Sir,

Subject: Appointment for the post of Assistant Teacher (TGT) on Contractual Basis

This has reference to your application and subsequent interview for the post of Assistant Teacher in Chemistry the Managing Committee is pleased to appoint you under the following terms and conditions:

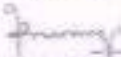
1. The nature of your service is on a contractual basis for a period of two (2) years with effect from 06.09.22.
2. You shall be paid a gross salary of Rs. 15000/- (Rupees Fifteen thousand only) per month which includes Basic + House Rent Allowance + Medical + School DA.
3. Payment of your salary would be subjected to the statutory deductions (i.e. Income Tax EPF ESI and P Tax etc) in accordance with the Rules and Regulations framed by the Government ( both Central as well as State)from time to time.
4. Your entitlement to the various leaves shall be in accordance with the rules and regulations as laid down in this regard by the management.
5. Upon expiry of the period of contract you will be required to inform the School Managing Committee in writing if you wish to continue.
6. During your service you will receive due instructions regarding your assignments from the Managing Committee / Rector / Dy. Rector / Principal / Headmistress / Section In Charge , which you will be duty bound to comply with.
7. You will be governed by the Service rules and regulations and code of conduct of the school either existing or amended or extended from time to time in the School and shall carry out all other lawful orders / instructions of the Head of the Department or any superior officer given to you in connection with the day to day discharge of your duties.

Cont.....



Mrittika M

12494

  
Authorized Signatory

Registered Office

Zifo Technologies Private Limited

ZFA, Aara Saha, Linkonawa

Sekelpet, Chennai - 600 015, INDIA

T : +91-44-4311 4002

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

**Zifo**

**Private & Confidential**

**06 Oct 2022**

**Avijit Bhattacharjee**  
**108/19, South Kodalia, New Barrackpur Ward No 18, Barrackpur - li**  
**North 24 Parganas**  
**West Bengal**  
**700131**  
**India**

**Dear Avijit,**

Congratulations, subsequent to the interview process we are pleased that you are considering joining **BA Continuum India Pvt. Ltd.** (herein after referred to as "**Company**") at our **Mumbai office**. This letter confirms the terms of our offer with respect to your planned employment. You will be designated as **Sr. Analyst** at Band **6**. Your Annual Compensation (CTC) will be Rs **2600000** - (Rupees **Twenty Six Lakh Only**) as more specifically stated in Annexure I attached to this offer.

**Other Terms & Conditions**

Your start date will be **23 Dec 2022 ("Date of Joining")**. The Company however reserves the right, at its absolute discretion, to extend the Date of Joining if it considers it necessary. You shall be notified in advance if the Date of Joining is being extended and the new Date of Joining will be informed accordingly. In case you do not join the services of **BA Continuum India Pvt. Ltd.** by **23 Dec 2022** this offer of appointment will stand cancelled and withdrawn without any further communication. Your appointment stands effective from the date you report in for work, which under no circumstances shall be later than Date of Joining. Any request for change in date unless communicated and accepted in writing will not be effective.

Any benefit plan applicable to your band, in accordance with Company policies, will apply to you as per your Date of Joining or in the event you do not join the services on the Date of Joining, such other commencement date on which you start work for the Company.

The Company reserves the right to change or modify the manner, composition or mode of delivering compensation in its full discretion.

For the first ninety (90) days of your services/employment you will be deemed to be on probation and during this period, either party may terminate this contract by giving one (1) weeks' notice in writing or salary in lieu thereof, at the sole discretion of the Company. Within sixty (60) days after completion of the ninety (90) days if you have not received a notification stating otherwise including, without limitation, extension of probation period from HR, your employment is deemed to be confirmed. After the expiry of the probation period or the extended probation period (if the same has been extended) either party is entitled to terminate the contract by giving sixty (60) days' notice. Whereas the Company reserves the right to request service of notice or pay salary in lieu of your notice period,

waiver or payment in lieu will be at the sole discretion of the Company, but in no event will be less than the minimum period required by applicable law.

**The condition of this offer are:**

1. Your background check, including credit, and employment reference is satisfactory to the Company and the Company is able to verify, to its satisfaction, the personal and sensitive information (including but not limited to biometric data, such as fingerprints) you have provided or would be required to provide during the course of your application in your resume, Candidate Information Sheet that you will be signing at the time of execution of this offer letter ("**CIS Form**") and such other information as may be requested by the Company. Any personal references and any negative report received by the Company from any person including your existing or earlier employer shall be confidential and solely for the Company's use, and you undertake not to request for a copy thereof or base a claim of any nature against any person including the Company with regard to such report or satisfaction reached by the Company;
2. Where required, you are able to provide evidence of your right to work and remain in India, in accordance with legal requirements, or being issued with the relevant work visa, work permits, residence cards, licenses, registrations or memberships;
3. Where required, you provide original documentary evidence of your previous employment, academic and professional qualifications as part of the background screening process;
4. You make full and frank written disclosure of all directorships and other positions of office that you currently hold;
5. You commence employment with Company on a date acceptable to Company and further that you are not subject to any restrictions arising from your current (or any previous) employment which may adversely impact on your activities for the Company;
6. You meet any further requirements as stated in this offer letter; and
7. You warrant and represent to the Company that all information, statements and documents made or provided to the Company for the purposes of any job application or any part of the recruitment process, including any application form or resume, are not misleading, false, incomplete or inaccurate for any reason, whether by way of any omission or otherwise.

Objections to the collection, use, storage, transfer or other processing of personal and sensitive information or withdrawal of consent may affect your employment with the Company as sharing of such information with the regulatory authorities both in India and other jurisdictions of operations can be an essential prerequisite of your job requirement.

We reserve the right to withdraw this offer as appropriate if any of the above conditions are not met, or if accepted, to rescind any agreement by reason of you failing to meet a condition precedent of employment, or to terminate your employment at our option.

By accepting this offer you acknowledge that you have been directed by the Company to comply with any continuing lawful and enforceable obligations that you may have to any former employer. You should make your line manager and HR representative aware of these obligations at the time of accepting this offer. This will include any post termination restrictions on your activities in relation to clients or employees of any former employer and any confidentiality obligations regarding trade secrets or other proprietary information belonging to your previous employer(s). Additionally, you should provide to the Company any correspondence from your former employer

which you receive following your resignation, such as a relieving letter, which summarizes the obligations by which your former employer believes you to be bound. In particular you agree not to bring to the Company any documents or other information in any format, will not download, email, copy or otherwise send to yourself or anyone at the Company any documents or information in any format from your former employer(s) or other parties to whom you owe a duty of confidentiality; will not disclose any confidential, proprietary or trade secret information of any former employer or its clients, and will not use, disclose or act on such information in performing your duties for the Company. If, in the Company's opinion, such obligations to your former employer would mean you could not carry out your role with the Company then we may rescind or revoke this offer of employment.

By accepting this offer, you are agreeable to keep yourself in reasonable readiness to move to whatever place of occupation, the Company desires you to undertake.

Your employment is transferable or, you may be sent on deputation or on secondment, to any location in India or abroad either within the Company or to any of its associate or sister concerns or its subsidiary whether existing today or which may come up in future at any time at the sole discretion of the Company.

In case an employee is paid 'Relocation' benefit as per Company policy, the Company reserves the right to recover the entire amount paid, should the employee voluntarily terminate the engagement / employment and /or the engagement / employment is terminated by the Company (on disciplinary grounds), anytime within twelve (12) months from the date of payout of the relocation benefit. In case you are entitled to 'Notice pay out' benefit as per Company policy, the Company reserves the right to recover the entire amount paid, should you voluntarily terminate your employment or your employment is terminated by the Company (on disciplinary grounds), anytime within twelve (12) months from your date of joining. The amount recoverable from you by the Company will be based on actual amount spent by the Company. The Company may at its sole discretion, if it thinks so fit to do, waive any portion of or the entire amount recoverable from you. The amount recoverable from you by the Company will be based on actual amount spent by the Company on such relocation and/or Notice Payout.

Your employment with the Company is at all-time contingent upon your adherence to the Company's policies and procedures applicable to all employees generally, and/or applicable to your position or within the Company, and as amended from time to time.

This Agreement is governed by and construed in accordance with Indian law and the parties submit to the exclusive jurisdiction of the Indian courts.

### **Representations & Warranties**

1. By signing this letter, you are representing to the Company that your acceptance of this offer and agreeing to employment with the Company under these terms will not conflict with, violate or constitute a breach of any employment or other agreement to which you are a party and that you are not required to obtain the consent of any person, firm, corporation or other entity in order to accept this offer of employment.
2. You further warrant and represent that you are not subject to any restrictive covenants or other continuing obligations that in any way restrict your ability to engage in or solicit any business of any type engaged in by the Company, or participate in recruiting or staffing efforts on behalf of the Company.

3. You further represent and agree that you will not knowingly use or otherwise disclose any confidential, business and proprietary or trade secret information obtained as a result of any prior employment in connection with the performance of your job duties for the Company, unless specifically authorized to do so by someone with the appropriate authority from the applicable place of former employment, and that this provision should be regarded as this Company's instruction for you not to do so. You represent that you have provided the Company with full and accurate documentation of your last drawn compensation. To the fullest extent permitted by law, you agree to keep the terms of this letter confidential, and agree not to share them with anyone except with your immediate family, personal, financial and legal advisors.

This letter supersedes any prior oral or written understanding regarding the terms and conditions of your employment with the Company and any changes to such terms must be in writing and signed by you and an authorized representative of the Company.

Assuming that you accept and agree to the terms of this letter, during the period which begins immediately after you sign and date this letter, and ends upon your actual commencement date, you acknowledge and agree that your employment with the Company will not yet have begun (the "**Interim Period**"). You further acknowledge and agree that your employment with the Company will begin on the commencement date when you start work for the Company. During the described Interim Period, this letter remains subject to rescission / revocation by the Company, in its sole discretion upon discovery of conduct or behavior by you which would constitute a breach of the representations and warranties set out in this letter; or such other behavior or conduct as is plainly and materially injurious to the Company, its business interests or its reputation.

During the Interim Period the Company will conduct verification of the information provided by you in your resume, CIS Form etc., in connection with your employment application and for employment purpose. By executing the CIS Form you give your consent regarding such background verification being conducted by the Company. In the event the Company consents to your employment commencing ahead of the satisfactory completion of the required background check(s), your continued employment will be conditional on the satisfactory completion of such background screening procedures. If the Company requires additional documentation in support of your background check you will be given a maximum of thirty (30) days from the Date of Joining to provide any such documentation. Consequently, in the event that you fail to provide any documentation within thirty (30) days, or the Company is not satisfied with the documentation, or the results of your pre-employment screening, Company will be entitled to withdraw or rescind this offer by reason of you failing to meet a condition precedent of employment, or to terminate your employment at its option. Your employment will cease without any entitlement to notice or pay in lieu of notice. In the event of withdrawal or termination, no further entitlements (including any sign-on incentives) will be payable and you will be required to repay any sign-on payments already made.



We believe that you are capable of making an outstanding contribution and we can offer you a challenging and rewarding career with the Company. Please review this letter and return the signed copy of this letter as your acceptance of the terms and conditions contained herein. If you have any questions or if there is any way I can help you further, please do not hesitate to call.

Sincerely,  
For **BA Continuum India Pvt. Ltd.**

---

**Jiten Kapoor**  
**Senior Vice President**

Date: **06 Oct 2022**  
Accepted and Agreed:

---

**Avijit Bhattacharjee**

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

City: \_\_\_\_\_

### Annexure I: Compensation Details

**Date of Offer: 06 Oct 2022**

**Name: Avijit Bhattacharjee**

**Job Title: Sr. Analyst**

**Band: 6**

#### Annual Compensation

Annual Compensation Components	(All figures are in Rs. per annum)
Basic Salary	910000
House Rent Allowance	455000
LTA	30000
Advanced Statutory Bonus	0
Employer's Contribution to Provident Fund	109200
Gratuity (as per payment of Gratuity Act)*	43771
BA Continuum Allowance	1052029
<b>Total Annual Compensation (CTC)</b>	<b>2600000</b>

#### Statutory Deductions:

1. Pursuant to applicable laws, rules, regulations notifications, ordinances and policies notified or promulgated and modifications thereof in effect from time to time and in accordance with Company Policies your compensation shall be subjected to necessary deductions towards provident fund contribution
2. Basis the eligibility criteria for your coverage under Employees' State Insurance Act, 1948 ("ESIC") and in line with the statutory requirements and amendments thereto from time to time, your salary will be subjected to necessary deductions towards employee's contribution to ESIC. The Company will make the necessary employer's contribution accordingly.

#### General Terms:

1. The design of compensation structure are subject to revision by the Company at any time, in line with the changing operating environment and applicable laws and therefore, compensation, statutory entitlements or contributions may undergo change. The company determines the amount of each compensation component in its sole discretion.
2. Upon joining the Company, you will also be enrolled in the hospitalization insurance scheme as applicable to employees at your level. In addition, you will be entitled to any other benefits, as per prevailing Company's Policies.
3. Taxes at source will be deducted as per provisions of Income Tax Act, 1961.

\* The Gratuity amount mentioned in the CTC is an indicative figure and used only for calculation purposes and the company will pay the Gratuity amount as per the norms laid out in The Payment of Gratuity Act, 1972.



**Cloudcraftz Solutions Pvt Ltd,**  
C703, UKN Esperanza, Thubarahalli,  
Ramagondanhalli Post, Varthur Hobli,  
Bengaluru - 560 066. Karnataka, India.  
CIN - U72900KA2019PTC125963  
www.cloudcraftz.com

**Private and Confidential**

**Ref: CC/20220623/1**

**Dated: 23<sup>rd</sup> June 2022**

**Mrs. Subhasish Saha,**  
C-4, Mandir Park, Nabanagar, Birati  
Kolkata-700051, West Bengal  
Email: subhasishsaha007@gmail.com  
Contact No: +91 8276887228

**Dear Subhasish,**

### **Offer of Employment**

We refer to your application for employment and subsequent discussions/interviews you had with us. We are pleased to offer you employment in the position of **Junior Data Scientist**, with Cloudcraftz Solutions Pvt Ltd (hereinafter referred to as "Cloudcraftz").



## 1. Remuneration

Your annual Cost to the Company (CTC) will be **Rs. 5,25,000/- (Rupees Five Lakhs and Twenty-Five Thousand Only)**. The break-up is as given below.

Salary Head	Monthly	Yearly
Basic	₹ 21,875.00	₹ 2,62,500.00
HRA	₹ 10,938.00	₹ 1,31,256.00
LTA	₹ 2,734.00	₹ 32,808.00
Special Allowance	₹ 6,403.00	₹ 76,836.00
PF - Company's contribution	₹ 1,800.00	₹ 21,600.00
	₹ 43,750.00	₹ 5,25,000.00

You are covered for Medical Insurance as per company policy and terms of the insurance service provider. Please note that from time to time you may have the option to cover other family members under the same insurance scheme subject to following:

- The insurance provider has made available such option to the company employees.
- Your share of actual premium to cover your family will be payable by you.
- This premium will be deducted from your salary in two installments.
- You can choose whom to cover under insurance like spouse, children, parents, or in-laws.

The structure and components may change at a later point by way of new components of pay or change in allocation percentage to the components. However, your Total CTC will be protected in all such cases.

## 2. Probationary Period

You will be on probation for a period of six months and may be confirmed as a regular employee upon successful completion of your probation. The period of probation can be extended for a further period of six months or part thereof.

## 3. Increments and Promotion

Your growth and increase in salary will depend solely on your performance and contribution to the company. Salary increases are normally given on an annual basis or from time to time as may be decided by the company.



### **Joining Formalities:**

Please submit the following documents electronically to the above person on or before joining. Once we ask you to visit our office physically, we will require you to bring the originals and submit 1 copy of each of the following testimonials.

1. Educational Qualification.

- SSC / Class X
- Graduation - degree certificate and marks cards of all years / semesters
- Post-Graduation - degree certificate and marks cards of all years / semesters

2. Work Experience

- Experience & relieving certificates of your current and all your previous employers.
- Latest pay slip, appointment letter of your current employer and Form - 16.

3. In addition, you would be required to submit 4 passport size photographs in color.

4. As part of background verification that we may carry out, you are required to produce

- Identity proof (any of the following: Passport, Driver's license, PAN card, Ration card, Voter ID card) 2 copies.
- Address proof in respect of residence where a person has stayed for the longest duration in the last 7 years. (Any utility bill - electricity, telephone, credit card).

5. Aadhar Card 2 copies.

Please feel free to contact Debasish Saha on phone 9845961984 or email [debasish.saha@cloudcraftz.io](mailto:debasish.saha@cloudcraftz.io) for any clarifications or assistance prior to joining.

Prompt receipt of the above testimonials would help us to complete the joining formalities seamlessly. Your co-operation is solicited in complying with the above.



**RefID: 16588397921341-11-2022**

**19-Nov-2022**

To,

Mr. Supriyo Mukherjee,  
Nilkuthidanga, Puruliya, WB.

Dear **Mr. Supriyo Mukherjee**

### **Letter of Appointment**

Congratulations! We welcome you to the global family of Dr.Reddy's Laboratories Ltd and are pleased to appoint you as **Research Associate** at band RA in our Business Unit Biologics based at Hyderabad, Telangana, India.

Your Target Total Compensation, including benefits will be **INR 4,35,000 (Rupees Four Lakh Thirty-Five Thousand only) per annum**. The detailed breakup of the same is enclosed herewith in Annexure I.

We believe people seek to work with us not only for money or the job opportunity, but also for the culture and the overall work environment we offer. In this context, we are happy to let you know that the following are the key tenets of our employee value proposition:

- Become a part of a team that cares.
- Enjoy professional freedom to create impact.
- Learn continually, excel and grow.
- Expect to be treated with respect.

Above all, we hope you will share and be inspired by our purpose of making the world a healthier place. **Because Good Health Can't Wait.**

We thank you for your decision to work with us and we are making arrangements to welcome you on-board on or before **11-Dec2022**. For any assistance you may need during your transition process please reach out to us at ([welcome@drreddys.com](mailto:welcome@drreddys.com), 07947171717 - Ext.1)

We wish you a fulfilling career, success and good health in your journey with us.

Best wishes,

**For Dr.Reddy's Laboratories Ltd.**

Md. Asif Ghani Haider  
Lead Talent Journey Ex and Performance

Encl:- Details of the policies and benefits applicable to you are captured in Annexure-I (Salary and Allowances), Annexure-II (Benefits), Annexure-III (Terms of employment) and Annexure-IV (Offer Acceptance)



## DCG DATA-CORE SYSTEMS (INDIA) PRIVATE LIMITED

January 18, 2023

**MS. TANIYA MONDAL**

**NGS: 6270**

Dear Ms. Mondal,

We are pleased to inform that your contract service as Project Associate - I has been extended till January 18, 2024 on the existing terms and conditions and as per prevailing company policy.

Sincerely,  
DCG Data-Core Systems (India) Private Limited,

A handwritten signature in blue ink, appearing to read "Urmi Roy", with a stylized flourish underneath.

Urmi Roy  
General Manager  
Human Resources

Cc: Accounts



## DREAM INSTITUTE OF TECHNOLOGY

Approved by AICTE & Affiliated to MAULANA ABUL KALAM AZAD  
UNIVERSITY OF TECHNOLOGY, WEST BENGAL (formerly known as WBUT)

Campus: Thakurpukur, Samali, B. H. Road, Kolkata – 700 104.

Phone No.: 033-2498 0376 \* Fax : 033-2398 0244

Admn. Office: 187/1, Block-J, New Alipore, Kolkata – 700 053.

Email Id: dream\_institute\_of\_technology@hotmail.com

Ref. No.: DIT/151/22-23

Date: 27.3.2023

To  
Ms. Shonali Chatterjee  
111/1, Netaji Subhas Road,  
Behala,  
Kolkata-700 034.

**SUBJECT: APPOINTMENT TO THE POST OF ASSISTANT PROFESSOR IN THE  
DEPARTMENT OF BASIC SCIENCE AND HUMANITIES (BIOLOGY)**

Madam,

We are glad to inform you that, you have been appointed as Assistant Professor in the Department of Basic Science and Humanities (Biology) in our institution i.e. DREAM INSTITUTE OF TECHNOLOGY, P.O. Nahazari, Village: Samali, P.S. Bishnupur, 24 Parganas (S), Kolkata – 700104 on the following Terms and Conditions:-

1. Please note you will be in Probation Period of 12 months from the date of joining. During the probation period you will be placed in the Pay Band of Rs. 15600–39100.
2. Your Emoluments will be Rs. 70,000.00 per month.
3. Your performance will be evaluated and you will be rewarded appropriately for publications, outstanding student projects or on undertaking any consultancy work as per Service Rule Book.
4. During the period of your service at the institute, you shall be expected to:
  - i) Take compulsory/optional courses in each semester in subjects in which you have expertise/you have acquired expertise during the process of teaching and research or in areas required by the department as the case may be.
  - ii) Involve in teaching, development of teaching and research and any other Institutional Programme.
  - iii) Undertake Research on your own or in association with other members/ groups of faculty in any recognized Institute jointly with this Institution.
  - iv) Participate/organize in the conduct of the Seminar/Symposium/Summer or Winter Workshops/continuing education or other short –term training Programme.
  - v) Undertake consultancy activity individually or jointly with other members of the faculty from time to time without detriment to your normal assignment.
  - vi) Take up other examination/ teaching /research related activities or assignments of general nature that may be assigned to you from time to time.



Name: Shahnaz Akhtar  
Employee No: CL-WB-319  
Designation: Medical Writer  
Department: Research & Content Editing

Date: 17/04/2023

**Confirmation Letter**

Dear Shahnaz,

We take pleasure in informing you that your service has been **Confirmed** with effect from 29th August, 2022.

All the other terms and conditions from the Appointment letter remain unaltered.

We look forward to your continued dedicated performance.

Please acknowledge your acceptance by signing this letter in duplicate and return the copy to Human Resource department.

Best Regards,  
For **Clirnet Services Pvt. Ltd.**

  
Authorized Signatory

Date-17.04.23

---

**Clirnet Services Pvt. Ltd.**

REGISTRATION									
4410205662	PRIYADARSHINY SENGUPTA	9			7358	9	67	25	Principal Chief Commissioner of Income Tax, Bengaluru





इंस्टीट्यूट ऑफ बैंकिंग पर्सोनेल सिलेक्शन

(भारतीय रिजर्व बैंक, केंद्रीय वित्तीय संस्थानों व सार्वजनिक क्षेत्र के बैंकों द्वारा स्थापित एक स्वायत्त संस्था)

INSTITUTE OF BANKING PERSONNEL SELECTION

(An autonomous body set up by Reserve Bank of India, Central Financial Institutions and Public Sector Banks)

असेसमेंट में, हम पर भरोसा रखता है भारत

In assessment, India trusts us

**Combined Result for Online Main Examination & Interview for Recruitment of Probationary Officers/ Management Trainees in Participating Banks-(CRP- PO/MT- XII).**  
**for Vacancies of 2023-24**

Name of the candidate	CHANDRADEEP ROY
Roll No.	3261014526
Registration No.	2160291213
Category	SC
Details of Combined Score Obtained in Online Main Exam & Interview	41.78 (out of 100)

We are glad to inform you that based on your performance in the Online Main Examination and Interview, the order of preferences registered by you, vacancies furnished by Participating Banks for 2023-24, spirit of Govt. guidelines, administrative exigency etc. you have been provisionally allotted against vacancies in SC category in UNION BANK OF INDIA

Please note:

1. The provisional allotment is subject to your fulfilling the eligibility criteria for Participating Banks and further scrutiny of relevant documents in support of your eligibility and identity (identity verification) to the satisfaction of UNION BANK OF INDIA . This does not constitute an offer of employment.
2. In case it is detected at any stage that, you do not satisfy the eligibility criteria at any stage of the recruitment process your candidature/ chance in the process shall stand forfeited.
3. If you do not avail the provisional allotment to/ offer/ appointment from the Participating Bank named above your candidature/ chance in the process shall stand forfeited.
4. The minimum qualifying marks in interview is 40% for General/ EWS (35% for SC/ST/OBC/PWBD categories)
5. The weightage (ratio) of Online Main Examination and Interview is 80:20
6. Offer of appointment including terms and conditions, formalities for verification, joining etc. will be issued by the above mentioned Participating Bank in due course. Decision of Participating Banks shall be final and binding.



Dear Gunjarica Dasgupta

We are pleased to inform you that the management of WriteX has decided to Promote you to the position of **Acting Team Leader**, effective from **1<sup>st</sup> July 2023**, considering your past work experience and your skills. You are required to handle the team in case any team leader is absent.

We would like to congratulate on behalf of the management of WriteX for the promotion. Also you will be getting a hike of **Rs 1000** effective from July. Your monthly Gross Salary will be **Rs 17000**.

The Human Resource Department will be available for your help and understanding of the position in a detailed way.

Wishing you good luck with your new role and new responsibilities. May you always make WriteX proud.

---

WriteX

Address: 6/8, Kali Charan Ghosh Road, Sinthi, Kolkata - 700050

Contact Number: +91 9147780406 / +91-8100977068/69

Email: [info@writex.co.in](mailto:info@writex.co.in)

Website: [www.writex.co.in](http://www.writex.co.in)





**WriteX**  
Address: 6/8A, Kali Charan Ghosh Road, Sিন্ধে, Kolkata - 700050  
Contact Number: +918837546299/+917003306879  
Email: info@writex.co.in  
Website: www.writex.co.in

**Letter of Appointment**  
**(Private and Confidential)**

**Date:** 02/05/2023

**Name:** Gunjarica Dasgupta

**Address:** 614/A Block-E Baghajatin, Aroti Abason 2nd floor, Kolkata-700086

Dear Gunjarica,

With reference to the discussion, we had with you, we are pleased to appoint you as **Subject Matter Expert** under the following terms and conditions:

**1. Commencement Date**

Your date of appointment will be effective from 03/02/2023.

**2. Salary and Benefits**

Your salary will commence at ₹16,000 per month.

The below salary structure will be applicable only after successful completion of the probation period and the same are detailed in Annexure attached herewith.

<b>Employee Name</b>	<b>Gunjarica Dasgupta</b>
<b>Designation</b>	<b>Subject Matter Expert</b>
<b>Cost to Company(annually)</b>	<b>₹1,92,000</b>



UDISE NO: 15111107809  
**DOON INTERNATIONAL SCHOOL, BASIRHAT**  
**(A CO-EDUCATIONAL DAY SCHOOL)**  
VIII: Pifa, PS: Basirhat, Dist: North 24 Parganas, W.B. 743422

Date: 06/04/2023

Ref. No: DISB/12/13/2023

To  
Didhiti Das  
Bhagabanpur131/H/18, Beliaghata  
Kolkata - 85  
West Bengal



Sub: Appointment Letter

Dear Sir/Madam

With reference for your application & subsequent interview, we are pleased to appoint you at the post of Asstt. Teacher in the Doon International School Basirhat from **06/04/2023** on the following terms & condition.

1. Your appointment as **Asstt. Teacher** in our organization shall take effect from **06/04/2023**.
2. Your appointment would be based on the information furnished by you in your application for employment & your subsequent interview with us.
3. As you accepted this offer letter you shall have to abide by the terms & condition & the rules of this organization in force from time to time. You shall agree the emolument & the assignments as offered to you from time to time at the discretion of the appropriate authority in the organization.
4. You shall follow the instruction & direction as may be given by the Head of the Doon International School, other officers of the organization & discharge your duties accordingly. Your main job is as discussed with you for the academic session **2023 - 2024**.
5. The employer/ employee wants to discontinue the service by giving 3 month prior notice period applicable from both sides.

You are requested to sign the duplicate copy of this letter as a token of your acceptance of this of appointment.

Yours faithfully,

  
Principal  
DOON INTERNATIONAL SCHOOL  
Pifa, Basirhat (W.B.)

Lenovo K10 Note  
AI Triple Camera



**16. General**

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time. You should not use any official asset for any personal use.

- You will keep us informed of any change in your residential address, your family status or any other personal particulars relevant to your employment.
- You shall be bound by the Company Policy for the time being in force and as varied from time to time.
- In case of any dispute, the jurisdiction to entertain and such dispute shall vest exclusively in a Court of competent jurisdiction of our head office location.
- The terms of this offer detailed above are strictly confidential including your salary and should be treated as privileged information between you and the Company.
- You are requested to please signify your unconditional acceptance of this offer by signing and returning to us the duplicate copy of this letter.

We welcome you to the **FastInfo** family and trust we will have a long and mutually rewarding association.



Signature

*Saniya Mukhopadhyay*

Acceptance  
Signature



# FORM 11

[ See rule 58(2) ]

Name Of District : **NORTH 24-PARGANAS**

Name Of Block : **BANGAON**

Name Of Gram Panchayat : **GHATBOUR**

Trade Registration No:- **116**

Trade Registration Date:-**09-May-2023**

Trade Registration Certificate issue No:- **1**

Issue Date:-**09-May-2023**

Trade Registration Certificate issued for the period of: **2023-2024,2024-2025,2025-2026**

To **MD SULTAN AHAMED DAFADER**

(Name of Prop/partner/Director)

Full Address :

VILLAGE	BHIRA	PARA -	PURBOPARA
POLICE STATION -	BONGAON	POST OFFICE -	CHHAYGHARIA
MOUZA -	106 PAIKPARA	DAG -	2213
PIN NO -	743405		

Gram Sansad/ Part No. BHIRA

Description of Trade :EXPORT AND IMPORT

Gram panchayat acknowledges a sum of **Rs. 1500** (Rupees One Thousand Five Hundred Only)

From **SULTAN ENTERPRISE**

(Name of Trade)

Grant of this certificate shall not absolve the applicant from the requirement of procuring all the statutory clearances to be obtained from the appropriate authority before actual commencement of the trade. If any violation/default is noted later is, the certificate shall be liable to be cancelled and the trade/business shall be closed down with immediate effect.

**This Certificate Is Electronically Generated**

N.B.: Gram Panchayat has every right to cancel or revoke or not allowing renewal of registration at any time

Ref. Application Docket No. SSNOCD85665588N

<https://prd.wb.gov.in/>



**GOVERNMENT OF INDIA**  
**MINISTRY OF HOME AFFAIRS**  
**UNDER TAKING**  
**NATIONAL INVESTIGATION AGENCY**



**I.D. CARD NO: E788**



**NAME: ANUPAM SHARMA**  
**RANK: HEAD CONSTABLE (JUNIOR)**  
**DATE OF ISSUE: 22.09.2023**  
**DATE OF BIRTH: 27.09.2002**

*Anupam*

Holder's Signature

*(N. K. Tyagi)*

(N. K. Tyagi)  
Superintendent of Police (Adm), NIA



Date : 28<sup>th</sup> Apr 2023  
Emp Name: Sharoshi Dutta Majumder  
Emp ID : TM364

**Promotion and Appraisal Letter**

Dear Sharoshi,

**Hearty Congratulations!**

Following the review of your performance during the current review cycle, we're excited to promote you as "Manager Business Development".

The revisions will come in effect from **April 1<sup>st</sup> 2023**. Your performance this year you have met expectations, and the growth you've shown can be an example to others looking to take their careers forward.

The details of your revised remuneration and benefits are given below:

In recognition of your performance to the organisation, we are delighted to revise your CTC to **INR 9,00,000/- (with 5,60,000 fixed + 2,40,000 variables + 50,000 if target touching 1.75 Crores or 1,00,000 if it is 2+Crores as Yearly Bonus)**.

This year will be a great year for your growth and for the organisation. Your reporting manager will take you through in detail the target for business development, but briefly mentioned below.

1. The total revenue target will be 1.5CRs, split month on month basis.
2. The total conversions are 78 enterprise and medium size clients
3. The scorecard structure will be based on a combination of the below:

**Weightage - Conversion 35%, First Order Billing 35%, KAM Billing 25% & Ownership/Team Collaboration 5%.**

Other terms and conditions of your offer letter remain the same. We hope you will take your new responsibilities with full dedication and sincerity.

We hope that you will continue your progress with the same dedication and commitment.

**For Text Mercato Solutions Private Limited,**

DocuSigned by:  
  
31F04C7298EA42E...  
Kiran Ramakrishna  
Authorized Signatory

#U22130KA2015PTC078195  
www.textmercato.com

No (Old 313), New 19/1, 4th Cross, 1st Block, Jayanagar Bangalore KA 560011



## Salary Breakup:

Particulars	Annual	Monthly
Fixed CTC	560,000	46,667
Variable pay	240,000	20,000
Bonus	100,000	
<b>CTC to the company</b>	<b>900,000</b>	<b>66,667</b>
	Annual	Monthly
Basic	224,000	18,667
HRA	89,600	7,467
Transport & Medical Allowance	50,000	4,167
Employer's Contribution to PF (12%)	21,600	1,800
Meal Card	26,400	2,200
Flexible Package (*)	91,000	7,583
Special Allowance	57,400	4,783
<b>Fixed CTC</b>	<b>560,000</b>	<b>46,667</b>
Variable pay	240,000	20,000
Bonus	100,000	
<b>Cost to Company (CTC)(Fixed+Variable)(A)</b>	<b>900,000</b>	<b>66,667</b>
<b>Deductions</b>		
Employer's Contribution to PF (12%)	21,600	1,800
Employee Contribution to PF (12%)	21,600	1,800
Professional Tax	2,400	200
<b>Total Deductions (B)</b>	<b>45,600</b>	<b>3,800</b>
<b>Net Salary (A-B) In hand</b>	<b>854,400</b>	<b>62,867</b>
Flexible Package (Maximum)		
Telephone reimbursements	24,000	2,000
Professional Development	6,000	500
LTA	56,000	4,667
Gift	5,000	417
<b>Total</b>	<b>91,000</b>	<b>7,583</b>
(*) FP components are paid against bills. Unclaimed amount is c/f to the subsequent month. Unclaimed amount at the end of the year is paid as a special allowance. An employee can choose to get this paid as a part of a special allowance on a monthly basis in which case it is completely taxable. ** Income tax deductions will be deducted as per Regulations & Standards of Income tax department		

Government of India  
Department of Posts, India

Office of the Senior Superintendent of Postoffices, Bankura Division, Bankura

ORDER OF PROVISIONAL ENGAGEMENT

A-1/Motukbani BO/GDSBPM/Cycle-IV

In response to the notification No. .

Shri/Smt/Ms. KUNTAL PAN son / daughter of  
Shri. SUKUMAR PAN whose Date of Birth is 15/01/2002  
and who belongs to EWSNot EWS category/selected against EWS category is hereby  
engaged as GDS BPM, Motukbani B.O  
Saltora S.O/Bankura H.O in account with under  
on PROVISIONAL BASIS with effect from dated  
20/01/2023 AN/FN in the TRCA scale of 12000. He/she shall be paid such  
allowances as are admissible from time to time.

2. Shri/Smt/Ms. KUNTAL PAN Son/daughter of Shri  
SUKUMAR PAN should clearly understand that his/her engagement  
as GDS BPM, Motukbani B.O in account with / under  
Saltora S.O/Bankura H.O shall be in the nature of a contract  
liable to be terminated by him/her or by the undersigned by notifying the order in writing and  
that his conduct and Engagement shall be governed by the department of Posts, Gramin Dak  
Sevak (Conduct and Engagement) Rules, 2020 as amended from time to time.

3. This Provisional Engagement is subject to satisfactory verification of the prescribed  
educational qualification, community certificate and other certificates, wherever prescribed. The  
candidate will have to undergo satisfactory prescribed Induction Training course and Practical  
Training as and when issued.

4. The engagement is provisional and subject to certificates being verified through proper  
channels. If the verification reveals that the claim of the candidate belonging to Scheduled  
Caste/Scheduled Tribe /Other backward classes/(not belong to creamy layer)/ is false or  
educational certificates are not genuine or found unfit on Police Verification, his/her

Engagement shall be terminated forthwith without assigning any further reasons and without prejudice to other criminal/legal action as may be taken under the provisions of Indian Penal Code for production of false certificate as a consequence.

5. The engagement of (Economically Weaker Sections) EWS candidates is provisional and is subject to the Income and Asset certificate being verified through proper channels and if the verification reveals that the claim to belong to EWS is fake/false the Engagements 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.

6. The BPM will have to provide accommodation for Branch Post Office at Branch Office Village if the accommodation is not provided by Central Govt/State Govt/Gram Panchayat or any other local Body as per standard prescribed by Directorate order no.17-31/2016-GDS dated 25.06.2018 & 28.09.2018 (which has already been mentioned in notification

..... As per Rule 3-A(vii) of GDS (Conduct and Engagement) Rules 2020, you should take up residence in Post Office village within a month of selection but before engagement as it is mandatory to you by these Rules. Failure to reside in place of duty for GDS BPM after engagement shall be treated as violation of conditions of engagements and liable for disciplinary action under Rule-10 of GDS (Conduct and Engagement) Rules, 2020 resulting in removal/dismissal from engagement.

6.1 Failure to reside within the delivery jurisdiction of the Post Office for other categories of Gramin Dak Sevaks after engagement shall be treated as violate of conditions of engagement and liable for disciplinary action under Rule 10 of the GDS (Conduct & Engagement) Rules, 2020 requiring removal/dismissal.

7. At present DARPAN devices are using Network Service Providers(NSPs) viz, Airtel, Voda-idea & BSNL etc. for ensuring connectivity to Branch Post Offices. While providing accommodation for GDS BO, it should be ensured that, Network is available for any one of these NSPs.

8. You will have to furnish declaration for having knowledge of cycling. If you are having knowledge of riding a scooter or motor cycle, that may be considered as knowledge of cycling. The candidate has to submit a declaration to this effect and has to produce driving license.

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

Bankura Division  
Bankura 24/10/23  
Bankura Sr. Supdt. of Post Offices  
Bankura बैंकुरा मंडल / Bankura Div.  
Bankura बैंकुरा / Bankura-722101

A copy of this memo is issued to:

- ✓ The candidate..... **KUNTAL PAN**.....  
..... **n0190,Sahas-Benerchak Road,Sahas,Lowgram,722141**.....
- II. PF of the candidate
- III. Postmaster /SPM..... **Saltora S.O/Bankura H.O**.....
- IV. Divisional Office..... **Bankura**..... for information.
- V. The **Assistant Superintendent of Postoffices,Bankura Central Sub Division**  
for information.
- VI. O/C/Spare



## SBI JUNIOR ASSOCIATE 2022-23: LETTER OF APPOINTMENT

1 message

AGM PER-HRD LHO KOLKATA <agmphr.lhokol@sbi.co.in>  
To: arayaan2015@gmail.com <arayaan2015@gmail.com>

Thu, 13 Apr, 2023 at 9:06 pm

### LETTER OF APPOINTMENT

To,

**SHRI AYAN SARDAR**

**Roll No: 3841008032**

**S/D of: BADAL CHANDRA SARDAR**

**BARUIPUR SUBBUDDHIPUR DEY PARA,**

**DIST:KOLKATA,**

**STATE: WEST BENGAL,**

**PIN CODE: 700144**

**MOB:7890357052**

**Ref No: PER/RC/L/1555**

**Date: 13.04.2023**

### RECRUITMENT IN CLERICAL CADRE

#### ROLL NO: 3841008032

In continuation of Offer letter no. PER/RC/L/1065 dated 23.03.2023 issued by **The Assistant General Manager (HR)**, State Bank of India, Local Head Office, Kolkata, we are pleased to inform you that you have been appointed as a "**Junior Associate (CS &S)**" in clerical cadre in the Bank in the pay scale of Rs. 17900-1000/3-20900-1230/3-24590-1490/4-30550-1730/7-42660-3270/1-45930-1990/1-47920, as permissible under Bank's rules, on the terms and conditions mentioned below. The above pay scale is subject to review in the wage negotiations. In case of candidates selected as ex-servicemen, the pay-fixation on joining the Bank will be done as per the guidelines issued by Indian Banks' Association and Government of India, Ministry of Finance, Department of Finance Services. The latest instructions in this regard are enclosed.

(a) Your service in the Bank will be governed by the provisions contained in Sastry & Desai Awards as amended from time to time by industry or bank level settlements with recognised unions and provisions contained in Code of Conduct.

(b) You will be required to perform all the duties and responsibilities, as prescribed by the Bank for "**Junior Associate (CS &S)**" from time to time.



(c) You will be on probation for a **period of six months** with effect from the effective date of joining. Prescribed number of e-lessons are required to be successfully completed by you during the probation period. Failing which, your probation period will be extended and/or your service can be terminated.

(d) During the period of your probation, your performance will be evaluated. The Bank will be entitled to extend the said period of probation, if your work is not found to be satisfactory during the probation period. Your confirmation will also be subject to receipt of satisfactory report about your character and antecedents from the police authorities and from the referees named by you.

(e) Even after your confirmation in the Bank, if any adverse report is received from the police Authority and/or from the Referees named by you about your character and antecedents, your service in the Bank will be liable to be terminated.

(f) The Bank will be entitled to terminate your service during period of your probation by giving one month's notice or on payment of a month's pay and allowances in lieu of notice. If you desire to leave the service of the Bank during probation period, you will have to give 14 days' notice in writing or pay an amount equivalent to 14 days' pay and allowances or if you fail to pay the amount as stated above, the Bank reserves the right to recover the amount from your salary & allowances or any other amount payable to you and the Bank is otherwise also entitled to recover the same.

(g) On confirmation you will be entitled to draw salary and allowances as applicable to Junior Associates (CS & S) pursuant to the provisions of the Sastry/Desai Awards as amended from time to time as per the Bipartite Settlements, and/or as prescribed by the Bank.

(h) You will be entitled to the usual leave on pro-rata basis as per the provisions of the Sastry/Desai Awards as amended from time to time. Please note that absence from duty in excess thereof during the period of probation will result in probation being correspondingly extended by the period of such absence automatically. In case the absence is for a longer period, then the bank may terminate your services, without any prior notice.

(i) In the event of change in your religion, it will be necessary for you to inform the Bank as soon as the same takes place for record.

(j) The appointment is subject to the final outcome of any Writ Petition / other cases pending in the High Court / other Courts in this regard.

(k) The appointment is provisional and is subject to the caste/tribe/income and asset/PWD certificate(s) being verified through the proper channels and if the verification reveals that the claim to belong to Scheduled Caste or Scheduled Tribe or OBC or EWS or PWD, as the case may be, and not belonging to creamy layer 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 certificate.

(l) Should you be considered by the Bank at the end of the probationary period as suitable for the position and you have to the satisfaction of the Bank, complied with all the terms and conditions stipulated in this letter, and if the reports of the concerned References/Police/District Authorities regarding your character and antecedents are found satisfactory, your appointment may then be confirmed by the Bank. Otherwise, it will be terminated without assigning any reasons whatsoever. On confirmation you will be entitled to draw salary and allowances as applicable to you and subject to the provisions of various Awards as amended by Bipartite Agreements between the Bank and the Employee's Union/Federation from time to time.

(m) You will also be entitled to the usual benefits such as Gratuity as per Payment of Gratuity Act, Contributory Provident Fund, Leave Fare Concession, Encashment of leave, Medical Facility etc. as permissible under the Bank's rules from time to time.

(n) You will be entitled to the benefits under 'Defined Contribution Pension Scheme' and will not be entitled to the benefits under any other pension scheme of the Bank.

(o) You will not be entitled to become member of SBI Employees Mutual Welfare Scheme.

(p) You shall give an undertaking to the Bank that you will be prepared to serve anywhere in India, at any branch/office of the Bank at any time, should the exigency of service so require and/or wherever required by the Bank. The Bank shall be entitled not to consider your application for transfer, if made, to a place of your choice within Circle/State at least for a period of three years from the date of your appointment. There is no provision of Inter Circle Transfer/Inter State Transfer.

(q) You shall be bound by the provisions of the various Awards as well as the Bipartite Agreements entered into by the Bank and the Employees' Union/Federation as also to any modifications thereto from time to time.

(r) Your duties in the Bank will be as may be communicated to you from time to time by way of circulars/e-circulars. You will also be required to work on computers and key in all the vouchers in the system and put through all transactions, feed/analyze/compile, type the data etc. in the computer without any special compensation/allowance.

(s) You will comply with the "Code of Conduct of the Bank while using internet or social media."

(t) The Bank reserves the right to change your designation at any time and may require you to perform any other/additional duties as may be required by the Bank.

(u) You will have to sign a declaration of fidelity and secrecy, letters of undertaking etc. as prescribed by the Bank.

(v) If you have served elsewhere, please arrange to furnish a discharge/clearance certificate from the previous employer before joining the service of the Bank.

(w) Please note that in the event of any of the information, declarations, certificates/ testimonials being found incorrect/false/fake/invalid/forged, or you have concealed or suppressed any material facts, this appointment shall be deemed invalid ab initio and you will render yourself liable for appropriate action including departmental action, removal/dismissal from service.

2. You are hereby required to report to the **Chief Manager (HR), AO Bidhan Nagar, 1/16 VIP ROAD, Near HUDCO More, Opposite to Tata Communications, Kolkata-700054** on **17.04.2023** at **9.30 am** for completion of joining formalities, and subsequent posting thereat. Please carry a copy of this appointment letter, Original Offer Letter, Pending Documents (if any), Caste Certificate (for SC/ST/OBC/EWS candidates) and your identity proof while reporting there.

3.The date of attending the first session of the training at the State Bank Institute of Learning & Development (SBILD) or Designated place, after receiving this appointment letter will be the effective date of your appointment in the Bank.

4. Please acknowledge receipt of this letter and return to us the enclosed duplicate of this letter duly signed by you in token of your having accepted the appointment as “Junior Associate (CS &S)” in Clerical cadre on the terms and conditions stated above.

Yours faithfully,

I accept the above terms & conditions

Assistant General Manager (HR)

(Signature of the candidate)

LHO, Kolkata

Name:

The information in this mail is confidential and is intended solely for addressee. Access to this mail by anyone else is unauthorized. Copying or further distribution beyond the original recipient may be unlawful. Any opinion expressed in this mail is that of sender and does not necessarily reflect that of State Bank group.

---

Ref. No.: AU/OFFL/TE/2023/05/006

Date: 04-05-2023

To,  
Ms. Koushani Roy  
6, Talbagan Main Road, P.O. – Nonachandanpukur,  
Barrackpore, Kolkata – 700122.

Email: kaushani.roy.08@gmail.com  
Contact No: 8910624126

**Subject: Offer Letter for the post of Visiting Faculty under Department of Mathematics in the School of Basic and Applied Sciences at Adamas University.**

Dear Ms. Roy,

We are pleased to intimate that your name has been recommended for the position of Visiting Faculty under Department of Mathematics in the School of Basic and Applied Sciences.

- Your remuneration will be Rs. 1000/- (Rupees One Thousand only) per class.
- You will be required to take 9 lecture hours per week and total 36 no. of lectures per month as assigned by the School, unless otherwise specifically requested by the HOD/Dean.
- If the aforesaid offer is acceptable to you, kindly send your acceptance within next two days indicating the tentative date of your joining. Failing to adhere to the stipulated time line will result in the offer being revoked.

You are required to submit the photocopies of the following documents at the time of joining:

- Educational/Professional qualification mark sheets & certificates
- Release letter, previous experience certificate and last 3 months' salary slip
- Photo copies of Voter ID Card, PAN Card and Aadhar Card
- Medical fitness Certificate from registered medical practitioner
- Two copies of your recent passport size coloured photographs
- Updated CV
- One Cancelled Cheque

You have to produce the original documents for verification at the time of joining.

With Best Wishes,

Yours sincerely,

  
Registrar



## Foreign Contract Worker Agreement IND

### **MOLTONROX SOLUTIONS, INC.**

670-7360 137th Street  
Surrey, BC V3W 1A3  
Canada  
Tel: 778-564-0031  
Email: [moltonrox@gmail.com](mailto:moltonrox@gmail.com)

### **PRIVATE & CONFIDENTIAL**

May 1st, 2023

Ms. Rashmita Guha  
93/2/3 Dharmatala Road  
Belur Math  
Howrah 711202  
Cell: +91 89811 67645  
Email: [rashmita.guha96@gmail.com](mailto:rashmita.guha96@gmail.com)  
Passport #59102902  
Expiry: 12/12/2028

Dear Rashmita,

We are pleased to offer you employment with MoltonRox Solutions Inc. ("MoltonRox") on the terms and conditions set out below.

### **Position**

Content Writer

### **Salary and Pay Schedule**

Your salary will be INR 35,000 per month as a contract-based employee, payable on the 5<sup>th</sup> of the following month. MoltonRox does not withhold any taxes or pay any taxes on your behalf. You will be liable for all taxes associated with your salary if applicable to you.

### **Full-Time Employment**

Your full-time employment will be for an indefinite term until terminated by either party and will commence May 1st, 2023 (the "Effective Date") from which date you will assume full responsibilities of your role.

### **Employee Productivity Monitoring**

During your term as a work from home employee, you agree to install a performance and productivity monitoring software on your work device as the software reports are used to confirm working hours and

Rashmita Guha  
22.09.2023

process payments. Tempering or removing the software without prior reporting will be equivalent to not reporting to work and considered unpaid time off.

#### Exclusive Employment

This contract is for your Exclusive Employment with MoltonRox. During the term of your employment with MoltonRox, you cannot be employed by another employer or be freelancing your services.

Contravention of this rule will be deemed as voluntary termination by you and the Company shall not be liable for payment of any compensation or benefits to you from the date of termination.

#### Responsibilities

##### **WORK PRODUCT**

1. You will be expected to perform work in a professional manner and complete assignments on time.
2. You will be expected to accept job assignments willingly and perform them in a satisfactory manner.
3. You are expected to familiarize yourself with the office procedures, rules and regulations and to be able to answer routine questions regarding the same.
4. You will be expected to keep organized, neat, and accurate records.
5. You will be expected to pay attention to detail when completing assignments.
6. You will be expected to complete tasks as assigned.
7. You will be expected to organized filing system that enables others to access necessary files in case of your absence. Filing system is assigned by Supervisor.
8. You will be expected to maintain timekeeper of working hours and time off during working hours.
9. You will be expected to find alternative solutions in case of power outage and internet outage. Please plan for back-up solutions ahead to avoid work interruption.

##### **DEPENDABILITY**

1. You will be expected to complete all work assignments by their deadlines except under unusual circumstances.
2. You will be expected to spend a little extra time preparing for the job and then to perform the assigned task satisfactorily.
3. You will be expected to report to work at 9:00 A.M and observe scheduled work and meal breaks. This includes availability for video calls without notice.
4. You will be expected to have Professional attire during working hours for video meetings.
5. You will be expected to attend short notice meetings and available for video meetings at all times.
6. You will be expected to inform your supervisor if you must be late or absent ahead of time.
7. You will be expected to notify the Supervisor if you are leaving your office.
8. You will be expected to refrain from conducting personal business during working hours and to notify Supervisor for unexpected circumstances.
9. You will be expected to request leave in advance at times that do not hinder office operation.

##### **COOPERATIVENESS**

1. You will be expected to be more friendly while performing your daily tasks.
2. You will be expected to refrain from gossiping with other employees.

Rashmita Gaba  
22.09.2023

3. You will be expected to accept the tasks you are assigned without complaining.
4. You will be expected to contribute to the work group's overall productivity as appropriate, helping coworkers when possible.
5. You will be expected to share your ideas with other employees.
6. You will be expected to maintain a friendly, helpful, supportive and team-like atmosphere among coworkers.

#### **ADAPTABILITY**

1. You will be expected to work well with clients.
2. You will be expected to look for ways to improve your own job and the jobs of your subordinates.
3. You will be expected to work without complaining or hesitating when trying new methods or procedures.
4. You will be expected to adapt work habits to new or unexpected circumstances. Notify and lead others as appropriate when circumstances change suddenly.
5. You will be expected to accept and be responsive to constructive criticism without taking it personally.
6. You will be expected to be open to changes in office policy or personal goals.
7. You will be expected to willingly accept the new performance appraisal system.
8. You will be expected to be sure your actions are consistent with agency goals.
9. You will be expected to willingly accept input from others regarding ideas for improvement.

#### **COMMUNICATION**

1. You will be expected to answer the phone with no delays during working hours, including video calls.
2. You must be accessible via phone or what's app during working hours. What's app read receipt must with turn on during work hours.
3. You will be expected to answer the phone courteously within 3 rings.
4. You will be expected to communicate clearly when speaking or writing.
5. You will be expected to lead and wrap your work often during working hours.
6. You will be expected to keep your supervisor informed of problems as they develop.
7. You will be expected to check voice mail regularly, email and text messages frequently. All text received notification should be on at all times.
8. You will be expected to maintain confidentiality of all information During the term of your employment and thereafter, you shall keep confidential all information of a confidential or proprietary nature concerning Molteno, Partner Companies and its clients, and shall not use that information for your personal advantage or the advantage of any third parties including your work portfolio.
9. You will be expected to share messages from Coworkers or Clients by management when requested.

#### **DAILY DECISION MAKING/ PROBLEM SOLVING**

1. You will be expected to resolve daily problems independently.
2. You will be expected to refer all questions you cannot answer to the appropriate person.
3. When bringing a problem to your supervisor's attention, be prepared to recommend a possible solution.
4. You will be expected to work independently to solve problems or seek needed information.
5. You will be expected to gather all facts before resolving a problem, even if you have to call the parties involved back.

Rachmita Gulia  
22.09.2023

5. You will be expected to make decisions only after getting input from the people who will be affected and weighing all the different issues.
7. You will be expected to think more openly about new possibilities. Try new ways of doing things using new technology.
8. You will be expected to use good judgment in making decisions regarding routine operating procedures (i.e. assessing crisis situations, scheduling/rescheduling of appointments, handling late arrivals, handling phone messages, etc.).
9. You will be expected to consult with your supervisor regarding situations outside the scope of your authority.

#### **SERVICE TO CLIENTS**

1. You will be expected to listen to the clients carefully in order to determine their needs.
2. You will be expected to follow-up with clients to make sure their needs have been met.
3. You will be expected to maintain confidentiality of all conversations, events, etc. that occur in your office.

#### **Additional Job Duties include:**

- As described on job advertisement.
- Daily work should be periodically saved on google drive every 3 hours for management review.
- All end of day completed work needs to be saved on google drive before logging out for the day.
- You must be available to answer team calls immediately during work hours.

#### **Working Hours**

Your scheduled working hours are from 9am to 6pm Monday to Saturday.

#### **Paid or Unpaid Time Off Notice**

Time off must be requested and approved by email to Manager, 30 days notice is required in advance for 2 days or less, 60 days notice is required in advance for up to 5 days, 90 days notice required for more than 5 days or more.

#### **Sick Days**

All sick leave's must be accompanied by a Doctor's Note for the sick days upon your return, otherwise it will be considered an absence. Sick days are unpaid.

#### **Vacation**

You will accrue 30 paid vacation days after 1 year of continuous employment with MohonFox.

#### **Paid Public Holidays**

New Year's Day	Independence Day	Gandhi Jayanti
Republic Day	Diwali	Christmas Day

#### **Workplace Policies**

As an employee of MohonFox you will be subject to a number of policies, procedures and other management decisions during your employment. MohonFox shall be entitled to introduce new policies, or amend or delete existing policies as conditions warrant and such introduction, amendment

Rachonita Gubia  
22.09.2023



or deletion shall not constitute a breach of this Agreement.

**Confidentiality**

During the term of your employment and thereafter, you shall keep confidential all information of a confidential or proprietary nature concerning MoltonRox, Partner Companies and its clients, and shall not use that information for your personal advantage or the advantage of any third party. Additional Confidentiality Addendum will be provided.

**Personal Information**

During the term of your employment, you shall not use any of company property for personal purposes without written authorization.

**Return of Company Property**

You agree to return to MoltonRox immediately upon termination of your employment all MoltonRox property and completely delete any documents, files or any other electronic media on your personal devices.

**Termination**

If you voluntarily terminate your employment, you are expected to give no less than 30 days' notice in writing. In such instance, you will receive any pay owed to you for hours worked and any accrued vacation due, if any, through to your last day of employment.

All employees who leave MoltonRox, regardless of the reason or situation, are bound to maintain confidentiality of information as outlined under the Confidentiality Agreement.

MoltonRox may terminate your employment at any time for the breach of any terms or conditions outlined in this agreement or any agreement.

Should MoltonRox find that your services are no longer needed due to the lack of work or the services are no longer needed, MoltonRox will give you 30days notice.

**Entire Agreement**

This sets out the entire agreement between us with respect to the terms and conditions of employment. There are no representations, warranties, terms, conditions, undertakings, or collateral agreements expressed, implied or statutory between the parties other than expressly set forth in this offer of employment, unless made in writing.

If you agree with the terms and conditions, please initial and date all pages of this Agreement and sign the acceptance letter where indicated on the last page and return a copy.

We look forward to working with you in what we believe will be a mutually beneficial working relationship.

Sincerely,  
MoltonRox Solutions, Inc.

Jamie Kaur  
President

MoltonRox Foreign Contract Worker Agreement IND

Page 5 of 6

Rashonita Guba  
22.09.2023

## **ACKNOWLEDGEMENT & ACCEPTANCE OF OFFER OF EMPLOYMENT**

*I hereby accept employment with MaltonRox Solutions, Inc. on the terms set out in this letter Agreement, effective on the Effective Date as described in this letter.*

RASHMITA GUHA

\_\_\_\_\_  
*Applicant Name*

Rashmita Guha

\_\_\_\_\_  
*Applicant Signature*

22.09.2023

\_\_\_\_\_  
*Date (mm/dd/year)*

**Please also initial all the preceding 5 Agreement pages**

यूको बैंक

(भारत सरकार का उपक्रम)



UCO BANK

(A Govt. of India Undertaking)

सम्मान आपके विश्वास का

Honours Your Trust

परिचय पत्र / IDENTITY CARD



नाम /  
Name

: TAPABRATA KAR

पदनाम /  
Designation

: PROBATIONARY OFFICER

जन्म तारीख /  
D.O.B.

: 26-03-1999

कर्मचारी सं. /  
EMP. No.

: 71334

*Tapabrata Kar*

.....  
कर्मचारी के हस्ताक्षर  
Sig. of the Employee

.....  
निर्गमन अधिकारी के हस्ताक्षर  
Sig. of the Issuing Authority



**MR  
SUBHAJYOTI  
SINGHA**

NONE  
TELECOM  
ISLAMPUR PD

WBP ID	2023007740
Gender	MALE
Date of Birth	Jan 11, 1998
Age	25 Years, 7 Months
Caste	GENERAL
Retirement	N/A

### Family Members

No family members are added!

- Profile
- Address
- Information
- Qualification
- Family
- Benefits
- Service History
- Leave & Pay
- Order

### PROFILE

<b>Name:</b>	MR SUBHAJYOTI SINGHA	<b>GPF No.:</b>	TEMP/WB/113733058
<b>IFMS ID:</b>	2023007272	<b>Contact No.:</b>	6296484805
<b>Email ID:</b>	subhajotisingha1@gmail.com	<b>Emergency No.:</b>	9836483933
<b>Other Contact No.:</b>	N/A	<b>Mother Name:</b>	SANDHYA SINGHA
<b>Father Name:</b>	SHYAMA PRASAD SINGHA	<b>Appointment Date:</b>	Jun 05, 2023
<b>Spouse Name:</b>	N/A	<b>Posting Unit:</b>	TELECOM ISLAMPUR PD
<b>Batch No.:</b>	0	<b>Height:</b>	5 feet 11 inch
<b>Designation:</b>	NONE	<b>Weight:</b>	79 kg
<b>Chest:</b>	84 cm	<b>Blood Group:</b>	B+
<b>Religion:</b>	HINDUISM		
<b>Identification Mark:</b>	CUT MARK ON RIGHT EYE BROW		

### RECRUITMENT INFORMATION

<b>Recruitment Type:</b>	<b>Batch Type:</b>	<b>Batch No:</b>	<b>Batch Year:</b>
GENERAL	SUPERVISOR TECHNICAL GR-II	0	2023
<b>Date of First Appointment:</b>	<b>IPS ID / Cadet No / Brass No:</b>	<b>Current Rank:</b>	<b>Date of Joining of Current Rank:</b>
05-06-2023	N/A	SUPERVISOR (TECHNICAL) GR-II	05-06-2023

### CURRENT POSTING INFORMATION

<b>Unit Type:</b>	<b>Current Posting:</b>	<b>Current Designation:</b>	<b>Subunit:</b>
DISTRICT	ISLAMPUR POLICE DISTRICT	NONE	TELECOM ISLAMPUR PD
<b>Date of Joining of Current Position:</b>	05-06-2023		

### MEDALS

Shourya Padak: 0	Nishtha Padak: 0	Prashansa Padak: 0
Sewa Padak: 0	Gold Padak: 0	

### REWARDS

Money: 0	Commendation: 0	PPM (Distinguished Service): 0
Good Service: 0	Appreciation: 0	PPM (Meritorious Service): 0

### PUNISHMENTS

Major Punishment: 0	Minor Punishment: 0	Other Punishment: 0
---------------------	---------------------	---------------------



Wood India Engineering & Projects Private Limited  
(formerly known as "Amec Foster Wheeler India Private Limited")

6<sup>th</sup> Floor, Zenith Building

Ascendas IT Park

CSIR Road, Taramani

Chennai - 600 113, India

T: +91 44 6622 3100

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

WIEPPL:MD: RS

Dated: 4 February 2023

**Mr. Rahul Saha**

54/3 D. C. Dey Road, Tangra,

Kolkata – 700015,

West Bengal

**Mobile: +91 9748361498**

**Dear Rahul,**

**Offer of Employment:**

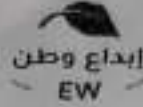
We refer to your job application and the subsequent interviews with Wood. We are pleased to offer you employment as '**Graduate Engineer Trainee - Process**' in Wood India Engineering & Projects Private Limited, (hereinafter referred to as "the Company"), located at **Kolkata**.

**Remuneration:**

You will receive a total, all inclusive, compensation of **Rs. 50,000/- (Rupees Fifty Thousand Only)** per month. The detailed break-down of the monthly / annual compensation structure (also referred as Total Cost to the Company) has been enclosed as annexure 1 along with this offer letter.

Your appointment to the above position is effective the date of your joining. The tenure of the Graduate Engineer Trainee (GET) Programme will be Twelve months. At the time of joining, you will have to sign a service agreement to the tenure of the Programme and Twelve months thereafter.

**Your Date of Joining will be notified to you later.**



Jan.29.2023

Mr. SOIAB ALAM

Home country: India

Passport: W6349767

Further to your selection interviews, we are pleased to offer you the post of **Team Member** at Ebdac Watan company – Riyadh the position will be under the following terms and conditions:

**CASH COMPENSATION:**

Basic salary SR 1,000 (Saudi riyals One thousand) payable for each Georgian month.

**NON-CASH COMPENSATION:**

Medical benefits: Provided as per company policy.

Food allowance: SR 170 (One hundred and seventy) As per chicken nugget price.

Paid leave: 42 Calendar days After contract period

Air ticket: Provided by company as per company policy.

General:

. Probation period: 90 Days from the date of joining.

. Contract period: 2 Years / Single contract.

If you agree with our terms, please send us back the duplicate copy of this document duly signed, so that we can proceed with your recruitment formalities. For your guidance, please note that this offer is subject to the successful completion of the legal formalities required for your recruitment and confirmation of your good health in Riyadh by one of the selected hospitals.

Our offer will be valid for a maximum period of one week from the date of issue.

If you have any queries, please do not hesitate to contact the undersigned. Meanwhile, we look forward to having you as part of our team!

Yours truly,

**HR Manager**

**I do hereby accept your offer**

.....





**OFFER OF APPOINTMENT**

<b>Shri Rehan Raza</b> <b>S/o - Shri Arshad Farhad</b>  <b><u>Address:</u></b> <b>Sector-3/D, Qr.No.0522, B.S.City, Distt:</b> <b>Bokaro, Jharkhand-827003</b>	<b>Post: Operator-Cum-Technician Trainee</b>  <b>Category: GEN-Fit under Category 'C'</b>
---	---

Dear Rehan Raza,

***CONGRATULATIONS!***

1. We would like to inform you that with reference to application of your father, Shri Arshad Farhad, Staff No. 653239, Designation-Ex-Operator/Operative and Deptt. CRM-I&II-OPRN nominating your name for consideration of employment on compassionate ground under Medical invalidation on suffering from debilitating diseases and being found eligible under the Company's Scheme, the Management is pleased to offer you the post of "**Operator-Cum-Technician Trainee**" in **Bokaro Steel Plant of Steel Authority of India Limited [SAIL]**.
2. You are advised to report to the **DGM (Pers-Rectt.), BSL** as per the following reporting schedule for verification of your documents and medical examination: -

<b>REPORTING SCHEDULE</b>	
<b>Report at:</b> Room No. 223, B Block, 2nd Floor, Administrative Building, SAIL-Bokaro Steel Plant, Bokaro Steel City, Jharkhand-827001	<b>Reporting Date: 27.03.2023</b>  <b>Reporting Time:09:30 AM</b>

3. This offer of appointment is, however, subject to following:
  - i. Verification of testimonials pertaining to your educational qualification, date of birth, verification, Identity etc.
  - ii. You will maintain the other family members who were dependant on the employee in question and it is proved subsequently (at any time) that the family members are being neglected or not being maintained by you, disciplinary action may be taken including termination of service.

You are, therefore, advised in your own interest to check that you fulfil all the conditions as per eligibility criteria before reporting.

4. Other terms and conditions of your appointment are enclosed as **Appendix-I**.
5. You are required to bring all documents as per **Appendix-II**, duly filled in, along with all original certificates with self-attested photocopies of each, at the time of reporting for medical examination. **In absence of any of these documents/certificates, it will not be possible for us to accept your joining.**

Contd-2



**STEEL AUTHORITY OF INDIA LIMITED**  
(A Govt. of India Enterprise)

**Bokaro Steel Plant,**  
**Bokaro Steel City, Bokaro-827001**

Offer No. BSL/R/PERS/2023/117/07

Date:14.03.2023

*from pre-page:*

6. After completion of the joining formalities, you will undergo induction/orientation and further training programme.
7. Please convey your acceptance of this offer via email [bsl.rectt@sail.in](mailto:bsl.rectt@sail.in) confirming that you will be reporting as per the above programme. In case you do not report as per the reporting schedule indicated above, it will be presumed that you are not interested, and the offer will be treated as withdrawn.

Thanking you,

Yours faithfully,  
For and on behalf of  
Steel Authority of India Limited, Bokaro Steel Plant

  
(Divyanshu Pant)  
Sr. Manager (Pers-Rectt.)

**Encl:** Appendix-I (Terms and Conditions)  
Appendix-II (List of Documents)

---





**Appendix - I**

**Terms & Conditions of Appointment**

**1.0 Training**

1.1 Company attaches a lot of value to the training and development of its human resources. You will undergo training for a period of two years from the date of appointment which may be extended at the discretion of the Management. The decision of the Management regarding extension of training period or termination of service in the event of unsatisfactory performance in the training shall be final and binding.

1.2 Training is liable to be extended for the days you remain absent beyond your entitlement of leave or as decided by the Management/Authority based on your performance in the training.

**2.0 Stipend & Other Emoluments/Facilities during Training Period**

2.1 You will be paid consolidated stipend of ₹16100/- (Sixteen Thousands One Hundred Only) per month in 1<sup>st</sup> year of training and ₹ 18,300/- (Eighteen Thousands Three Hundreds Only) per month during 2<sup>nd</sup> year of training subject to your regular attendance, good conduct and satisfactory progress.

2.2 During training period of 2 years, leaves/holidays as admissible to trainees in the Company and medical facilities for self, spouse & dependent children shall be provided.

2.3 No incentive/reward/allowance etc. would be paid during training period, except otherwise specified.

2.4 You will have to make your own arrangements for lodging, boarding & transportation during the training period. However, subject to availability, hostel or quarters accommodation on sharing basis may be provided for self only. You will be liable to pay house rent, electricity/water/other charges, as applicable and damages, if any, in respect of the quarters/hostel allotted to you.

2.5 You will have to register as Apprentice under Trade Apprentice Act, 1961 & the Apprentice Rules, 1992 (if applicable).

2.6 Your appointment in the Company will be treated as fresh recruitment and the company will not bear any liability on account of leave salary, pension contribution, gratuity, etc. to your former employers, if any.

**3.0 Absorption in Regular Grade & Probation**

3.1 On successful completion of training, you shall be considered for placement in regular grade - S-3 in the pay scale of ₹ 26,600/-3%-38,920/-.

3.2 In addition to your basic pay you will be eligible for Perks, Allowances, Annual increment, Leave; Medical facilities, Provident Fund and Gratuity as admissible under the Company's Rules.

3.3 The Gratuity amount payable to you shall be as per the provisions of Payment of Gratuity Act, 1972 within the prescribed ceiling. You will also be covered under the Employees Compensation Act, 2017 for compensation as per the provisions of the Act.

3.4 Allotment of Company Accommodation to you would be made in accordance with the applicable House Allotment Rules. As per rules, irrespective of whether you avail the facility of company accommodation or not, HRA would not be payable. You will be liable to pay house rent, electricity/water/other charges, as applicable and damages, if any, in respect of the quarters/hostel allotted to you.

3.5 You will be on probation for a period of one year from the date of absorption in the regular grade. Depending on your performance on the job during this period, the probation period can be extended at the discretion of the Management as per Rules.

3.6 Probation will be deemed to have been completed only when you are informed about it in writing by the Management.



#### **4.0 Termination of Service**

During the period of training and probation and thereafter your services are liable to be terminated by the Company under the following conditions:

- 4.1 The offer is provisional subject to clearance regarding your character and antecedent verification by the Competent Authority. In case of an adverse report in this regard, your service shall be terminated without notice.
- 4.2 Since, your appointment has been considered on compassionate ground on the basis of authorization received from Shri Arshad Farhad being your father, please note that compassionate employment is provided to save and financially facilitate harnessed family whose earning has been suddenly lost. It is, therefore, your responsibility to take care of your father's dependents. In case any complaint is received from them that you are not taking their care properly, your services shall be terminated.
- 4.3 If there is medical evidence that you are unfit and are likely to continue to be unfit for a considerable time and cannot discharge your normal duties, you can be referred to a Company's Medical Board for ascertaining your medical fitness and suitability to continue service. In such a case, your services can be terminated at any time without any previous notice by the Company. Decision of the company regarding your fitness or otherwise shall be conclusively binding on you.
- 4.4 If you are found guilty of insubordination, intemperance or other misconduct or breach of any rule pertaining to your conduct or non-performance of your duties, your services can be terminated under the provisions of the service rules applicable.
- 4.5 If any declaration or information or document furnished by you, is proved to be false/fake/forged or it is found that material information has been wilfully suppressed, you will be removed from the services without any notice and without assigning any reason thereof without prejudice to such action as the Company may deem necessary and to such further action as may be taken under the provisions of Indian Penal Code of production of fake/false/forged certificate.
- 4.6 During Training & Probation, your services can be terminated by 14 days and one month notice respectively, in writing by either party without assigning any reason, as per the Certified Standing Orders or any other Rules of the Company.
- 4.7 After successful completion of Training and Probation, your services can be terminated by three month notice in writing by either party without assigning any reason, as per the Certified Standing Orders or any other Rules of the Company, with both parties having the option to pay an amount equivalent to Basic Pay, Dearness Pay, Dearness Allowance, etc. as applicable, for the notice period/shortfall in the notice period.

#### **5.0 Other Conditions**

- 5.1 Your Services shall be governed by the Certified Standing Orders, administrative orders of the Company and any other rule that may be enforced from time to time during the period of training and thereafter when you are regularised.
- 5.2 You will be liable to serve in any part of India.
- 5.3 Your services are liable to be transferred to any of the Steel Plants/Units/Subsidiaries of Steel Authority of India Ltd., or any of the Steel Plants/Units in Public Sector at any time and in that case the contract of your employment shall stand transferred and assigned to that subsidiary/Plant/Unit, as the case may be upon the same terms and conditions as contained in this offer of appointment and the same would be applicable to you as if the said offer of appointment was issued to you by the Subsidiary/Plant/Unit.
- 5.4 You shall faithfully serve the Company, obey its lawful commands, keep its secrets, diligently and carefully learn and perform such work and business as may be entrusted to you, attend to your work regularly during such hours as may be prescribed and perform such duties as may be assigned.
- 5.5 You shall be responsible for charge and care of the Company's money, goods, stores and any property entrusted to you or in your hands and shall truly and faithfully account for or pass over or deliver to the proper person all money, goods, stores and property which shall at any time come to your hands or under your charge on account of the Company.



**Bokaro Steel Plant,**  
**Bokaro Steel City, Bokaro-827001**

- 5.6 As part of your normal duty you will keep the area and machine, records, files, documents or any other property of the Company under your charge, clean and in proper order and you will carry tools and accessories and do such manual/clerical work as may be required in due discharge of your duties, assignment or responsibilities without the aid of any helper/assistant.
- 5.7 You shall devote your whole time to your duties and shall not carry on or be concerned in any other business/trade/profession/occupation whatsoever. You shall not take out any patent for any invention made by you during the period of your service without prior permission of the Company.
- 5.8 If you are found acting in a manner prejudicial to the interest of the Company or violating rules, regulations of the Company or the terms & conditions of the service or indulging in activities amounting to misconduct in terms of Service Rules including the Company's Conduct, Discipline & Appeal Rules or Certified Standing Orders or you are convicted in any Court of Law for any offence including moral turpitude, you shall be liable to Disciplinary Action including dismissal/termination as per Rules of the Company.
- 6.0 **General**
- 6.1 You will retire from the service of the Company on attaining the age of superannuation. Dues, if any towards the Company shall be adjusted from the Final Settlement at the time of separation.
- 6.2 Date of Birth declared at the time of appointment, as per the establishment/Personal record of your father & entered into records by Management, shall be treated as final and no change will be subsequently allowed due to any reason whatsoever.
- 6.3 In case you discontinue/abandon the traineeship of the Company before the scheduled period or extended period, or in case your traineeship is terminated by the Management, you would be debarred to be considered for further training or employment in the Company.
- 6.4 In case of any dispute on interpretation of any part of this letter or rule governing your service, howsoever arising, the decision of the Company shall be final and binding.
- 6.5 "No employee shall bring or attempt to bring outside influence to further his/her interest in respect of matters pertaining to his/her service in the company." Such actions are construed as misconduct and shall be viewed very seriously by the Management and action would be initiated as per rules of the Company.
- 6.6 Inadvertent omission or commission or mistakes, if any appearing in the offer of appointment are liable to be rectified at any time before or after joining to bring the terms and conditions of offer in accordance with the extant policy/rules and regulations of the Company that may be in force from time to time.
- 6.7 The above terms and conditions are not exhaustive, you will be governed by the Rules and Policy of the Company as framed from time to time.
- 6.8 Single Sleeper/Second Class train fare or Bus fare for the shortest route will be paid for undertaking journey from the address mentioned on the offer of appointment for joining duty on submission of original tickets/proof of undertaking such journey, as per the rules of the Company.

**For and on behalf of**  
**Steel Authority of India Limited, Bokaro Steel Plant**

  
(Divyanshu Pant)  
Sr. Manager (Pers-Rectt.)



Appendix-II

**Documents to be submitted at the time of reporting for  
Medical Examination/ Joining**

- i. Duplicate copy of the offer of appointment duly signed as a token of acceptance of the offer.
  - ii. Recent passport size colour photograph (4 cm x 5 cm) – 4 copies.
  - iii. A Copy of Aadhaar Card issued by UIDAI.
  - iv. PAN Card
  - v. Aadhaar card
  - vi. Bank Details
  - vii. Displaced Certificate issued by DPLR, Bokaro, (if applicable)
  - viii. Documentary proof of any other detail that you wish to furnish at the time of your joining.
- } Mandatory (Three copies of each)

The Candidates would be required to carry the Original and self attested Xerox Copies of all the above documents also for verification.

In addition, following documents, in original, are required to be submitted in the prescribed format [to be downloaded from SAIL website: <https://sailcareers.com/>]:-

- i. Attestation Forms duly filled in for the entries that are to be completed by candidate – 3 nos. [Annexure-I].
- ii. Character Certificate in original from Central/ State Government Gazetted Officers [Annexure-II].
- iii. Declaration Form regarding Statement of Relatives of Foreign Nationality/Domicile [Annexure-IV].
- iv. Declaration form regarding relationship with any of the Directors of the Company, duly filled in [Annexure-V].

After completion of joining formalities, various forms/ declarations, as provided, such as, PF nomination, EPS'95 nomination, Application for issue of Medical Booklet/ ID Card, Undertaking for receipt of salary through bank, etc. would be required to be filled by the candidates. A Copy of PAN Card would also be required to be submitted for preparation of salary.

\*\*\*\*\*

## Offer Letter

Hello **Indrapramit Roy**,

We are pleased to offer you a role of **Junior Researcher** in the political research program with **Indian PAC Consulting Pvt. Ltd** for a minimum period of **2 months**, with the date of joining as **24-Apr-2023**. The working hours will be **10:00 AM to 07:00 PM, Monday-Saturday**.

Please refer to stipend structure mentioned below:

Particulars	Amount in INR
Basic Stipend per month	12,500
On Completion of 20 days	1,500
On Completion of 40 days	2,000
On Completion of 60 days	2,500
Performance Bonus*	3,000

*Note: Performance bonus is subject to your performance during the tenure and shall be paid post completion of program.*

You should note that this work may require you to travel as per project requirements. Also, any information and data collected by you, during the course of your internship should be kept confidential at all times. Specific duties and expectations from you shall be discussed upon commencement of your internship.

Regards,



Human Resources  
Indian PAC Consulting Private Limited



भारत सरकार  
Government of India

गृह मंत्रालय  
Ministry of Home Affairs

जनगणना कार्य निदेशालय, पश्चिम बंगाल

Directorate of Census Operations, West Bengal

जनगणना भवन, आई.बी.- 199, सेक्टर-III, साल्ट लेक, कोलकाता-700106.

Jangnanana Bhawan, IB-199, Sector-III, Salt Lake, Kolkata -700106.

दूरभाष/Phone- 033-23359503, फैक्स/Tax-033-23359503ई-मेल/e-mail- dco-  
wbl.rgi@censusindia.gov.in

वेबसाइट/Website- www.censusindia.gov.in

2021

फाइल/File: A-12134/Estt/2020-Part(1)/ 439

दिनांक/Date 24.05.2023

Office Order

On the basis of the recommendation of the Staff Selection Commission and acceptance of the offer of appointment vide his/her email dated 16.05.2023, the Competent Authority is pleased to appoint Sh. Deep Mondal to the post of Statistical Investigator Grade II, Group B Non-Gazetted, Non-Ministerial, in the pay scale of Rs. 35400-112400/-, Level-6 as per 7<sup>th</sup> CPC new Pay Matrix, in a temporary capacity in the Office of the Registrar General & Census Commissioner, India, Ministry of Home Affairs, Government of India. He/She is hereby posted at Directorate of Census Operations, West Bengal. However, he/she is liable to be posted anywhere in India as per requirement of Office of the RG&CCI. He/She will be entitled to draw dearness and other allowances according to the Rules, Government of India.

2. Sh. Deep Mondal is directed to report for joining at Directorate of Census Operations, West Bengal within 30 days from the date of receipt of this letter alongwith the documents as per Annexure-I for verification purpose and completion of pre-joining formalities.

3. Sh. Deep Mondal will be entitled to contributory Pension System for new entrants introduced vide Ministry of Finance Press release No. 5 (26/2003-EC&PR dated 27.08.2003 and MHA OM No. 1-34030/1/2003-AD-IV dated 23.12.2003.

4. Sh. Deep Mondal will be on probation for a period of two years. However, the period of Probation can be extended at the discretion of the competent authority. Further, his/her appointment is subject to satisfactory verification of all the documents contained in the dossier. If the documents are found to be false or non-satisfactory, his/her service will be terminated without any notice.

5. If any declaration, documents or information furnished by Sh. Deep Mondal proves to be false or found to have willfully suppressed any material information, service of Sh. Deep Mondal will be liable to be terminated and the Office of the Registrar General, India may take such action as deemed fit.

6. In matter not specified above, Sh. Deep Mondal will be governed by the relevant rules/regulations/orders/instructions governing employees of Government of India.

7. The appointment is subject to the terms & conditions specified in the Offer of Appointment issued vide letter letter No. A-12134/Estt/2020-Part(1)/339 dated 16.05.2023, other terms and

conditions mentioned in Annexure-II and related instructions issued by the Govt. of India from time to time and verification of character and antecedents report and Caste/Community Certificate.



(कौशिक साहा, भा.प्र.से.)

(Kaushick Saha, IAS)

निदेशक, जनगणना कार्य निदेशालय, पश्चिम बंगाल  
Director, Directorate of Census Operations, West Bengal

To,

Sh. Deep Mondal  
Kora Purbachal, Kora Chandigarh,  
Madhyamgram, North 24 Parganas,  
West Bengal-700130  
Email – [deepmondal884@gne-l.com](mailto:deepmondal884@gne-l.com)  
Mob. No. - 8961657279

Encls:

1. Annexure- I & II.
2. Copies of Declaration.
3. Copy of Oath of allegiance.
4. Dossier/Medical Certificate/ other relevant documents etc.

Copy to:

- 1 US, Ad-II, Office of the Registrar General of India, West Block-1, R.K. Puram, New Delhi – 110066.



(कौशिक साहा, भा.प्र.से.)

(Kaushick Saha, IAS)

निदेशक, जनगणना कार्य निदेशालय, पश्चिम बंगाल  
Director, Directorate of Census Operations, West Bengal  
Telephone: 033 23359503

**DOCUMENTS FOR VERIFICATION PURPOSE AND COMPLETION OF PRE-JOINING FORMALITIES**

- a) All original Educational Certificates/documents with a set of self-attested copies.
- b) Experience certificate/s in original with a set of self-attested copies.
- c) Disability Certificate in original with a set of self-attested copy, if applicable.
- d) Caste/Community Certificate and Ex- Serviceman Certificate in original with a set of self-attested copies, if applicable.
- e) Relevant Certificate for claiming Age Relaxation, if applicable.
- f) Vigilance, no penalty and Integrity Certificate, if already working under Centre/State Government.
- g) Relieving order from the previous Centre/State Government Employer, if applicable.
- h) Signed copy of Declaration certifying that no criminal or civilian cases are pending against him/her, no penal action has been taken in any court of law etc. and all information furnished in the Character and Antecedent report is true. (Copy enclosed).
- i) Signed copy of the oath of allegiance (copy enclosed).
- j) Two colour passport size (3cm x 3cm) photographs of candidate.



TERMS AND CONDITIONS FOR APPOINTMENT TO THE POST OF STATISTICAL INVESTIGATOR GRADE II.

1. Your appointment will be on a temporary basis until further orders.
2. You will be on probation for the period of two years from the date of appointment, which can be extended at the discretion of the competent authority. Failure to complete the probation to the satisfaction of the Competent Authority will render you liable to discharge from service/reversion to your substantive post, on which you may be holding a lien.
3. You will not be entitled to travelling allowance for joining to the post unless you are a permanent government servant or have completed three years of temporary service.
4. On joining the post, you will be required to take Oath of Allegiance to the Constitution of India or make a solemn affirmation to that effect.
5. If you claim to belong to Scheduled caste, Scheduled Tribe, Other Backward Class, you have to produce a certificate issued by any of the prescribed authorities. You may note that your appointment is provisional and is subject to verification of the Caste/Tribe certificate through proper channels and that if the claim to belong to SC/ST/OBC or not to belong to creamy layer is found to be false, your services will be terminated forthwith without further notice and without prejudice to such further action as may be taken under the Indian Penal code for production of false certificate. You would intimate the change, if any of your religion, after appointment, immediately to the appointing/administrative authorities concerned.
6. Your services are liable to be transferred to any of the offices of RGI established at all the Capital Cities of India.
7. If you are already in Government service, your pay will be fixed in the pay scale of Rs. 35400-117400/-, Level-6 as per 7<sup>th</sup> CPC Grade Pay Rs. 4200/- (pre-revised) in accordance with the rules and conditions prevailing at the time of appointment. If you are not Government servant, you will be entitled to the minimum of the pay scale of the post. Dearness and other allowances will be admissible under the rules governing the grant of such allowance in force from time to time.
8. As regards leave, travelling allowance, contribution to New Pension Scheme/National Pension System and all other service matters, you will be governed by the rules and orders of Govt. of India in force from time to time.
9. Your services will be terminable on one month's notice from either side in accordance with the Central Civil Service (Temporary Service) Rules, 1965, without assigning any reason. The Appointing Authority, however, reserves the right to terminate your services before the expiration of stipulated period of notice by making payment to you of a sum of equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.
10. If any declaration given or information furnished by you are proved to be false or if you are found to have willfully suppressed any material information or if the Certificate of educational qualification and experience certificate etc., if any, found fake submitted in SSC,

you will be liable for removal from service forthwith and other action as government may deem necessary

11. In accordance with the relevant rules in force in regard to recruitment to services under the Government of India.

(a) No person who has more than one wife living or who, having a spouse living, contracts a second marriage, though such marriage is void by reason of it taking place during the life-time of such spouse, shall be eligible for appointment to service, unless the Central Government has exempted such person from the operation of this rule, and

(b) No woman whose marriage is void by reason of it taking place during the life-time of her spouse or who has married a person whose wife is living at the time of marriage shall be eligible for appointment in service unless the Central Government has granted exemption to such woman from this rule.

12. This Offer of Appointment is therefore, subject to your satisfying the above requirement and furnishing a declaration in the form enclosed with this letter, along with your reply.

(Signature of the Candidate)

Encl.: as above

(काँशिक साहा, भा.प्र.सं.)

(Kaushick Saha, IAS)

निदेशक, जनगणना कार्य निदेशालय, पश्चिम बंगाल

Director, Directorate of Census Operations, West Bengal

Telephone: 033-23359503

## ATTESTATION FORM

WARNING: THE FURNISHING OF FALSE INFORMATION OR SUPPRESSION OF ANY FACTUAL INFORMATION IN THE ATTESTATION FORM WOULD BE A DISQUALIFICATION, AND IS LIKELY TO RENDER THE CANDIDATE UNFIT FOR EMPLOYMENT UNDER THE GOVT.

Affix signed passport size  
(5cm x 7 cm) copy of  
recent photograph

2. If detained, arrested, prosecuted, bound down, fined, convicted, debared, acquitted etc. subsequent to the completion and submission of this form, the details be communicated immediately to the authorities to whom the attestation form has been sent earlier, failing which it will be deemed to be a suppression of factual information.

3. If the fact that false information has been furnished or that there has been suppression of factual information in the Attestation Form comes to notice at any time during the service of a person, his services would be liable to be terminated.

1.	Name in full (In block capital letters) with aliases, if any (Please indicate if you have added or dropped in any stage any part of your name or surname).	
2.	Present address in full (i.e. Village, Thana and Dist. Or House No., Lane/Street/Road and town)	
3	(a) Home address in full (i.e. Vill. Thana and Dist. Or House No., Lane/Street/Road and town and name of Dist. Hqtr.)	
	(b) If originally a resident of Pakistan/Bangladesh (erstwhile East Pakistan), the address in that country and the date of migration to Indian Union	

4. Particulars of places (with periods, of residence) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan), particulars of all places where you have resided for more than one year after attaining the age of 21 years should be given.

From	To	Residential address	Name of the district
		In full (i.e. Village, Thana & District or House No. & Street/ Road and town.	Hqrs. of the place mentioned in the preceding column.

5.	Name	Nationality	Place	Occupation	Present	Permanent
	(In full & aliases, if any)	(by Birth & or by domicile)	Birth	(If employed, give design- nation & Official address)	postal address (If dead, give last address)	Home address

i) Father (Name in full)

ii) Mother

iii) Mother

iv) Brother (s)

v) Sister (s)

5. (a) Information to be furnished with regard to sons and/or daughters in case they are studying/living in a foreign country.

Name	Nationally (By Birth and/or by domicile)	Place of birth	Country in which studying/living with full address	Date from which studying/living in the country mentioned in the previous column.

[4]

6. Nationality :

7. (a) Date of Birth :

(b) Present age :

(c) Age at matriculation :

---

8. (a) Place of birth, Dist and State in which situated. :

(b) Dist. and State to which you belong. :

(c) Dist. and State of which your father originally belongs. :

---

9. (a) Your religion :

(b) Are you a member of a SC/ST ?

Answer Yes or No. :

If the answer is YES, state the name thereof.

---

[5]

10. Educational qualifications showing places of education with years in schools and colleges since 13<sup>th</sup> years of age.

---

Name of School/ College with full address	Date of entering	Date of leaving	Examination passed
---	---------------------	--------------------	--------------------

---

- 
11. (a) Are you holding or have any time held an appointment under the Central Govt. or State Govt. or a quasi-Govt. body or an Autonomous body or a public undertaking, or a private firm or Institution? If so, give full particulars with dates of employment upto date.
-

Period		Designation, emoluments & Nature of Employment	Fullname and address of employer	Reasons for leaving previous service
From	To			

12. If the previous employment was under the Govt. of India/ a State Govt./an undertaking owned or controlled by the Govt. of India or a State Govt./an Autonomous Body/University/Local body, if you had left service on giving one month's notice under Rule 5 of the Central Service (Temporary Service) Rules, 1965 or any similar corresponding rules or whether any disciplinary proceeding framed against you, or had you been called upon to explain your conduct in any matter at the time you give notice of termination of service or at a subsequent date(s) before your service actually terminated?

- 12(i) (a) Have you ever been arrested ? Yes/No
- (b) Have you ever been prosecuted ? Yes/No
- (c) Have you ever been kept under detention ? Yes/No
- (d) Have you ever been bound down ? Yes/No
- (e) Have you ever been fined by a Court of Law ? Yes/No
- (f) Have you ever been convicted by a Court of Law for any offence ?

Yes/No



- (g) Have you ever been debarred from any Examination or rusticated by any University or any other educational authority/institution? Yes/No
- (h) Have you ever been debarred/disqualified by any Public Service Commission/Staff Selection Commission for any of its examinations/selections? Yes/No
- (i) Is any case pending against you in any Court of Law at the time of filling up this attestation form? Yes/No
- (j) Is any case pending against you in any University or any other educational authority/institution at the time of filling up this attestation form? Yes/No
- (k) Whether discharged/expelled/withdrawn from any training/Institution under the Government or otherwise? Yes/No

- (ii) If the answer to any of the above mentioned questions is "Yes", give full particulars of the case/arrest/detention/fine/conviction/punishment etc. and/or the nature of the case pending in the Court/University/Educational authority etc. at the time of filling up this attestation form.

- NOTE:**
- (i) Please also see the "Warning" at the top of this attestation form.
- (ii) Specific answers to each of the questions should be given by striking out "Yes" or "No" as the case may be.

[8]

13. Names of two responsible persons of your locality or two references to whom you are known.

1.

2.

---

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and that I am not aware of any circumstances which might impair my fitness for employment under Government.

Place :

Date :

Signature of the Candidate.

IDENTITY CERTIFICATE

(Certificate to be signed by any of the following)

- I. Gazetted Officers of Central Govt. or State Govt.
- II. Members of Parliament or State legislature belonging to the constituency where the candidate or his parent/guardian is ordinarily resident.
- III. Sub-Divisional Magistrates/Officers.
- IV. Tehsildars or Naib/Deputy Tehsildars authorised to exercise magisterial powers.
- V. Principal/Headmaster of the recognised School/College/Institution where the candidate studied last.
- VI. Postmasters.
- VII. Block Development Officers.
- VIII. Panchayat Inspectors.

Certified that I have known Shri/Smt./Kum. \_\_\_\_\_

\_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_

\_\_\_\_\_ for the last \_\_\_\_\_ years \_\_\_\_\_

\_\_\_\_\_ months and that to the best of my knowledge and belief particulars furnished by him/her are correct.

Place :

Date:

Signature

\_\_\_\_\_ Designation or Status & Address.



## MEDICAL EXAMINATION

### CANDIDATE'S STATEMENT AND DECLARATION

The candidate must make the statement required below prior to his medical examination and must sign the declaration appended thereto. His attention is specially directed to the warning contained in the Note below

1. State your name in full (in block letters) .....
2. State your age and place of birth .....
3. (a) Have you ever had smallpox, intermittent or .....  
any other fever, enlargement or .....  
suppuration of glands, spitting of blood, .....  
asthma, heart disease, lung disease, .....  
fainting attacks, rheumatism, appendicitis? .....  
or .....  
(b) Any other disease or accident requiring .....  
confinement to bed and medical or surgical .....  
treatment? .....
4. When were you last vaccinated? .....
5. Have you or any of your near relations been .....  
affected with consumption, scrofula, gout, .....  
asthma fits, epilepsy or insanity? .....
6. Have you suffered from any form of .....  
nervousness due to overwork or any other .....  
cause? .....
7. Have you been examined and declared fit for .....  
Government service by a Medical Officer? .....  
Medical Board, within the last three years? .....
8. Furnish the following particulars concerning .....  
your family:—

1		2	
i	ii	i	ii
Father's age if living and state of health	Father's age at death and cause of death	Number of brothers living, their ages and state of health	Number of brothers dead, their ages at death and cause of death
3		4	
i	ii	i	ii
Mother's age if living and state of health	Mother's age at death and cause of death	Number of sisters living, their ages and state of health	Number of sisters dead, their ages at death and cause of death

I declare all the above answers to be, to the best of my belief, true and correct.

I also solemnly affirm that I have not received disability certificate/pension on account of any disease or other condition.

Candidate's Signature.....

Signed in my presence.

Signature of Medical Officer.....

NOTE. The candidate shall be held responsible for the accuracy of the above statement. By wilfully suppressing any information he will incur the risk of losing the appointment and, if appointed forfeiting all claim to pension or gratuity. ---GIO (2), SR 3 ).

## MARITAL DECLARATION

1. I, Shri/ Smt./Kum.....declare as under:-

- \* (i) That I am unmarried/ a widower/ a widow.
- \* (ii) That I am married and have only one spouse living.
- \* (iii) That I have entered into or contracted a marriage with a person having spouse living. Application for grant of exemption is enclosed.
- \* (iv) That I have entered into and contracted a marriage with another person during the lifetime of my spouse. Application for grant of exemption is enclosed.

2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

### Signature of the Candidate

Signature:

Date:

Name:

Roll No:

\*Please delete clause/ clauses not applicable.



**DECLARATION**

I, **Shri/Smt./Kum.** .....

Certify that no criminal cases are pending against me, no penal action has been taken in any court of law etc. If the information given by me in the Attestation form etc. is found incorrect, I shall be rendered unfit for employment and shall be liable for action as per provision of applicable Section.

2 I solemnly affirm that the above declaration is true and I understand that the event of declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Date:

Signature .....

Name .....

Address.....

**FORMAT FOR SC/ST CERTIFICATE**

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his/her claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

*(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointments to posts under Government of India)*

This is to verify that Shri/Shrimati/Kumari\* \_\_\_\_\_ son/daughter of \_\_\_\_\_ of \_\_\_\_\_ village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/ Union Territory\* \_\_\_\_\_ belongs to the Caste/Tribes \_\_\_\_\_ which is recognized as a Scheduled Caste/ Scheduled Tribes\* under:-

The Constitution (Scheduled Castes) order, 1950 \_\_\_\_\_  
 The Constitution (Scheduled Tribes) order, 1950 \_\_\_\_\_  
 The Constitution (Scheduled Castes) Union Territories order, 1951\* \_\_\_\_\_  
 The Constitution (Scheduled Tribes) Union Territories Order, 1951\* \_\_\_\_\_

As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Area (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 \_\_\_\_\_  
 The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976\*.  
 The Constitution (Dadra and Nagar Havel) Scheduled Castes order, 1962.  
 The Constitution (Dadra and Nagar Havel) Scheduled Tribes Order, 1962@.  
 The Constitution (Pondicherry) Scheduled Castes Order, 1964@.  
 The Constitution (Scheduled Tribes) (Madhya Pradesh) Order, 1967 @.  
 The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@.  
 The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968 @.  
 The Constitution (Nagaland) Scheduled Tribes Order, 1970 @.  
 The Constitution (Sikkim) Scheduled Castes Order, 1978@.  
 The Constitution (Sikkim) Scheduled Tribes Order, 1978@.  
 The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989@.  
 The Constitution (SC) orders (Amendment) Act, 1990@.  
 The Constitution (ST) orders (Amendment) Ordinance, 1991@.  
 The Constitution (ST) orders (Second Amendment) Act, 1991@.  
 The Constitution (ST) orders (Amendment) Ordinance, 1996@.  
 The Scheduled Caste and Scheduled Tribe Orders (Amendment) Act, 2002@.  
 The Constitution (Scheduled Caste) Orders (Amendment) Act, 2002@.  
 The Constitution (Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act, 2002@.  
 The Constitution (Scheduled Caste) Order (Amendment) Act, 2007@.  
 \*2. Applicable in the case of Scheduled Caste, Scheduled Tribes persons who have migrated from one State/ Union Territory Administration

This certificate is issued on the basis of the Scheduled Caste/ Scheduled Tribes certificate issued to Shri/Shrimati \_\_\_\_\_ of \_\_\_\_\_ Father/mother of Shri/Srimati/Kumar\* \_\_\_\_\_ of \_\_\_\_\_ village/town\* \_\_\_\_\_ of \_\_\_\_\_ in \_\_\_\_\_ District/Division\* \_\_\_\_\_ Territory\* \_\_\_\_\_ of \_\_\_\_\_ the \_\_\_\_\_ State/Union \_\_\_\_\_ was \_\_\_\_\_ belong \_\_\_\_\_ in \_\_\_\_\_ the \_\_\_\_\_ Caste/ Tribe which is recognized as a Scheduled \_\_\_\_\_ Tribe in \_\_\_\_\_ the \_\_\_\_\_ State/Union \_\_\_\_\_ Territory\* \_\_\_\_\_ issued by \_\_\_\_\_ the \_\_\_\_\_ dated \_\_\_\_\_

%3. Shri/Shrimati/Kumari and/or\* his/ her family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* \_\_\_\_\_ of \_\_\_\_\_ the \_\_\_\_\_ State/Union \_\_\_\_\_ Territory \_\_\_\_\_ of \_\_\_\_\_

Signature \_\_\_\_\_  
 \*\* Designation \_\_\_\_\_  
 (with seal of office)

Place \_\_\_\_\_

Date \_\_\_\_\_

\* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

\*\* List of authorities empowered to issue Caste/ Tribe Certificates:

(i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Dy. Collector/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Extra-Assistant Commissioner/ Taluka Magistrate/ Executive Magistrate.

(ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tensildar.

(iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

**FORM OF OATH OF ALLEGIANCE FOR INDIA  
NATIONAL**

“ I, Shri/Smt..... do swear solemnly affirm that I will be faithful and bear true allegiance to India and to the constitution of India as by law established and that I will carry out the duties of my office loyalty, honestly and that I will carry out the duties of my office loyalty, honestly and with impartiality.”

“So help me God”

.....  
Signature

1



Office of the  
Principal Chief Personnel Officer  
Eastern Railway,  
17, N. S. Road,  
Kolkata.

No.E 839/2/Personnel/Senior Clerk/Rectt.

Dated. 15.03.2023

**Mahua Baskey**  
D/o. Budho Lal Baskey  
1B- 5/13, Phase I, Thakurpukur Housing (Prantik),  
M.G. Road, P.S.- Haridevpur, P.O.- R.C. Thakurani  
Kolkata, West Bengal, Pin- 700104

Sub : Recruitment against CEN No.01/2019(NTPC) category  
as Sr. Clerk – Cum-Typist in Level-5.

\*\*\*\*\*

The following forms in connection with your appointment in Railway Service as temporary Sr. Clerk – Cum-Typist in Level-5 selected against CEN No.01/2019(NTPC) category of E. Rly are sent herewith.

- a) 3(three) copies of Attestation Form
- b) One Copy of Character and Antecedent verification Form

You are hereby requested to fill in the said forms and submit the same to this office personally with all your original certificates at a very early date so that necessary action in connection with your appointment in Railway Service as stated above may be taken at once.

Besides the above, four copies of extra Passport size Photograph & attested Xerox copy of all certificates are to be kept ready and the same should also be submitted along with the above filled forms while reporting to this office.

DA: As above

(S.K.Chattopadhyay)  
Sr. Personnel Officer (HQ)  
for Principal Chief Personnel Officer  
Ph. No.24122



GOVERNMENT OF INDIA  
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE  
ZOOLOGICAL SURVEY OF INDIA

Director: Phone & Fax :- 033-24003383 PRANI VIGYAN BHAWAN  
e-mail :- director@zsi.gov.in 535, M-BLOCK, NEW ALIPUR  
Head of Office: Phone & Fax :- 033-24008595 KOLKATA, WEST BENGAL  
e-mail :- hoo@zsi.gov.in PIN CODE-700053

File No. 2-46/2020-Estt. (H.Q)/545c

Date :- 14.03.2023  
15

To,

1. Mr. Pankaj Malik,  
VPO- Chhichhrna, Tehsil- Gohana,  
District- Sonapat,  
Haryana- 131301

2. Mr. Rahul Kumar,  
Vill.- Imadpur, PO- Bihar Sharif,  
PS- Bihar Sharif, Dist.- Nalanda,  
Bihar- 803101

3. Mr. Dipendu Sadhukhan  
Add.- Tematha Iyotir More,  
Chandannagar, Dist.- Hooghly,  
West Bengal- 712316

4. Mr. Koushik Mridha  
Add.- Palpara, West Sitalatala,  
PO+PS- Chakdaha,  
Dist.- Nadia, West Bengal- 741222

Subject:- Recruitment to 04 [02-UR, 01-OBC, 01-SC] vacancies for the post of Canteen Attendant, Group-C, Non-Gazetted in the Pay Matrix of Level-1 in Zoological Survey of India, Ministry of Environment, Forest & Climate Change, 'M' Block, New Alipore, Kolkata-700053 advertised vide Post Category No. ER11321 of Advertisement No. Phase-IX/2021/Selection Posts- Completion of pre-appointment formalities thereof.

Dear Candidate,

I am directed to refer to the SSC (ER)'s notice vide File No. S-5. 13012/7/2022-Recruitment, dated 28.02.2023 on the subject mentioned above and to say that you have been nominated for appointment to the post of Canteen Attendant, in Zoological Survey of India by the Staff Selection Commission (SSC) on the basis of Phase IX/2021/Selection Posts Examination, Post Category No- ER11321 vide File No. S-5. 13012/7/2022-Recruitment/3942, dated 28.02.2023. However, you are advised to cross check the particulars pertaining to yourself with the result declared by SSC.

2. The post is belonging to the Central General Service, Group 'C', Non-Gazetted and Non-Ministerial and carries the pay in Level-1 in the Pay Matrix of Rs. 18000-56900/- with admissible allowances as per rules in force.

3. You are required to fill-up and submit the following documents under your own signature to the undersigned:


- (i) Willingness to join the post;
- (ii) Attestation Form (AF) in two sets; and
- (iii) Annexure I to VI (in two sets)

4. The detailed procedure to fill up forms, obtain certificates etc. of Attestation Form as well as Annexure-I to VI are furnished in a separate sheet attached with this letter.
5. The candidate is required to appear before the Authorized Medical Attendant/ Civil Surgeon/Principal Medical Officer/Chief Medical Officer of the District or where he/she is presently residing, for medical examination, to determine his/her fitness for the Government service. The candidate is also required to give a statement and declaration regarding his/her health in the attached form in the presence of Medical Officer. The medical certificate of fitness should be in the prescribed format. The CMOs concerned are also requested to take up the Medical Examination of the candidates concerned on the strength of this letter.
6. However, if the candidate is already in Government service, instead of obtaining a fresh medical report, he/she may produce this letter to his/her Controlling Authority to enable them to forward an attested copy of his/her medical examination report obtained at the time of the appointment, to the undersigned. The candidates must ensure that the said medical examination report furnished to the previous employer should have been issued by Civil Surgeon/Chief Medical Officer or equivalent.
7. The eligibility shall be determined for consideration for appointment based on the information furnished in the Attestation Form. If found eligible, candidates will be offered appointment to the post Canteen Attendant in the Zoological Survey of India; subject to the verification of your character and antecedents as well as the status of claim for EWS/OBC (Non-creamy layer)/SC/ST/PwD (whichever applicable). The formal offer of appointment will be sent to you separately by this office.
8. It may also be noted that mere submission of the letter of acceptance and other documents will not confer the right to claim appointment to the said post and shall be subjected to fulfillment of stipulated terms and conditions.
9. The candidates must note that in case, at any stage, it is found that the candidate's certificate is fake or candidate has furnished false information, he/she shall be liable to be proceeded against, under the relevant rules, leading to such penalty as may be decided, which now extends to the termination of his/her appointment. Such action shall also be without prejudice to any other punitive action as may be attracted in such cases.
10. Attention is also invited to the DoPT's OM No. 11012/7/91-Estt.(A) dated 19.05.1993 as amended from time to time which already stipulates the action that can follow on furnishing of false information or submission of false information or submission of false certificates. The operative part of the said OM is reproduced below:-

"Wherever it is found that a candidate who was not qualified or eligible in terms of the recruitment rules etc. for initial recruitment in service or had furnished false information or produced a false certificate in order to secure appointment, he should not be retained in service. If, he is a probationer or a temporary Government servant, he should be discharged or his services should be terminated. If he has become a permanent Government servant, an enquiry as prescribed in Rule 14 of CCS (CCA) Rules, 1965 may be held and if the charges are proved, the Government servant should be removed or dismissed from service. In no circumstances should any other penalty be imposed."
11. The aforementioned OM dated 19.05.1993 clearly brings out that persons who secure appointment on the basis of fake/false certificates shall not be retained in service and shall be dismissed/removed from service.

12. In case the aforementioned terms and conditions are acceptable to you, you are requested to submit your acceptance for appointment to the post of Canteen Attendant in Zoological Survey of India in the format alongwith duly filled in and signed Attestation Form as well as Annexure I to VI (whichever applicable) enclosed with this letter to the under signed at the earliest, but in no case later than 13.04.2023; failing which the said appointment shall be treated as cancelled.

Yours faithfully,



14/3/23

(SOMENDRA KUMAR SHARAN)  
SR. ADMN. OFFICER  
&  
HEAD OF OFFICE



Office of the:  
Divisional Railway Manager  
Eastern Railway  
Howrah-711101.

EASTERN RAILWAY

HOWRAH, dt.30<sup>th</sup>.March,2023

No. E/III/Tr.Sr.CC Cum TC

87/158) Soumyadeep Mondal (SC),  
S/o, Samiran Mondal  
A-10/162, Kalyani,  
Dist-Nadia,W.B, Pin-741235,  
Mob.No. 9804514293,  
E-Mail-Id-smdp.mondal20@gmail.com

Sub:- Posting of Sr.Commercial cum Ticket Clerk empanelled in Level-5 of Pay matrix under  
7<sup>th</sup> CPC(Corresponding to GP- 2800/-) in Commercial Deptt. for Eastern Railway.

\*\*\*\*\*

On being Selected through RRB/Kolkata for the post of Sr.Commercial cum Ticket Clerk against CEN.No.01/2019 Category No.6 as mentioned in the Chairman/RRB/KoP's letter dt.27.01.2023, you have been allotted for training /posting in Howrah Division, Eastern Railway for the post of Sr.Commercial cum Ticket Clerk by the competent authority as communicated by PCPO/KKK vide letter No.E.1140/2/Misc/T&C-L (R)/Pt.IV/14, dtd-06.03.2023 subject to verification of Character and Antecedents, Verification of Original Mark Sheet, Certificates of Educational Qualification, Certificates of Technical Qualification if any, Caste Certificate, Proof of age, completion of pre-recruitment formalities and successful completion of initial course training at Training School followed by line training in this division. You have to produce fresh OBC Certificate in prescribed format issued by the Competent Authority [For OBC-NCL Candidate only] before appointment.


If you are already employed in any Govt/Govt undertaking organization, you will have to submit NOC issued by the competent authority before completion of your pre-recruitment formalities.

You are therefore directed to report to OS-E/Panel Section, DRM's Office, E.Rly/Howrah within 30 (Thirty) days from the date of issue of this letter (except Saturday, Sunday and Gazetted Holidays) along with your all original certificates together with one attested copy of each certificates/documents for completion of pre-recruitment formalities. If you do not report within the stipulated date it will be presumed that you are not willing to accept this appointment and your candidature will be treated as cancel.

Enclosed documents must be brought with you duly filled-in:-

- 1.01 copy of attestation form is attached (Two copies of form are to be Xeroxed by you before filling up, as the same is required three copies duly filled in).
- 2.Character certificate from two separate Gazetted Officers.
- 3.Character certificate from Head of the Institution where the candidate studied last.
- 4.10 copies (minimum) recent coloured Passport Size Photograph without attested.
- 5.04 copies recent coloured Stamp Size Photograph without attested.

Enclosure:- As referred above.

  
for Divisional Railway Manager  
Eastern Railway

कार्यालय / Office of the  
मंडल रेल प्रबंधक (कार्यालय)  
Div. Rly. Manager (P)  
आद्रा मंडल Adra Division  
Dated 17.05.2023



No. SER/P-ADA/E/1105/Goods Guard/2023

सेवा में / To,  
Name: GAPPI ANH  
No. Samsal Mich  
Village Jahangirpur  
P.O. Jahangirpur  
P.S. Ranjanpur  
Dist. Dakshin Dinajpur  
Pin Code 733124

**भाग-1/PART-I**

संदर्भ: भारतीय रेलवेन आयोग के अनुसार वेबल-5 में प्रो-गुड्स गार्ड/ट्रेन मैनेजर के पदपर अस्थायी नियुक्ति।

Reg.: Temporary appointment to the post of Pro-Goods Guard/Train Manager in Pay Level-5 (7th CPC).

1. वेबल-5 (आठवीं सीपीसी) में परिचालन विभाग के प्रो-गुड्स गार्ड/ट्रेन मैनेजर के रूप में अस्थायी नियुक्ति के लिए आपको अंतर-ट्रेनिंग के लिए चुने गए हैं। ज्ञात होगा कि वेबल-5 (7th CPC) में 50 कार्य दिवसों की अवधि के लिए प्रारंभिक गुड्स गार्ड के रूप में ग्रेड पे २, 2800/- (अठारह हजार) तक आय की जा सकती है। इसके अलावा वे वेबल-5 में कार्य करने के लिए मूल वेबल-5 पर वेबल-5 नियुक्ति, विद्वत्पत्र, आदि, जाति प्रमाण पत्र आदि के उपलब्ध होने के अलावा प्रो-गुड्स गार्ड/ट्रेन मैनेजर के पद पर नियुक्ति के लिए आवश्यक है। अर्थात् आर/आरसी/जीआरसी/एड/आर का यह वेबल-5 पर नियुक्ति (आर/आरसी/जीआरसी/एड/आर) दिनांक 15.05.2023 दिनांक 15.05.2023।

You have been selected to undergo training for temporary appointment as Pro Goods Guard/Train Manager of Operating Department in Level-5 (7th CPC); Grade Pay Rs.2800/- (6th CPC) in the Zonal Training School/Sini/S.E.Railway as a trainee Goods Guard for a period of 50 working days altogether subject to your production of original certificate such as date of birth certificate, Matriculation, Graduation, caste certificate etc. for satisfactory proof of your age, caste etc. on a stipendiary pay per month and Dearness Allowance as admissible under the Railway rules in terms of Chairman RRCKRC/SER's letter No. SER/P-HQ/RRC/110/Panel/Goods Guard/2023 dated 15.05.2023.

2. प्रशिक्षण की अवधि आपके नामांकन की तारीख से शुरू होगी। यह स्पष्ट रूप से समझा जाता है कि प्रशिक्षण अवधि आपके प्रशिक्षण की अवधि के दौरान वेबल-5 के अंतर्गत वेबल-5 (7th CPC) में गुड्स गार्ड/ट्रेन मैनेजर के रूप में कार्य करने पर नियमित वेबल-5 में आपको अस्थापित करने का प्रयास किया जाएगा, लेकिन कक्षा/ग्रेडों को मारपीट नहीं दी गई है। Training period will commence on the date you enrolled as such. It must be clearly understood that although effort will be made to absorb you in the regular cadre on this Railway as Goods Guard/Train Manager in Pay Level-5 (7th CPC) after the successful completion of the period of your training subject to availability of vacancy, but no such guarantee is however given herein.

3. यह नियुक्ति किसी भी पक्ष के 14 दिनों के नोटिस पर समाप्त की जा सकती है, लेकिन यदि आपको सार्वजनिक या शारीरिक अक्षमता या परीक्षा में विफलता या अनुशासन/अन्य कारणों के रूप में आपको अस्थापित करने या अस्थापित करने के कारण प्रशिक्षण अवधि समाप्त हो जाती है, तो ऐसी किसी सुझाव की आवश्यकता नहीं होगी। This appointment is terminable on 14 days notice of either side but no such notice will be required if the training period is terminated due to your mental or physical incapacity or failure in examination or your removal or dismissal as a disciplinary measure.

4. आपको नीचे दर्शाए गए कार्य में निष्ठा की शपथ लेनी होगी या प्रतिज्ञा करना होगा - "I solemnly affirm that I will be faithful and bear true allegiance to the Indian Union and Constitution of India as by law established and that I will carry out the duties of my office honestly and with impartiality. So help me GOD."

आप लेने के प्रति ईमानदार अप्रतिष्ठा कर सकते हैं। You will be required to take an oath of allegiance or make an affirmation in the form indicated below: "I solemnly affirm that I will be faithful and bear true allegiance to Indian Union and Constitution of India as by law established and that I will carry out the duties of my office honestly and with impartiality. So help me GOD". CONSCIENTIOUS OBJECTORS TO OATH TAKING MAY MAKE A SOLEMN AFFIRMATION IN THE PRESCRIBED FORM INDICATED ABOVE.