

## 5.2.1: - Student Placement record with appointments orders for the year 2022-23

### INDEX

Sr No.	Content	Page No.
1.	Alpana Deshmukh - Privi Life Sciences Private Limited	2-3
2.	Tasmiya Kazi - Sndt Women's University	4
3.	Priyanka Desai - Reflect Within, Center for Psychological & Emotional Well-Being	5
4.	Akshata Joshi - Sndt Women's University	6
5.	Shreya Karpe - Sndt Women's University	7
6.	Kavya -	8
7.	Krishna Jayesh Thakkar - Godrej & Boyce Co. Ltd	9-13
8.	Vedika Nair - Dr. Prerna Kohli Clinical Psychologist	14-17
9.	Eram Shaikh - Shantilal Shanghvi Foundation	18-20
10.	Niyati Gala - Shantilal Shanghvi Foundation	21-23
11.	Akshata More - Blossom International School	24
12.	Sruthi Moonot - Tata Power Company Limited	25-27
13.	Prachi Vaze - Blossom International School	28-29
14.	Simaran Kalra - Globus Outsourcing Pvt Ltd	30
15.	Sayali Sontakke - Shantilal Shanghvi Foundation	31-33
16.	Amna Alim - Shantilal Shanghvi Foundation	34-35
17.	Pranjal Mane - Shantilal Shanghvi Foundation	36-38
18.	Yashika Mistry - Shantilal Shanghvi Foundation	39-40
19.	Krishnaa Thakkar - Shantilal Shanghvi Foundation	41-43
20.	Punarnava Sharma - Mahindra Finance	44-45
21.	Jeslin Joseph - Mahindra Rise	46-50
22.	Yashwi Shah - Shantilal Shanghvi Foundation	51-52
23.	Swarupa Patil - Ankush Enterprise	53-54
24.	Bhavana Ghadigaonkar - Shantilal Shanghvi Foundation	55-56

PLS/HO/HR/OFF/NR

Date-1<sup>st</sup> June 2024

**Mr. Alpana Deshmukh**

704 Sumangal A-3, Tirthdham Complex,  
Adharwadi road,  
Kalyan (W) 421301

**Sub: Offer Letter**

**Dear Alpana,**

We are glad to know of your interest in **M/s. PRIVI LIFE SCIENCES PRIVATE LIMITED**. Based on the discussion you had with us, we are pleased to offer you the position of "**Management Trainee – Human Resources**" on the following terms:

1. Your date of joining would be on or before **3<sup>rd</sup> June 2024**.
2. You will be posted at **Head Office** location.
3. You will be paid a salary as per the annexure attached with this offer letter.
4. Post your acceptance of the Offer Letter and upon joining **Privi Life Sciences Pvt. Ltd**, you will be given your Letter of Appointment enumerating the terms and conditions.
5. You will initially be on Probation for **12 months**. Upon completion of the probation period, and based on your performance, you shall undergo a confirmation review process.
6. This offer is subject to your clearance of **reference & background verification** check process and medical examination.

Please sign the duplicate copy of Offer letter as a token of acceptance of the offer and return to Privi Life Sciences Pvt. Ltd. This Offer will be effective for seven (07) Business days.

Looking forward to a long and mutually beneficial career with us.

**For PRIVI LIFE SCIENCES PRIVATE LIMITED,**



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**Bhagwan Singh**  
**Deputy General Manager – HR**

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**Signature & Acceptance**

Date -1<sup>st</sup> June 2024

**Require Personal Documents**

To,

**Alpana,**

You are requested to submit the following documents, on or before joining our organization –

- Medical Fitness certificate.
- Three Indian Passport size photographs.
- Photocopy of your all education qualifications. Please bring the original copies of the certificates along with the photocopies for verification.
- Photocopy of previous employment documents.
- Photocopy of relieving letter/ experience Certificate from previous company.
- Resignation Letter accepted copy submitted to Previous employer.
- PAN card
- Aadhar Card
- Cancelled Cheque / Copy of 1st page of Passbook having IFSC code of Bank.
- Address proof (Ration card/Electricity bill/Telephone bill/ Aadhar Card)





**S.N.D.T. Women's University**

1, Nathibai Thackersey Road,  
New Marine Lines, Churchgate,  
Mumbai - 400 020.

Phone : +91 22 2203 1879

Fax : +91 22 2201 6226



श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग, न्यू मरिन लाईन,  
चर्चगेट, मुंबई - ४०० ०२०.

Telegram : UNIWOMEN

Website : sndt.ac.in

ESTB-I/File - 54/2024-28/1329

August 01, 2024

To

Ms. Tasmiya Kazi  
D-601, Rizwan APT,  
Jogeshwari west,  
Mumbai 400102.

**Sub: Appointment of Teaching Staff on temporary basis for academic year 2024-25  
(Open) (SPS No. 849)**

Madam,

This is to inform you that, you are appointed as Assistant Professor in Psychology on temporary basis at Department of Psychology, SNDT Women's University Mumbai - 400 020 on the following terms & conditions:

1. Your appointment is made as on purely temporary basis on remuneration of Rs. 25,000/- p.m. for the academic year 2024-25 w.e.f. 24.07.2024.
2. Your services will be governed by the terms and conditions as stipulated by the relevant Statutes for the temporary teaching staff of this University and by other terms and conditions as passed by the University.
3. Head, Department of Psychology, Mumbai - 20 or his nominee will be your reporting authority & you should follow orders/instructions given by him.
4. Your performance will be evaluated and if it is not found satisfactory, your temporary services will be terminated at any time without giving notice/reason thereon.
5. Further, it may be noted that on the basis of above appointment you shall not claim any permanent post.
6. This appointment order automatically stands cancelled (a) on completion of the academic year 2024-25 OR (b) Once the post is filled by permanent appointment, **WHICHEVER IS EARLIER.**

(DR. VILAS D. NANDAVADEKAR)

REGISTRAR

CC:-

1. Head Department of Psychology, SNDT Women's University, Mumbai - 400 020.
2. The Finance & Accounts Officer
3. The Deputy Registrar, Establishment/Special Cell of the University
4. DFAO/AR SPP Unit/SPP Unit





**REFLECT WITHIN**

**CENTER FOR PSYCHOLOGICAL & EMOTIONAL WELL-BEING**

## Letter of Appointment

Date: 16/09/2024

**Ms. Priyanka Desai**

Address: H102, Acme Amey, Vishweshwar Nagar Road, Goregaon ( East), Mumbai - 400063

**Subject: Appointment as Clinical Psychologist**

Dear Priyanka,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that, you are hereby appointed as Clinical Psychologist w.e.f. 01<sup>st</sup> October, 2024. The rest of the terms and conditions are as mentioned in the MOU.

Thanking you.

Warm Regards,

Ms. Prachi Tripathi  
Clinical Psychologist & Psychotherapist  
Founder & Director

**Reflect Within**

**Center for Psychological & Emotional Well-being**

**S.N.D.T. Women's University**

1, Nathibai Thackersey Road,  
New Marine Lines, Churchgate,  
Mumbai - 400 020.

Phone : +91 22 2203 1879  
Fax : +91 22 2201 6226



श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग, न्यु मरिन लाईन,  
चर्चगेट, मुंबई - ४०० ०२०.

Telegram : UNIWOMEN  
Website : sndt.ac.in

ESTB-I/File - 54/2024-25/1628

02 September, 2024

To,  
**Ms. Akshata Joshi,**  
Flat No. 705, A wing, Bapu Residency,  
B Cabin Road, Opp Telenge Heights Building,  
Morivalipada, Ambarnath (East),  
Thane - 421 501.

**Sub :- Appointment of Assisatn Porfessor on temporary basis for the  
academic year 2024- 25**

Sir/Madam,

This is to inform you that, **you are appointed as Assistant Professor in M.A. Psychology on temporary basis at Department of Psychology, SNDT Women's University, Churchgate Campus, Mumbai - 400 020** on the following terms & conditions:

1. Your appointment is made as **on purely temporary basis on remuneration of Rs. 25,000/- p.m.** for the academic year 2024-25 w.e.f. 29.07.2024.
2. Your services will be governed by the terms and conditions as stipulated by the relevant Statutes for the temporary teaching staff of this University and by other terms and conditions as passed by the University.
3. Head, Department of Psychology, Mumbai or his nominee will be your reporting authority & you should follow orders/instructions given by him.
4. Your performance will be evaluated and if it is not found satisfactory, your temporary services will be terminated at any time without giving notice/reason thereon.
5. Further, it may be noted that on the basis of above appointment you shall not claim any permanent post.
6. This appointment order automatically stands cancelled (a) on completion of the academic year 2024-25 **OR** (b) Once the post is filled by permanent appointment, **WHICHEVER IS EARLIER.**
7. The remuneration will be disbursed from the Department of Psychology fund.

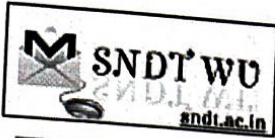
(DR. VILAS D. NANDAVADEKAR)

REGISTRAR

CC:-

1. Head, Department of Psychology, SNDT Women's University, Churchgate Campus, Mumbai - 20
2. The Finance & Accounts Officer,
3. The Deputy Registrar, Establishment/Special Cell of the University
4. DFAO/AR SPP Unit/SPP Unit.





**office psychologymumbai <office@psychologymumbai.sndt.ac.in>**

**Fwd: Regarding Job Offer**

**Shreya Karpe** <shreyakarpe8@gmail.com>  
To: "office@psychologymumbai.org"

To: "office@psychologymumbai.sndt.ac.in" <office@psychologymumbai.sndt.ac.in>

Sat, Oct 19, 2024 at 11:22 AM

----- Forwarded message -----  
From: NM RT

From: **NM BT** <admnmbudhranitrust@gmail.com>  
Date: Tue, 7 May 2024 11:53 am

Date: Tue, 7 May, 2024, 11:53 am  
Subject: Regarding Job Offer

Subject: Regarding Job Offer  
To: shreyakarna8@

To: shreyakarpe8@gmail.com <shreyakarpe8@gmail.com>

Dear Ms. Shreya Karpe,

We are pleased to inform you that you have been selected for the post of Clinical Counsellor at our organization.

Kindly let us know when you will be able to join.

On your confirmation, our office will contact you for the documents requirement.

Regards

Regards

## Admin

**Naraindas Morbai Budhrani Trust**  
125, 12th floor, M-1

125, 12th floor, Makers Chamber-VI,  
Nariman Point, Mumbai 400 021.

Nariman Point, Mumbai- 400 021

Phone: 022-22846263/65, Fax: 022- 22846265  
Email: [nrbhtd@nrbhtd.com](mailto:nrbhtd@nrbhtd.com)

Email: [nmbtdpm@yahoo.com](mailto:nmbtdpm@yahoo.com)

Website: [www.nmbtmumbai.org](http://www.nmbtmumbai.org)

**To be happy, Make others happy - Dada J. P. Vaswani**

Thanks & Regards,  
Admin.

**Subject – Offer Letter**

Dear Kavya,

Congratulations!! Based on the subsequent interviews and discussions you had at Arpan, please find below the Offer letter with the salary breakup and terms of employment -

**Designation:** Counselor  
**Location:** Mumbai  
**Date of Joining:** 24th June, 2024

Name	Kavya Joshi	
Designation:	Counselor	
Salary Component	Per Month	Per Annum
Basic	₹ 13,200	
HRA	₹ 6,600	
CCA	₹ 2,200	
Medical Allowance	₹ 2,000	
GROSS SALARY	₹ 24,000	₹ 2,88,000
Other Reimbursements		
Maximum Travel Allowance reimbursement (Local) On Actuals	₹ 5,200	₹ 62,400
Maximum Therapeutic Allowance reimbursement On Actuals	₹ 2,000	₹ 24,000
Annual Training Allowance for first year [ Pro rata basis]		₹ 5,000
Total CTC		₹ 3,79,400
<ul style="list-style-type: none"><li>Professional taxes :- Rs. 200/- will be deducted as per Law</li><li>TDS will be deducted as applicable by Income Tax laws</li><li>Arpan follows a *CTC approach - Cost to Company Approach, to salary and the same is shared above. Please note that the above structure is subject to changes, if there are any changes in Labor Law.</li></ul>		

**Note –** We are in the process of understanding labor law related changes to our compensation structure from a Government point of view. Please note that we follow a CTC, Cost to company





## **Appointment Letter**

**EMP ID- THRS01434**

**KRISHA JAYESH THAKKAR**

**MUMBAI**

**Dear Krisha,**

We are pleased to give you this Appointment Letter for the position of **People Development Manager** in our organization. The brief details of the offer are discussed as below:

Name of the Company : **Godrej & Boyce Co. Ltd.**

Start Date of Assignment : **14-May-24**

End Date of Assignment : **13-May-25**

Your Gross Salary will be Rs. **20151/-** per month (salary Break up as per the attached sheet).

It may be further noted that: -

- a) Any statutory dues such as PF, ESI etc, if applicable shall be paid /deducted as per law
- b) Tax deductions at source will be applicable as per the law

The other terms & conditions of the agreement are mentioned in the attached docket. You are required to sign and return to us a copy of the same as confirmation of your unconditional acceptance in totality of all terms & conditions of the contract with us. In case you fail to give us the signed acceptance within 7 days of this offer date, Team HR reserves the right to withdraw the offer.

Looking forward to working with you. Should you require any clarifications, please contact our administration division.

**(Authorized Signatory)**



**(Team HR GSA Pvt. Ltd.)**

**(Signed & Accepted)**

**(Krisha Jayesh Thakkar)**

## **Employment Agreement**

### **'Staff'**

This Agreement is made between Team HR, a company incorporated under the companies act 1956 and having its registered office at 302, 3<sup>rd</sup> Floor, Eco House, Behind Udipi Vihar Hotel, Goregaon East, Mumbai: 400063, hereinafter referred to as "Team HR" and **KRISHA JAYESH THAKKAR**, (hereinafter referred to as "Staff").

1. Team HR has diversified business interests. These businesses based on the Customer's requirements to which Team HR is providing consulting solutions, have different business models and therefore the requirement in terms of experience, qualifications and specific skills of people are different.

2. The assignment is based out of **Godrej & Boyce Co. Ltd.** (Mumbai)

Team HR has agreed to use the "Staff's" services on the terms and conditions hereinafter contained.

### **3. SCOPE**

3.1 This covenant including Annexure constitute an agreement between Team HR and Staff and establishes the standard provisions that will apply.

3.2 No alterations or variations of these terms shall be valid unless approved by Team HR in writing.

### **4. TERM**

4.1 This Agreement is deemed to have commenced from the **14-May-24** till **13-May-25** unless terminated in accordance with the provisions contained hereinafter. This Agreement may be renewed for further periods at the sole discretion of Team HR.

4.2 The Staff acknowledges that it is the nature of the contract job that there may be periods when no suitable work/assignment is available and agrees that the suitability will be determined by solely Team HR.

4.3 Team HR shall incur no liability towards the staff in case it fails to offer any suitable assignment at any point in time.

4.4 Team HR shall pay the staff remuneration calculated at an agreed rate for each period worked during an assignment, to be paid monthly in arrears subject to deductions for the purpose of provident fund and any other deductions which Team HR may be bound by laws or regulations. In addition, Team HR shall be entitled at any time to make deductions from the staff's remuneration in respect of sums due from staff to Team HR in relation to any overpayments of any kind or any other debt.



4.5 It is also clearly understood that the staff will not be eligible for any wages or leave during the period he or she has not taken/been involved in of any the assignment.

4.6 The Staff clearly acknowledges that Team HR and /or the customer shall not be liable for any accident resulting in injury, hurt or loss of life, which may arise out of or in the course of the assigned duty on or about Team HR's or the customers property and premises.

4.7 staff shall be governed by the leave policy of the customer at all times and leaves shall be available at the sole discretion of the representative of the customer to whom the staff is reporting

## **5. TERMINATION**

5.1 Either party may terminate this Agreement without cause by giving to the other fifteen days notice in writing.

5.2 Team HR may terminate this Agreement or any Work Order issued in the event of a material breach of the Agreement by the 'Staff' and such breach is not remedied within a reasonable period (7 days)

5.3 Due to the nature of work, Team HR may without notice and without any liability or for any reason whatsoever terminate the assignment/work order at any time. The staff shall have no claims whatsoever against Team HR or the customer.

5.4 Notwithstanding the termination of this Agreement for any reason whatsoever, the Work Order issued by Team HR prior to date of such termination shall at Team HR's option remain in full force and effect including the provisions of this Agreement until such work is duly completed.

5.5 Upon Completion of any Work Order/Assignment or on expiry or earlier termination of this Agreement, or Work Order, Team HR shall have no further obligation to the 'Staff' except for payment due for services performed prior to the date of such termination. 'Staff' agrees that upon termination of this Agreement, the 'Staff' shall return to Team HR all drawings, blueprints, notes, memoranda, specifications, designs, devices, documents and any other information containing or disclosing any confidential or proprietary information of Team HR or Customers, including work in progress. 'Staff' shall not retain any such materials including Identity Card without customers written approval.

## **6. GENERAL CONDUCT**

During this tenure, the 'Staff' will be expected to conduct himself / herself in a manner that does not bring discredit to Team HR or to the customer and the 'Staff' will be expected to perform the duties assigned to the him/her in a loyal, efficient, trustworthy and honest manner.

## **7. JURISDICTION**

The parties submit to the exclusive jurisdiction of the courts in Mumbai.

## **8. GENERAL**

8.1 This Agreement shall be binding on both parties. 'Staff' shall not assign or sub-assign this Agreement or any Work Order without the prior written consent of Team HR.

8.2 The article and section headings are for reference and convenience only and will not enter into the interpretation of this Agreement.

8.3 The Non-Disclosure, Non-Solicitation Agreement as enclosed, shall form part of this Agreement.

8.4 This Agreement constitutes the entire Agreement between the parties with respect to the subject matter and supersedes any oral or written representation, understandings, express or implied, which are not fully expressed herein.

I confirm that I have carefully read through and understood all the above terms and conditions of engagement herein and I undertake to abide by the said terms and conditions.

**(Authorized Signatory)**



**(Team HR GSA Pvt. Ltd.)**

**(Signed & Accepted)**

**(Krisha Jayesh Thakkar)**



## ANNEXURE

### Assignment Details:

Customer : Godrej & Boyce Co. Ltd.  
Place of work : MUMBAI  
Start date of Assignment : 14-May-24  
End Date of Assignment : 13-May-25

### Salary Break up:

Head	Amount
Basic	14700
HRA	2800
Other Allowance	2651
<b>Monthly Gross salary</b>	<b>20151</b>
<b>Gross for PF computation</b>	<b>17351</b>
Company Cont. PF (12%)	1800
Company Cont. PF Admin (0.5%)	75
Company Cont. EDLI (0.5%)	75
ESIC (3.25% of MG)	655
Hosp. Insurance	36
LWF	0
<b>Total Employer Contribution</b>	<b>2641</b>
<b>Monthly CTC</b>	<b>22792</b>
Emp Cont. PF(12%)	1800
ESIC (0.75% of MG)	151
LWF	0
Prof Tax	0
<b>Total Employee Contribution</b>	<b>1951</b>
<b>Monthly Net Pay (Take Home)</b>	<b>18200</b>

- Note: Salary Breakup can be change as per the minimum wages.

(Authorized Signatory)



(Team HR GSA Pvt. Ltd.)

(Signed & Accepted)

(Krisha Jayesh Thakkar)



## Dr. Prerna Kohli

Clinical Psychologist – Four Times Gold Medalist  
Winner of 100 Women Achievers Award (2016)

Date: July 31 2024

Vedika Nair  
C-804, Mahindra Splendour, Opp.Metro Mall, Bhandup (W),  
Mumbai, Maharashtra - 400078.

### Appointment Letter – Counseling Psychology Jr. Psychologist

Dear Vedika Nair

We are pleased to extend an offer to you for the position of Counseling Psychology Jr. Psychologist at Dr. Prerna Kohli and Associates. This offer is subject to a fifteen- month contractual probationary period, after which confirmation will be determined.

Your Joining Date: Your employment will commence from: **August 19, 2024**

#### **Welcome to MindTribe Healthcare Pvt. Ltd.**

Dr. Prerna Kohli, PhD, is a renowned psychologist and the Founder of our organization. With 30 years of experience, she specializes in private consultation, organizational consultation, and social service. Dr. Kohli is a highly regarded thought leader, frequently sought after by media for her expert opinions. She has successfully handled over 15,000 cases, serving high-profile clients such as celebrities and CEOs. Learn more at [www.drprernakohli.in](http://www.drprernakohli.in).

#### **Benefits:**

During the probationary period employees are not entitled any benefits other than the following:

- Revenue share as per Revenue Share Agreement below
- Standard HR policies will apply on Privilege leave (PL) / Sick Leave (SL) / Casual Leave (CL).
- You will have 18 paid leaves per year (including PL, SL, CL, etc.), which are prorated and accrue monthly. Please note that all leaves must be requested and approved in advance via email.
- You are entitled with 10 holidays and festivals such as your birthday, Republic Day, Independence Day, Gandhi Jayanti, Holi, Diwali, Christmas, New Years Day etc., which will be announced time to time.

#### **Non-Disclosure and Compliance Clauses:**

- **Confidentiality:** It is mandatory to safeguard and refrain from disclosing any sensitive company or client information. Unauthorized disclosure that impacts business operations may result in legal consequences.

Sign/initial here

Dr. Prerna Kohli, 36, Nathupur Road, DLF City – 3, Gurgaon 122002, Haryana, India  
Email: [hello@drprernakohli.in](mailto:hello@drprernakohli.in) Phone: +91 9069 069 069 URL: [www.drprernakohli.in](http://www.drprernakohli.in)





## Dr. Prerna Kohli

Clinical Psychologist – Four Times Gold Medalist

Winner of 100 Women Achievers Award (2016)

- **Non-Compete Agreement:** Upon termination, cessation of employment, or job change, the employee agrees not to engage in any business or transactions with company clients for a period of 24 months following the end of employment.

**Client Interactions:** All client meetings must take place within the office premises for employees reporting to the office. For remote workers, client interactions should occur online. Conducting face-to-face counseling sessions with clients in public places, such as coffee shops, is strictly prohibited. All sessions must be conducted within the company's authorized purview.

**Intellectual Property Rights:** Any work, projects, research, content, articles, blogs, etc., created during the employee's association with MindTribe are the exclusive property of MindTribe by Dr. Prerna Kohli. The employee holds no ownership rights over such creations.

**Protection of Intellectual Property:** Any intentional actions to maliciously destroy or harm the research, content, articles, blogs, etc., created for MindTribe, whether during or after employment, will be regarded negatively. The company reserves the right to take appropriate measures to safeguard its intellectual property rights.

### Non-Compete Clauses:

- During your tenure with us, you, as the associate, are prohibited from engaging in any other paid or unpaid work.
- You are not permitted to establish or be involved in any non-governmental organization (NGO) during your employment.
- Providing counseling sessions, whether paid or unpaid, outside of the cases assigned by MindTribe, is strictly prohibited.
- You are not allowed to work part-time or full-time in any family business while employed with us.
- Throughout your tenure with MindTribe Healthcare Pvt. Ltd., you are not permitted to seek or maintain employment elsewhere for or without monetary gain.
- Without written approval from the company, you are not authorized to pursue any form of part-time or full-time education, including online or offline courses, degrees, Diplomas, or certifications. Please note that such requests are generally denied during the 15-month contract period.

Sign/initial here

Dr. Prerna Kohli, 36, Nathupur Road, DLF City – 3, Gurgaon 122002, Haryana, India  
Email: [hello@drprernakohli.in](mailto:hello@drprernakohli.in) Phone: +91 9069 069 069 URL: [www.drprernakohli.in](http://www.drprernakohli.in)





## Dr. Perna Kohli

Clinical Psychologist – Four Times Gold Medalist  
Winner of 100 Women Achievers Award (2016)

### Contractual Obligations:

- **Notice Period:** This employment contract is for a duration of 15 months. During the initial 7 calendar days, which serve as a trial period, you have the option to terminate the contract without any obligations. If you choose to continue beyond the initial 7 days, it will be deemed that you have accepted the terms of the contract. Exiting the contract before its completion requires approval from management, which will only be granted under exceptional circumstances such as the unfortunate demise of an immediate family member (parent, sibling, spouse, etc.) or a life-threatening illness affecting your well-being. Upon the conclusion of the 15-month contract, subject to mutual agreement, a full-time employment offer may be extended.
- **Contract Exit:** In the event that you wish to terminate the contract without obtaining management approval, the company reserves the right, at its discretion, to recover partial training costs amounting to Rs. 15,000.00 (Fifteen thousand) that have been invested in your training.

**Note:** These clauses are implemented to safeguard the best interests of both the company and its employees. The scope of these clauses is not limited to the examples provided and may encompass any other unethical practices (such as defamation or discrediting) that could disrupt the company's business operations.

Non-adherence to any of the clauses would compel strict legal action from the part of the company.

**Joining Date:** Your employment will commence from: as stated above

**Duration of Probationary period:** 3 months training + 12 months probationary period = 15 months

**Certificate of Completion:** Upon successful completion of the probationary period certificate will be issued

**Details of Compensation:** Details of the compensation are in the Appendix **Attendance:** Your attendance is marked during the morning call. This is used for calculating the stipend.

### Assignment of Duties:

You will be asked to contribute to any of entities founded by Dr. Perna Kohli

Mentriq by Dr. Perna Kohli [www.mentriq.in](http://www.mentriq.in)

Mind Tribe [www.mindtribe.in](http://www.mindtribe.in)

Any other new entities formed

Sign/initial here

Dr. Perna Kohli, 36, Nathupur Road, DLF City – 3, Gurgaon 122002, Haryana, India  
Email: [hello@drprernakohli.in](mailto:hello@drprernakohli.in) Phone: +91 9069 069 069 URL: [www.drprernakohli.in](http://www.drprernakohli.in)





# Dr. Prerna Kohli

Clinical Psychologist – Four Times Gold Medalist

Winner of 100 Women Achievers Award (2016)

## Timing:

The office operating hours are from 8 AM to 8 PM, providing flexibility for selecting a time slot that accommodates both client needs and your availability. Depending on client demands and your own scheduling, you may be required to work on Saturdays and Sundays.

It is expected that you will fulfill a minimum of 45 working hours per week.

When working remotely, you will be required to maintain a timesheet and submit it to the company periodically.

Dr. Prerna Kohli and Mr. Vidur Kohli extend their best wishes for a prosperous and successful career with MindTribe Healthcare Pvt. Ltd.

Best Regards

Vidur Kohli

## Signature of Agreement:

(This section is for you to indicate your agreement for the aforementioned clauses/details and communicate your willingness to take up the opportunity.)

I, VEDIKA NAIR, hereby declare that I have read and agree to all the clauses and details of employment and I am willing to join as is required.

Sign:

Date: 5/08/2024

Place: MUMBAI

Sign/initial here

# Shantilal Shanghvi Foundation

Regd. Office : F.P 145, Ram Mandir Road, Vile Parle (East), Mumbai – 400 057  
CIN - U91990MH2004NPL146501, Tel.: 022-42181111

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Date 20/04/2022

Dear Eram,

With reference to our discussion, we are pleased to engage you on retainerhip as a **Junior Counsellor at Mann Talks**, for the assignments discussed with you in detail, to be based at **Mumbai**, on the following terms and conditions:

- 1. Engagement:** Your engagement as a **Junior Counsellor at Mann Talks** will be effective from the joining date.
- 2. Period of engagement:** Will be for an initial duration of one year from the date of your joining, renewable upon mutual consent subject to your performance as per project needs and satisfaction of your reporting authority. For the first 3 months from the joining date, you will be on probation.
- 3. Scope of Work:**
  - Answering calls, and emails, maintaining session records, monthly reports of the calls attended on the helpline, debriefs with the team
  - Supporting in content creation and vetting for any publicity and outreach activities for the promotion of the helpline and the website
  - Keeping track of team's referral work; updating and vetting the referral database
  - Developing case-studies, research papers and other works of academic writing on the helpline's work
  - Any other work assigned by your manager, from time to time
- 4. Working Hours:** As informed by the Program Officer from time to time.
- 5. Coordination:** Your assignments shall be coordinated by a Senior Counsellor or Program Officer
- 6. Fees:**

Type	Component	Cost to Company (INR)
Base	Base Retainer Fee	27,000/-
	Retainer Fee on Confirmation*	28,000/-
Benefits	Self-Care Allowance	1000/-



# Shantilal Shanghvi Foundation

Regd. Office : F.P 145, Ram Mandir Road, Vile Parle (East), Mumbai – 400 057  
CIN - U91990MH2004NPL146501, Tel.: 022-42181111

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*\*Retainer Fee on Confirmation: For the first 3 months from the joining date, you will be on probation. On confirmation, your base monthly retainer fee will be increased by INR 1,000/-*

You shall raise a debit note for the fees by the end of every month. The payment for the month shall be remitted by the 07<sup>th</sup> of the subsequent month. TDS shall be deductible as applicable.

- 7. Secrecy & Confidentiality** - During the course of your retainerhip with the Shantilal Shanghvi Foundation (SSF) you will be exposed to, and will become aware of, information of a confidential nature. In many cases, the confidential information may relate to matters of SSF as well as those of related group entities. Confidential Information will have a considerable sensitivity as well as commercial value at times, and the protection of its confidentiality is therefore a high priority for all SSF's employees/appointees/consultants. You must diligently comply with the obligations set out in this clause in relation to SSF's & related group companies' confidential information.

**'Confidential Information'** means all confidential information including, but not limited to:

- Trade secrets and confidential know-how of which you become aware, or generate or create (both before and after the day this letter was signed by you) in the course of, or in connection with, your retainerhip at SSF.
- Any information (written or oral) of a commercial, operational, technical or financial nature, which is not publicly available;
- More specifically, all information relating to corporate opportunities, research, financial and marketing data, pricing terms, evaluations, opinions, interpretations, collaboration prospects, the identity of clients, the identity of key client contacts, marketing techniques, and all such similar information/data.

Confidential Information remains the sole property of SSF. You must not use any of SSF's and related group companies Confidential Information for your own purposes, or disclose it or make it known, or allow it to be made known, to any person, except as authorized in writing by SSF.

Failure to comply with your obligations in relation to SSF and related group companies Confidential Information, or a breach of your obligations regarding confidentiality, either directly or indirectly, will constitute misconduct or may result in disciplinary action, including dismissal.

- 8. Conflict of Interest** - You must not during your retainerhip with SSF be involved, in any way, with any other business or service, which is either directly or indirectly similar to that of SSF's. You must not accept, or undertake to accept either directly or indirectly, any gifts, commissions, consideration or other favors or any benefits whatsoever in connection with your work. Failures to comply with this requirement of your retainerhip will constitute misconduct and may result in disciplinary action, the consequences of which may include dismissal.

# Shantilal Shanghvi Foundation

Regd. Office : F.P 145, Ram Mandir Road, Vile Parle (East), Mumbai – 400 057  
CIN - U91990MH2004NPL146501, Tel.: 022-42181111

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## 9. Documents Required on Joining

PAN Card,

Aadhar Card

Residential Address Proof

Proof of Qualification

We request you to return the copy of this letter duly signed, as a token of your having accepted the assignment.

Yours sincerely,

**Shantilal Shanghvi Foundation.**

Accepted and agreed by **Eram Shaikh.**

Signature: *Eram Shaikh*

Date: 23/04/2022

# Shantilal Shanghvi Foundation

Regd. Office : F.P 145, Ram Mandir Road, Vile Parle (East), Mumbai – 400 057 CIN

- U91990MH2004NPL146501, Tel.: 022-42181111

Date 20/04/2022

Dear Niyati,

With reference to our discussion, we are pleased to engage you on retainerhip as a **Junior Counsellor at Mann Talks**, for the assignments discussed with you in detail, to be based at **Mumbai**, on the following terms and conditions:

- 1. Engagement:** Your engagement as a **Junior Counsellor at Mann Talks** will be effective from the joining date.
- 2. Period of engagement:** Will be for an initial duration of one year from the date of your joining, renewable upon mutual consent subject to your performance as per project needs and satisfaction of your reporting authority. For the first 3 months from the joining date, you will be on probation.
- 3. Scope of Work:**
  - Answering calls, and emails, maintaining session records, monthly reports of the calls attended on the helpline, debriefs with the team
  - Supporting in content creation and vetting for any publicity and outreach activities for the promotion of the helpline and the website
  - Keeping track of team's referral work; updating and vetting the referral database
  - Developing case-studies, research papers and other works of academic writing on the helpline's work
  - Any other work assigned by your manager, from time to time
- 4. Working Hours:** As informed by the Program Officer from time to time.
- 5. Coordination:** Your assignments shall be coordinated by a Senior Counsellor or Program Officer
- 6. Fees:**

Type	Component	Cost to Company (INR)
Base	Base Retainer Fee	27,000/-
	Retainer Fee on Confirmation*	28,000/-



# Shantilal Shanghvi Foundation

Regd. Office : F.P 145, Ram Mandir Road, Vile Parle (East), Mumbai – 400 057 CIN

- U91990MH2004NPL146501, Tel.: 022-42181111

Benefits	Self-Care Allowance	1000/-
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*\*Retainer Fee on Confirmation: For the first 3 months from the joining date, you will be on probation. On confirmation, your base monthly retainer fee will be increased by INR 1,000/-*

You shall raise a debit note for the fees by the end of every month. The payment for the month shall be remitted by the 07<sup>th</sup> of the subsequent month. TDS shall be deductible as applicable.

- 7. Secrecy & Confidentiality** - During the course of your retainerhip with the Shantilal Shanghvi Foundation (SSF) you will be exposed to, and will become aware of, information of a confidential nature. In many cases, the confidential information may relate to matters of SSF as well as those of related group entities. Confidential Information will have a considerable sensitivity as well as commercial value at times, and the protection of its confidentiality is therefore a high priority for all SSF's employees/appointees/consultants. You must diligently comply with the obligations set out in this clause in relation to SSF's & related group companies' confidential information.

**'Confidential Information'** means all confidential information including, but not limited to:

- Trade secrets and confidential know-how of which you become aware, or generate or create (both before and after the day this letter was signed by you) in the course of, or in connection with, your retainerhip at SSF.
- Any information (written or oral) of a commercial, operational, technical or financial nature, which is not publicly available;
- More specifically, all information relating to corporate opportunities, research, financial and marketing data, pricing terms, evaluations, opinions, interpretations, collaboration prospects, the identity of clients, the identity of key client contacts, marketing techniques, and all such similar information/data.

Confidential Information remains the sole property of SSF. You must not use any of SSF's and related group companies Confidential Information for your own purposes, or disclose it or make it known, or allow it to be made known, to any person, except as authorized in writing by SSF.

Failure to comply with your obligations in relation to SSF and related group companies Confidential Information, or a breach of your obligations regarding confidentiality, either directly or indirectly, will constitute misconduct or may result in disciplinary action, including dismissal.

# Shantilal Shanghvi Foundation

Regd. Office : F.P 145, Ram Mandir Road, Vile Parle (East), Mumbai – 400 057 CIN

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- U91990MH2004NPL146501, Tel.: 022-42181111

8. **Conflict of Interest** - You must not during your retainership with SSF be involved, in any way, with any other business or service, which is either directly or indirectly similar to that of SSF's. You must not accept, or undertake to accept either directly or indirectly, any gifts, commissions, consideration or other favors or any benefits whatsoever in connection with your work. Failures to comply with this requirement of your retainership will constitute misconduct and may result in disciplinary action, the consequences of which may include dismissal.

9. **Documents Required on Joining**

PAN Card,

Aadhar Card

Residential Address Proof

Proof of Qualification

We request you to return the copy of this letter duly signed, as a token of your having accepted the assignment.

Yours sincerely,

**Shantilal Shanghvi Foundation.**

Accepted and agreed by **Niyati Gala.**

Signature:



Date: 23<sup>rd</sup> April, 2022



# GEI'S BLOSSOM

INTERNATIONAL  
SCHOOL

Affiliation No. 1131079  
School No. 31059

S. V. Joshi Vidya Sankul, Nehru Road, Dombivli (E) - 421 201, Thane, MH. INDIA  
9819192674 | 8976592465 | blossomcbse@gmail.com | www.blossominternationalschool.in

Date: 28/03/2024

Ms. Akshata S. More

Counsellor.

**Subject: Job Offer Letter for the Post a Counsellor.**

I am pleased to inform you that regarding your interview at GEI'S BLOSSOM INTERNATIONAL SCHOOL, DOMBIVLI-EAST, you are selected for the post of a counsellor on the following terms and conditions.

- Your monthly salary will be Rs. 20000/- per month, including Employee PF share. The institute share will add separately to the PF account.
- You will be on probation from 01 April 2024.
- Your performance will be evaluated during the training and probation period. If found unsatisfactory, an appointment will be terminated without notice.
- Once joined, you have to follow all the rules and regulations of the school.
- Please note that it is mandatory to complete an Academic Year 2024-25.
- A formal letter of appointment with detailed terms and conditions, including a code of conduct to be followed, will be issued after you join the school.

Kindly accept this offer and contact us with your original documents and a set of self-attested xerox documents, till 30 March 2024 After that offer will get disqualified. The terms of this offer detailed above are strictly confidential and should treat as privileged information between you and the school.

Feel free to communicate for any further information.

Regards,

*Akshata*

Principal



**Principal**

G.E.I's Blossom International School  
Dombivli (East), Dist. Thane - 421 201.  
(CBSE AFFI. No. 1131079; School No. 31059)





**Strictly Private & Confidential**

May 5, 2023

**Ms Srushti Moonot**

D-102, Humlog Co-op Hsg Society,  
Building No. 75, Tilaknagar,  
Chembur-West, Mumbai,  
Pincode - 400089.

Dear **Ms Moonot**,

**Sub: Contract for Services as Talent Acquisition Executive**

We are pleased to engage your services as **Talent Acquisition Executive** as per the terms and conditions mentioned below:

**1. CONTRACT:**

This contract is entered into between you and The Tata Power Company Limited for a period of **one years**, with effect from **1<sup>st</sup> June, 2023**.

**2. SCOPE OF WORK:**

You will be responsible for **Talent Acquisition at Tata Power** and will be based in **Mumbai**.

**3. PROVISION OF SERVICES:**

You shall provide all such services as discussed with you.

**4. PLACE OF WORK:**

You will be located at our **Mumbai** office, however, depending on the scope of work, you would be required to extend your services at different locations.

Your services are liable to be utilized at any of the offices, work sites divisions departments, sections, existing sister / associate Companies etc. of The Tata Power Company Limited, which is in existence as on date and which may come into existence in future, without any additional remuneration or other benefits.

**5. INDEMNITY :**

During the course of this understanding, you shall indemnify us against loss/damages, adverse claims or the likes which we may be subjected to during the performance of your obligations agreed herein.



**Strictly Private & Confidential**

**6. FEE :**

In consideration of provision of your service, you shall be entitled to the following fees:

**6.1 Consultancy Fees :**

The fee for the scope of work agreed herein will be **Rs. 3,60,000/- (Rupees Three Lacs Sixty Thousand only)** per annum (all-inclusive)

**6.2 Invoicing:**

You shall raise a monthly invoice for the said fee, based on which the same shall be paid to you, subject to satisfactory rendering of services.

**6.3 TDS & Service Tax:**

While TDS, as applicable, shall be deducted from your payments, Service Tax, as applicable, shall be paid to you by the Company. TDS certificates in original shall be provided to you for claiming income tax credits.

**6.4 Secrecy:**

As compensation is a matter between you and the Company, you are required to keep the same strictly confidential. Any breach of confidentiality in this regard will be viewed seriously. You shall not be eligible for any other compensation or benefits except as stated above.

**7. TERMINATION :**

Either party may terminate this understanding by giving one month's notice to the other party. The commencement and continuance of this contract are subject to your being found medically fit by the Company's Medical Officer or any other Medical practitioner authorized in this regard. We also agree that during the course of this contract, in case you develop any health issues that render you incapable of carrying out your obligations, this contract will cease to be operative with immediate effect and will be deemed to have terminated.

Notwithstanding anything hereinbefore contained, the Company shall have the right to terminate this engagement at any time without assigning any reason whatsoever.

**8. CONFIDENTIALITY :**

You shall not, at any time, during the period of your providing consultancy services to us, or thereafter, disclose, divulge or make public, any of the technologies, processes, accounts, transactions, dealings etc., of the Company to any other person, firm or Company or disclose, without the written permission of the Company, any information which is or may be of a confidential nature.

**9. EXCLUSIVITY:**

You shall not, at any time, during the period of you providing consultancy Services to us, provide services either by way of consulting, advising or Employment, whether for payment or not any other companies or institutions on matters related to Tata Power, without taking prior written permission from the Company.



**Strictly Private & Confidential**

**10. GENERAL:**

- 10.1 It is expressly understood that this contract is for retainership service and at no time during the contract period or thereafter, you shall claim the status of a permanent category of employee or employment in the Company. This agreement is not that of an employer and employee and, as such, you shall not be eligible for any allowances or other benefits as may be applicable to permanent employees of the Company.
- 10.2 You shall abide by all the safety rules, regulations and directives in force from time to time failing which action, as deemed fit, shall be initiated against you.
- 10.3 You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the responsibility assigned to you. You shall at all times abide by the Tata Code of Conduct (copy attached), as applicable to you and be guided by your reporting authority with respect to any rules and regulations that may become necessary in the course of your engagement with us.
- 10.4 The terms of this contract and / or engagement may be changed at the sole discretion of the Company even without prior intimation.

If the above terms and conditions are applicable to you, please sign and return the duplicate copy of this letter in token of your acceptance and arrange to provide services effective **1<sup>st</sup> June, 2023** as stated in clause I above.

Thanking you

Yours truly,

**For The Tata Power Company Limited,**

**Capt Geeta S Jadhav**  
**Chief – Corporate HR**

I accept the above terms &  
Conditions:

\_\_\_\_\_  
**Signature of the Consultant**

Name: \_\_\_\_\_

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





GEI'S  
**BLOSSOM**

INTERNATIONAL  
SCHOOL

Affiliation No. 1131079  
School No. 31059

S. V. Joshi Vidya Sankul, Nehru Road., Dombivli (E) - 421 201, Thane, MH. INDIA.  
9819192674 | 8976592465 | blossomcbse@gmail.com | www.blossominternationalschool.in

Date: 28/03/2024

Ms. Prachi M. Vaze

Counsellor.

**Subject: Job Offer Letter for the Post a Counsellor.**

I am pleased to inform you that regarding your interview at GEI'S BLOSSOM INTERNATIONAL SCHOOL, DOMBIVLI-EAST, you are selected for the post of a counsellor on the following terms and conditions.

- Your monthly salary will be Rs. 20000/- per month, including Employee PF share. The institute share will add separately to the PF account.
- You will be on probation from 01 April 2024.
- Your performance will be evaluated during the training and probation period. If found unsatisfactory, an appointment will be terminated without notice.
- Once joined, you have to follow all the rules and regulations of the school.
- Please note that it is mandatory to complete an Academic Year 2024-25.
- A formal letter of appointment with detailed terms and conditions, including a code of conduct to be followed, will be issued after you join the school.

Kindly accept this offer and contact us with your original documents and a set of self-attested xerox documents, till 30 March 2024 After that offer will get disqualified. The terms of this offer detailed above are strictly confidential and should treat as privileged information between you and the school.

Feel free to communicate for any further information.

Regards,

*Prachi*

Principal

**Principal**



G.E.I.'s Blossom International School  
Dombivli (East), Dist. Thane - 421 201.  
(CBSE Affl. No. 1131079; School No. 31059)



## ADMIN CHECK LIST

Welcome to Blossom family ☞ As per rules you have to prepare two files of personal details.

1. For original documents.

2. Photocopy of first file.

☞ Expected documents are...

1. Application form

2. Offer letter

3. Rules and regulations(point no. 2 & 3 will be provided by school)

4. Acceptance or Joining letter

5. Employees Information form (provided by school) along with Aadhar card and Pan card photocopy.

If you already have PF account, you have to submit it's number.

6. Letter for original documents submission. (2 copies)

7. Educational and professional Qualification certificates(started from SSC)

8. Experience letter (if ANY, previous experience certificate)

9. Medical or Fitness Certificate by MBBS /MD doctor.

10. Police verification(available online)

11. Leave Application(will get attached once school is starts.)

### Details of salary account & PF deduction:

☞ You have to open a account in DNS Bank i.e. DOMBIVLI NAGARI SAHAKARI BANK (any branch) for monthly salary deposition.

☞ Once done with the account opening process, you have to submit photocopy of passbook first page.

☞ If you already have DNS Bank account, you have to submit photocopy of passbook first page.

☞ Cheque payment / ECS /NEFT is not done for any other bank account.

☞ Will inform you personally for your PF deduction.

We are pleased to appoint you as an assistant teacher on monthly gross salary of Rs. 20000/-

☞ 12% of BASIC+DA i.e. 8000 + 6400 , PF is deducted monthly i.e. Rs. 1728/- from your salary.

☞ Same amount is deposited in your PF account by institute.

☞ PT i.e. Professional Tax deduction is not applicable.

☞ The net salary is Rs. 18272/-

☞ If you left within the year , last month salary and experience certificate will not be released.

☞ If you wish to leave in between with any reason, 3 month notice period from employee side need to give to the school for completion of work.

☞ If performance is not up to the mark, on the spot termination can be done by school without any intimation.

12<sup>th</sup> October'23  
Simran Kalra  
Ahmedabad

**Sub: Letter of Intent for the position of Organizational Psychologist**

**Dear Simran,**

Further to the discussions that you have had with us and based on the information provided by you, we are pleased to offer you the role of **Organizational Psychologist** with **Globus Outsourcing Pvt. Ltd.** and your posting will be at **Ahmedabad**. You will receive salary as per the discussion and mutual agreement at the time of interview.

You are requested to join us on **15<sup>th</sup> November'23**. A formal appointment letter with the terms & conditions will be issued to you at the time of joining.

Kindly acknowledge the receipt of acceptance and confirm your joining date.

**Documents required on joining day:**

1. Letter of Intent sent to you by **Globus Outsourcing Pvt. Ltd.**
2. 3 Passport size Photographs.
3. ID Proof (DL / Voter ID Card / Passport).
4. Copy of Permanent Account Number (PAN) card.
5. Copy of Aadhar Card.
6. 1 Cancelled Cheque.
7. Bank Pass Book First Page Photocopy (Clear & Enlarged).
8. Relieving & Experience letter from your previous company.
9. Last 3 month's Salary Slips from your previous company.

We take this opportunity to welcome you to our organization and look forward to a long and mutually beneficial association.

Thanking you,

**For, Globus Outsourcing Pvt. Ltd.**

A handwritten signature in blue ink, appearing to read "Vruddhi Chotai".

**Vruddhi Chotai**  
**HR & Admin**

CIN: U74999GJ2017PTC096583

**Globus Outsourcing Pvt. Ltd.**

301, Shapath – V, Opp. Karnavati Club, S.G. Road, Prahlad Nagar, Ahmedabad – 380015

E-mail: [info@globusoutsourcing.in](mailto:info@globusoutsourcing.in)

# Shantilal Shanghvi Foundation

Regd. Office : F.P 145, Ram Mandir Road, Vile Parle (East), Mumbai – 400 057  
CIN - U91990MH2004NPL146501, Tel.: 022-42181111

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Date 20/04/2022

Dear Sayali,

With reference to our discussion, we are pleased to engage you on retainerhip as a **Junior Counsellor at Mann Talks**, for the assignments discussed with you in detail, to be based at **Mumbai**, on the following terms and conditions:

- 1. Engagement:** Your engagement as a **Junior Counsellor at Mann Talks** will be effective from the joining date.
- 2. Period of engagement:** Will be for an initial duration of one year from the date of your joining, renewable upon mutual consent subject to your performance as per project needs and satisfaction of your reporting authority. For the first 3 months from the joining date, you will be on probation.
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  - Answering calls, and emails, maintaining session records, monthly reports of the calls attended on the helpline, debriefs with the team
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  - Any other work assigned by your manager, from time to time
- 4. Working Hours:** As informed by the Program Officer from time to time.
- 5. Coordination:** Your assignments shall be coordinated by a Senior Counsellor or Program Officer
- 6. Fees:**

Type	Component	Cost to Company (INR)
Base	Base Retainer Fee	27,000/-
	Retainer Fee on Confirmation*	28,000/-
Benefits	Self-Care Allowance	1000/-



# Shantilal Shanghvi Foundation

Regd. Office : F.P 145, Ram Mandir Road, Vile Parle (East), Mumbai – 400 057  
CIN - U91990MH2004NPL146501, Tel.: 022-42181111

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*\*Retainer Fee on Confirmation: For the first 3 months from the joining date, you will be on probation. On confirmation, your base monthly retainer fee will be increased by INR 1,000/-*

You shall raise a debit note for the fees by the end of every month. The payment for the month shall be remitted by the 07<sup>th</sup> of the subsequent month. TDS shall be deductible as applicable.

- 7. Secrecy & Confidentiality** - During the course of your retainerhip with the Shantilal Shanghvi Foundation (SSF) you will be exposed to, and will become aware of, information of a confidential nature. In many cases, the confidential information may relate to matters of SSF as well as those of related group entities. Confidential Information will have a considerable sensitivity as well as commercial value at times, and the protection of its confidentiality is therefore a high priority for all SSF's employees/appointees/consultants. You must diligently comply with the obligations set out in this clause in relation to SSF's & related group companies' confidential information.

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- Trade secrets and confidential know-how of which you become aware, or generate or create (both before and after the day this letter was signed by you) in the course of, or in connection with, your retainerhip at SSF.
- Any information (written or oral) of a commercial, operational, technical or financial nature, which is not publicly available;
- More specifically, all information relating to corporate opportunities, research, financial and marketing data, pricing terms, evaluations, opinions, interpretations, collaboration prospects, the identity of clients, the identity of key client contacts, marketing techniques, and all such similar information/data.

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# Shantilal Shanghvi Foundation

Regd. Office : F.P 145, Ram Mandir Road, Vile Parle (East), Mumbai – 400 057  
CIN - U91990MH2004NPL146501, Tel.: 022-42181111

---

## 9. Documents Required on Joining

PAN Card,

Aadhar Card

Residential Address Proof

Proof of Qualification

We request you to return the copy of this letter duly signed, as a token of your having accepted the assignment.

Yours sincerely,

**Shantilal Shanghvi Foundation.**

Accepted and agreed by **Sayali Sontakke**

Signature:

Date:

Date 24/03/2023

Amna Alim,

Dear Amna,

With reference to our discussion, we are pleased to engage you on retainerhip as a **Junior Counsellor at Mann Talks**, for the assignments discussed with you in detail, to be based at **Mumbai**, on the following terms and conditions:

1. **Engagement:** Your engagement as a **Junior Counsellor at Mann Talks** will be effective from the joining **01/7/23**.
2. **Period of engagement:** Will be for an initial duration of one year from the date of your joining, renewable upon mutual consent subject to your performance as per project needs and satisfaction of your reporting authority. For the first 3 months from the joining date, you will be on probation.
3. **Scope of Work:**
  - Answering calls, and emails, maintaining session records, monthly reports of the calls attended on the helpline
  - Supporting in content creation and vetting for any publicity and outreach activities for the promotion of the helpline and the website
  - Keeping track of team's referral work; updating and vetting the referral database
  - Developing case-studies, research papers and other works of academic writing on the helpline's work
  - Any other work assigned by your manager, from time to time
4. **Working Hours:** As informed by the Program Officer from time to time.
5. **Coordination:** Your assignment shall be coordinated by the Program Officer.
6. **Fees:**

Type	Component	Cost to Company (INR)
Base	Base Retainer Fee	27,000/-
	Retainer Fee on Confirmation*	28,000/-
Benefits	Self-Care Allowance	1000/-

*\*Retainer Fee on Confirmation: For the first 3 months from the joining date, you will be on probation. On confirmation, your base monthly retainer fee will be increased by INR 1,000/-*

You shall raise a debit note for the fees by the end of every month. The payment for the month shall be remitted by the 07<sup>th</sup> of the subsequent month. TDS shall be deductible as applicable.

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8. **'Confidential Information'** means all confidential information including, but not limited to:
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  - Any information (written or oral) of a commercial, operational, technical or financial nature, which is not publicly available, and;
  - More specifically, all information relating to corporate opportunities, research, financial and sales data, pricing and trading terms, evaluations, opinions, interpretations, acquisition prospects, the identity of customers or their equipment's, the identity of key client contacts, marketing and merchandising techniques, prospective names and marks, etc;
  - Confidential Information remains the sole property of SSF.
  - You must not use any of SSF's & related group companies Confidential Information, for your own purposes, or disclose it or make it known, or allow it to be made known, to any person, except as authorized by SSF.
  - Failure to comply with your obligations in relation to SSF & related group companies Confidential Information, or a breach of your obligations regarding confidentiality, either directly or indirectly, will constitute misconduct or may result in disciplinary action, including summary dismissal.
9. **Conflict of Interest** - You must not during your retainership with SSF be involved, in any way, with any other business, which is in either in direct or indirect competition with SSF & related group companies' business, accept, or undertake to accept either directly or indirectly, any gifts, commissions, consideration or other favors or any benefits whatsoever in connection with your work. Failures to comply with this requirement of your retainership will constitute misconduct and may result in disciplinary action, the consequences of which may include summary dismissal.
10. **Documents Required on Joining**  
PAN Card,  
Aadhar Card  
Residential Address Proof  
Proof of Qualification

We request you to return the copy of this letter duly signed, as a token of your having accepted the assignment.

Yours sincerely,  
**Shantilal Shanghvi Foundation.**

Accepted and agreed to join on 27/03/23: AMNA ALIM  
(Date) (Signature)



# Shantilal Shanghvi Foundation

Regd. Office : F.P 145, Ram Mandir Road, Vile Parle (East), Mumbai – 400 057  
CIN - U91990MH2004NPL146501, Tel.: 022-42181111

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Date 20/04/2022

Dear Pranjal,

With reference to our discussion, we are pleased to engage you on retainerhip as a **Junior Counsellor at Mann Talks**, for the assignments discussed with you in detail, to be based at **Mumbai**, on the following terms and conditions:

- 1. Engagement:** Your engagement as a **Junior Counsellor at Mann Talks** will be effective from the joining date.
- 2. Period of engagement:** Will be for an initial duration of one year from the date of your joining, renewable upon mutual consent subject to your performance as per project needs and satisfaction of your reporting authority. For the first 3 months from the joining date, you will be on probation.
- 3. Scope of Work:**
  - Answering calls, and emails, maintaining session records, monthly reports of the calls attended on the helpline, debriefs with the team
  - Supporting in content creation and vetting for any publicity and outreach activities for the promotion of the helpline and the website
  - Keeping track of team's referral work; updating and vetting the referral database
  - Developing case-studies, research papers and other works of academic writing on the helpline's work
  - Any other work assigned by your manager, from time to time
- 4. Working Hours:** As informed by the Program Officer from time to time.
- 5. Coordination:** Your assignments shall be coordinated by a Senior Counsellor or Program Officer
- 6. Fees:**

Type	Component	Cost to Company (INR)
Base	Base Retainer Fee	27,000/-
	Retainer Fee on Confirmation*	28,000/-
Benefits	Self-Care Allowance	1000/-

# Shantilal Shanghvi Foundation

Regd. Office : F.P 145, Ram Mandir Road, Vile Parle (East), Mumbai – 400 057  
CIN - U91990MH2004NPL146501, Tel.: 022-42181111

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*\*Retainer Fee on Confirmation: For the first 3 months from the joining date, you will be on probation. On confirmation, your base monthly retainer fee will be increased by INR 1,000/-*

You shall raise a debit note for the fees by the end of every month. The payment for the month shall be remitted by the 07<sup>th</sup> of the subsequent month. TDS shall be deductible as applicable.

- 7. Secrecy & Confidentiality** - During the course of your retainerhip with the Shantilal Shanghvi Foundation (SSF) you will be exposed to, and will become aware of, information of a confidential nature. In many cases, the confidential information may relate to matters of SSF as well as those of related group entities. Confidential Information will have a considerable sensitivity as well as commercial value at times, and the protection of its confidentiality is therefore a high priority for all SSF's employees/appointees/consultants. You must diligently comply with the obligations set out in this clause in relation to SSF's & related group companies' confidential information.

**'Confidential Information'** means all confidential information including, but not limited to:

- Trade secrets and confidential know-how of which you become aware, or generate or create (both before and after the day this letter was signed by you) in the course of, or in connection with, your retainerhip at SSF.
- Any information (written or oral) of a commercial, operational, technical or financial nature, which is not publicly available;
- More specifically, all information relating to corporate opportunities, research, financial and marketing data, pricing terms, evaluations, opinions, interpretations, collaboration prospects, the identity of clients, the identity of key client contacts, marketing techniques, and all such similar information/data.

Confidential Information remains the sole property of SSF. You must not use any of SSF's and related group companies Confidential Information for your own purposes, or disclose it or make it known, or allow it to be made known, to any person, except as authorized in writing by SSF.

Failure to comply with your obligations in relation to SSF and related group companies Confidential Information, or a breach of your obligations regarding confidentiality, either directly or indirectly, will constitute misconduct or may result in disciplinary action, including dismissal.

- 8. Conflict of Interest** - You must not during your retainerhip with SSF be involved, in any way, with any other business or service, which is either directly or indirectly similar to that of SSF's. You must not accept, or undertake to accept either directly or indirectly, any gifts, commissions, consideration or other favors or any benefits whatsoever in connection with your work. Failures to comply with this requirement of your retainerhip will constitute misconduct and may result in disciplinary action, the consequences of which may include dismissal.

# Shantilal Shanghvi Foundation

Regd. Office : F.P 145, Ram Mandir Road, Vile Parle (East), Mumbai – 400 057  
CIN - U91990MH2004NPL146501, Tel.: 022-42181111

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## 9. Documents Required on Joining

PAN Card,

Aadhar Card

Residential Address Proof


Proof of Qualification

We request you to return the copy of this letter duly signed, as a token of your having accepted the assignment.

Yours sincerely,

**Shantilal Shanghvi Foundation.**

Accepted and agreed by **Pranjal Mane**

Signature: 

Date: 22.04.2022



Date 24/03/2023

Yashika Mistry,

Dear Yashika,

With reference to our discussion, we are pleased to engage you on retainerhip as **a Junior Counsellor at Mann Talks**, for the assignments discussed with you in detail, to be based at **Mumbai**, on the following terms and conditions:

1. **Engagement:** Your engagement as **a Junior Counsellor at Mann Talks** will be effective from the joining **01/7/23**.
2. **Period of engagement:** Will be for an initial duration of one year from the date of your joining, renewable upon mutual consent subject to your performance as per project needs and satisfaction of your reporting authority. For the first 3 months from the joining date, you will be on probation.
3. **Scope of Work:**
  - Answering calls, and emails, maintaining session records, monthly reports of the calls attended on the helpline
  - Supporting in content creation and vetting for any publicity and outreach activities for the promotion of the helpline and the website
  - Keeping track of team's referral work; updating and vetting the referral database
  - Developing case-studies, research papers and other works of academic writing on the helpline's work
  - Any other work assigned by your manager, from time to time
4. **Working Hours:** As informed by the Program Officer from time to time.
5. **Coordination:** Your assignment shall be coordinated by the Program Officer.
6. **Fees:**

Type	Component	Cost to Company (INR)
Base	Base Retainer Fee	27,000/-
	Retainer Fee on Confirmation*	28,000/-
Benefits	Self-Care Allowance	1000/-

*\*Retainer Fee on Confirmation: For the first 3 months from the joining date, you will be on probation. On confirmation, your base monthly retainer fee will be increased by INR 1,000/-*

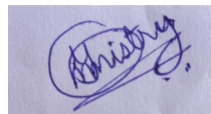
You shall raise a debit note for the fees by the end of every month. The payment for the month shall be remitted by the 07<sup>th</sup> of the subsequent month. TDS shall be deductible as applicable.

7. **Secrecy & Confidentiality** - During the course of your retainer ship with the Shantilal Shanghvi Foundation (SSF) you will be exposed to, and will become aware of, information of a confidential nature. In many cases, SSF & related group companies. Confidential Information will have a considerable commercial value, and the protection of its confidentiality is therefore a high priority for all SSF's employees. You must diligently comply with the obligations set out in this clause in relation to SSF's & related group companies Confidential Information.
8. **'Confidential Information'** means all confidential information including, but not limited to:
- Trade secrets and confidential know-how of which you become aware, or generate or create (both before and after the day this letter was signed by you) in the course of, or in connection with, your retainer ship at SSF.
  - Any information (written or oral) of a commercial, operational, technical or financial nature, which is not publicly available, and;
  - More specifically, all information relating to corporate opportunities, research, financial and sales data, pricing and trading terms, evaluations, opinions, interpretations, acquisition prospects, the identity of customers or their equipment's, the identity of key client contacts, marketing and merchandising techniques, prospective names and marks, etc;
  - Confidential Information remains the sole property of SSF.
  - You must not use any of SSF's & related group companies Confidential Information, for your own purposes, or disclose it or make it known, or allow it to be made known, to any person, except as authorized by SSF.
  - Failure to comply with your obligations in relation to SSF & related group companies Confidential Information, or a breach of your obligations regarding confidentiality, either directly or indirectly, will constitute misconduct or may result in disciplinary action, including summary dismissal.
9. **Conflict of Interest** - You must not during your retainer ship with SSF be involved, in any way, with any other business, which is in either in direct or indirect competition with SSF & related group companies' business, accept, or undertake to accept either directly or indirectly, any gifts, commissions, consideration or other favors or any benefits whatsoever in connection with your work. Failures to comply with this requirement of your retainer ship will constitute misconduct and may result in disciplinary action, the consequences of which may include summary dismissal.
10. **Documents Required on Joining**  
PAN Card,  
Aadhar Card  
Residential Address Proof  
Proof of Qualification

We request you to return the copy of this letter duly signed, as a token of your having accepted the assignment.

Yours sincerely,  
**Shantilal Shanghvi Foundation.**

Accepted and agreed to join on 01/07/2023 \_\_\_\_\_  
(Date) (Signature)



# Shantilal Shanghvi Foundation

Regd. Office : F.P 145, Ram Mandir Road, Vile Parle (East), Mumbai – 400 057  
CIN - U91990MH2004NPL146501, Tel.: 022-42181111

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Date 20/04/2022

Dear Krishnaa,

With reference to our discussion, we are pleased to engage you on retainerhip as a **Junior Counsellor at Mann Talks**, for the assignments discussed with you in detail, to be based at **Mumbai**, on the following terms and conditions:

- 1. Engagement:** Your engagement as a **Junior Counsellor at Mann Talks** will be effective from the joining date.
- 2. Period of engagement:** Will be for an initial duration of one year from the date of your joining, renewable upon mutual consent subject to your performance as per project needs and satisfaction of your reporting authority. For the first 3 months from the joining date, you will be on probation.
- 3. Scope of Work:**
  - Answering calls, and emails, maintaining session records, monthly reports of the calls attended on the helpline, debriefs with the team
  - Supporting in content creation and vetting for any publicity and outreach activities for the promotion of the helpline and the website
  - Keeping track of team's referral work; updating and vetting the referral database
  - Developing case-studies, research papers and other works of academic writing on the helpline's work
  - Any other work assigned by your manager, from time to time
- 4. Working Hours:** As informed by the Program Officer from time to time.
- 5. Coordination:** Your assignments shall be coordinated by a Senior Counsellor or Program Officer
- 6. Fees:**

Type	Component	Cost to Company (INR)
Base	Base Retainer Fee	27,000/-
	Retainer Fee on Confirmation*	28,000/-
Benefits	Self-Care Allowance	1000/-



# Shantilal Shanghvi Foundation

Regd. Office : F.P 145, Ram Mandir Road, Vile Parle (East), Mumbai – 400 057  
CIN - U91990MH2004NPL146501, Tel.: 022-42181111

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*\*Retainer Fee on Confirmation: For the first 3 months from the joining date, you will be on probation. On confirmation, your base monthly retainer fee will be increased by INR 1,000/-*

You shall raise a debit note for the fees by the end of every month. The payment for the month shall be remitted by the 07<sup>th</sup> of the subsequent month. TDS shall be deductible as applicable.

- 7. Secrecy & Confidentiality** - During the course of your retainerhip with the Shantilal Shanghvi Foundation (SSF) you will be exposed to, and will become aware of, information of a confidential nature. In many cases, the confidential information may relate to matters of SSF as well as those of related group entities. Confidential Information will have a considerable sensitivity as well as commercial value at times, and the protection of its confidentiality is therefore a high priority for all SSF's employees/appointees/consultants. You must diligently comply with the obligations set out in this clause in relation to SSF's & related group companies' confidential information.

**'Confidential Information'** means all confidential information including, but not limited to:

- Trade secrets and confidential know-how of which you become aware, or generate or create (both before and after the day this letter was signed by you) in the course of, or in connection with, your retainerhip at SSF.
- Any information (written or oral) of a commercial, operational, technical or financial nature, which is not publicly available;
- More specifically, all information relating to corporate opportunities, research, financial and marketing data, pricing terms, evaluations, opinions, interpretations, collaboration prospects, the identity of clients, the identity of key client contacts, marketing techniques, and all such similar information/data.

Confidential Information remains the sole property of SSF. You must not use any of SSF's and related group companies Confidential Information for your own purposes, or disclose it or make it known, or allow it to be made known, to any person, except as authorized in writing by SSF.

Failure to comply with your obligations in relation to SSF and related group companies Confidential Information, or a breach of your obligations regarding confidentiality, either directly or indirectly, will constitute misconduct or may result in disciplinary action, including dismissal.

- 8. Conflict of Interest** - You must not during your retainerhip with SSF be involved, in any way, with any other business or service, which is either directly or indirectly similar to that of SSF's. You must not accept, or undertake to accept either directly or indirectly, any gifts, commissions, consideration or other favors or any benefits whatsoever in connection with your work. Failures to comply with this requirement of your retainerhip will constitute misconduct and may result in disciplinary action, the consequences of which may include dismissal.

# Shantilal Shanghvi Foundation

Regd. Office : F.P 145, Ram Mandir Road, Vile Parle (East), Mumbai – 400 057  
CIN - U91990MH2004NPL146501, Tel.: 022-42181111

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## 9. Documents Required on Joining

PAN Card,

Aadhar Card

Residential Address Proof

Proof of Qualification

We request you to return the copy of this letter, duly signed, as a token of your having accepted the assignment.

Yours sincerely,

**Shantilal Shanghvi Foundation.**

Accepted and agreed by **Krishnaa Thakkar.**

Signature:

Date:

Ref: MMFSL/02/02/2023/Req ID/99464  
Date: 02/02/2023

Ms. Punamava Sharma

638, Pocket-D Dilshad Garden, Delhi

India - 110095

Dear Ms. Sharma,

**SUB: Offer Letter**

We refer to your application and subsequent interviews for the "Deputy Manager - HUMAN RESOURCES-DFB" position in our Company. Further to the interview, we are pleased to offer you employment as an "Deputy Manager - HUMAN RESOURCES-DFB" in Grade L7-O at our HEAD OFFICE Office location. You will be on Probation for a period of SIX months. During this period you will be entitled to the following:

1. During the probation period you shall be entitled for leave as per leave policy of the company.
2. You will be placed at our HEAD OFFICE Office and report to the concerned Manager.
3. The Management shall have the right to transfer your service and you will have to work as per the instructions / directions of the Management of the company in any of its divisions / branches / offices / group companies situated in India. During this period, you will be entitled to the following:

Components	Amount (in INR)
Basic	216,000.00
HRA	108,000.00
Personal Allowance	446,090.00
<b>Annual Gross</b>	<b>770,090.00</b>
<b>Annual Benefits</b>	
Provident Fund	25,920.00
Gratuity	10,390.00
Superannuation- Optional	21,600.00
LTA	27,000.00
<b>Gross Fixed Annual CTC</b>	<b>855,000.00</b>
Performance Pay (PP)	45,000.00
<b>TOTAL CTC</b>	<b>900,000.00</b>

Regd. office: Gateway Building, Apollo Bunder, Mumbai 400 001 India  
Tel: +91 22 2289 5500 | Fax: +91 22 2287 5485 | [www.mahindrafinance.com](http://www.mahindrafinance.com)  
CIN: L65921MH1991PLC059642  
Email : [investorhelpline\\_mmfsi@mahindra.com](mailto:investorhelpline_mmfsi@mahindra.com)

Mahindra FINANCE





\* Pertaining to Performance Pay: In addition to the above, you will have an opportunity to earn Performance Pay/ Incentives as per the applicable policy of the company. The indicative value of the same will vary based on your performance output.

\*\* Allowance as per policies currently in force and subject to change based on individual and company's performance

\*\*\* The Superannuation benefit is optional. If an employee chooses not to join the scheme, the superannuation amount will be paid in monthly salary & will be taxable as per prevailing tax rate. The employee has an option to join the scheme later through a separate declaration. Once the employee has joined the scheme it's irrevocable.

In addition to these:

1. Cover of personal accident insurance against death and disablement resulting from accidents to a maximum amount of **Rs. 10 lakhs** subject to satisfactory compliance of rules of insurance company in this regard. This will be effective from the date of payment of premium against this policy.
2. The Employee, spouse, children and two dependents will be covered under Group Mediclaim policy to a maximum amount of **Rs. 3.50 lakhs**.

A detailed appointment letter will be issued to you after your joining the Company.

We would appreciate if you can kindly join us on or before **01/06/2023**.

Please sign the duplicate copy of this letter as token of acceptance of the above offer.

The above offer of appointment is subject to submission & verification of following documents:

- Copies of your testimonials.
- Reference letters – 2 Nos
- Reference Check
- Passport Size Photographs – 3 Nos
- Relieving letter from Previous / last Employer.
- Medical Fitness Certificate
- Date of Birth Certificate
- Salary Certificate
- Address Proof

Wishing you Best of Luck!!!

FOR MAHINDRA & MAHINDRA FINANCIAL SERVICES LTD

**Mr. Vinod Nair - Head Human Resources**

AUTHORISED SIGNATORY

CIN: L65921MH1991PLC059642

Email: investorhelpline\_mmfsf@mahindra.com

Ref.No.C:HRD:

May 23, 2023

**Jeslin Joseph**  
**005, RM 21 Ramdatta,**  
**Near AIMS Hospital, Milap Nagar,**  
**Dombivili (E) 421203.**

**Dear Jeslin,**

This has reference to the discussions we had regarding taking up employment with us on a fixed term contract basis in Group HR department. You will be based at Mahindra Towers, Worli. The terms of the same are enumerated here under:

1. The remuneration will be as enumerated in Annexure attached hereto.
2. This contract will be for a period from 31.05.2023 to 30.05.2024. The Contract may be extended based on mutual agreement at the end of this period.
3. You will not be eligible for any other benefit / facility which is not mentioned in this letter.
4. All payments to you shall be subject to deduction of tax at source.
5. During the Contract period, you will work with us on full time basis and located at Worli, Mumbai. You will be governed by the administrative rules and regulations of Worli. In case you are required to travel outside the city limits, you will be governed by the rules as applicable to an employee in similar position.
6. You will be presently reporting to Ms. Paravi Bharuka. However, the Company reserves its right to amend your reporting structure.
7. The Company also reserves its right to depute you to any of the establishments or its subsidiary.
8. During the Contract period you will be entitled to 20 days of compensated absence per annum. Any absenteeism beyond this limit will result in pro-rata deduction of the remuneration mentioned in (1) above. No encashment of compensated absence will be permissible.
9. It is expected that you will honestly, diligently and efficiently discharge your duties under this contract. In the event of breach of the terms of this contract or substantial misconduct, gross negligence or substantial failure


to perform, on your part, during the Contract Period, the Company will be entitled to terminate this contract with immediate effect without any compensation to you. Our decision on the above issues will be final and binding on you.

10. During the Contract Period, you will not engage yourself directly or indirectly in other business or work part-time or accept any other form of employment or contract assignments except to the extent as may be permitted by us in writing. Similarly, you will not engage yourself in any business activity which, in our opinion, is likely to have conflict of interest with us.
11. The Company will be entitled to terminate the contract by giving one months' notice or payment of one months' remuneration in lieu of the notice and also, you will be required to vacate the company accommodation, if any allotted to you, immediately on termination of contract.

In the event you choose to resign from the services of the Company, you will be required to serve for the period of notice of one month. The Company, however, will be at liberty to call upon you not to report for work or even take up any alternate employment during this period, which will be at the sole discretion of the Company. The Company will also be at liberty to pay you one month' notice wages in lieu of notice. However, it will be impermissible for you to waive the shortfall in the notice period by buying the said shortfall period in lieu thereof.

12. During the Contract Period, you will, at all times, observe secrecy and confidentiality and will not divulge, disclose or make known to any unauthorised person within or outside the Company, nor will you unauthorisedly use, any knowledge or information in respect of manufacturing, technical trade or business data (including manufacturing processes, technical know-how, customer information, business plans and like matters) which are necessarily confidential and have come to your knowledge and possession.
13. You will also not remove any such information in any form whatsoever from the Company premises, nor copy or transmit the same unauthorisedly nor will you grant permission to assist, permit entry to, or in any manner co-operate with any unauthorised person, for the purposes of accessing, obtaining, copying, transmitting or removing the above.
14. Even after the expiry of your contract with the Company, you will not use, divulge, disclose or remove in any manner whatsoever, confidential information of the type described above of which you were in possession whilst in service, to the detriment of the Company.



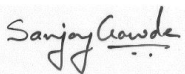
- 
15. You will also observe all the confidentiality measures which are in existence, or which may be enforced from time to time, as well as directions as to confidentiality marked on any communication, document, computer floppy etc.
  16. You shall indemnify and hold Company harmless and indemnified against any damage or loss caused to the Company on account of breach of confidentiality on your part.
  17. These confidentiality provisions shall survive the termination / expiry of your employment with the Company, either by way of termination of this contract or otherwise.
  18. You will assign to the Company your entire right, title and interest in any Intellectual Property Rights (IPRs for short, which term would include patents, trade-marks, copyrights, designs, whether registered or not, and all improvements thereto) that you may make, solely or jointly with others, in the course of the Contract with the Company relating to any or all systems, services and products manufactured or marketed or leased or developed.
  19. You will perform all necessary acts and execute such documents in such format as may be required by the Company, without expense to you, which in the judgment of the Company or its Attorneys may be necessary or desirable to secure to the Company full right, title and interest in the IPRs.
  20. This contract does not in any respect make either of us, an agent or a partner of the other or authorize either to transact any business in the name of the other or to incur any obligation or liability for or on behalf of each other, unless specifically authorized by a special power of attorney by either of us, duly executed under the relevant laws.
  21. The Company shall at all times have the right to access and monitor all e-mails created, sent / received or stored by you, using Company facility and on Company's system, at any time, without any prior notification. All such data and information shall belong and continue to remain the property of the Company at all times.
  22. Even after the expiry of your contract with the Company, for whatever reasons, you shall forthwith, return all company properties, movable and immovable, including, without limitation, all Company information, files, reports, memoranda, software, credit cards, door and file keys, computer access codes and such other property which you had directly or indirectly was privy to or received or is / was in possession, or prepared during your association with the Company.

23. You shall at all times endeavor to protect Proprietary and Confidential information, electronic information, electronic form, electronic record, information within your purview, systems & processes from unauthorized disclosure, alteration or destruction.
24. This contract constitutes a fixed term contract of employment, and you shall not transfer or assign this contract either wholly or in part, or any rights and obligations hereunder. We shall be entitled to assign this contract to any of our subsidiaries, affiliates or associates.
25. This contract is subject to the jurisdiction of the Courts of Mumbai.
26. Any joining expenses reimbursed by the Company will be recovered in the event you leave the organization within one year of joining.
27. This offer is subject to submission of all necessary certificates and documents in respect of educational and professional qualifications, proof of age and previous employment, as per the requirements of the Company.

This letter is being issued in duplicate. If these terms and conditions are acceptable to you, please return the duplicate of this letter duly counter signed by you in token of your acceptance hereof.

**Yours faithfully,**

**For Mahindra & Mahindra Limited**



**Sanjay Gawde**  
**Head - Total Rewards**

## Annexure

### Jeslin Joseph

	Grade & Band: Contract	Amount Per Annum (Rs.)
	Remuneration w.e.f.	31st May 2023
	Basic	16,800
	Ad hoc Pay	3,65,983
	PF	45,934
	HRA	2,29,670
	Supplementary Allowance*	1,86,413
	Conveyance Allowance	19,200
	Bonus	36,000
	<b>Total CTC</b>	<b>9,00,000</b>

#### Note:

\*It is understood and agreed that the Supplementary Allowance will not be in the nature of basic wages and hence would not reckon for Provident Fund, Gratuity, Superannuation or any other retrial/benefit.

\*\* The Bonus shall be paid in 12 monthly instalments in advance along with the monthly salary. In case you are covered by the Payment of Bonus Act, 1965 these instalments will be treated as advance towards bonus payable under the Act. If bonus declared under the Act is higher than the aggregate of the monthly instalments paid to you during that accounting year, then the difference will be paid to you as per law.

ANY COMMITMENT MADE OTHER THAN THE ABOVE WILL BE VALID ONLY IF GIVEN IN WRITING BY THE UNDERSIGNED.



Date 24/03/2023

Yashwi Shah,

Dear Yashwi,

With reference to our discussion, we are pleased to engage you on retainerhip as **a Junior Counsellor at Mann Talks**, for the assignments discussed with you in detail, to be based at **Mumbai**, on the following terms and conditions:

1. **Engagement:** Your engagement as **a Junior Counsellor at Mann Talks** will be effective from the joining **01/7/23**.
2. **Period of engagement:** Will be for an initial duration of one year from the date of your joining, renewable upon mutual consent subject to your performance as per project needs and satisfaction of your reporting authority. For the first 3 months from the joining date, you will be on probation.
3. **Scope of Work:**
  - Answering calls, and emails, maintaining session records, monthly reports of the calls attended on the helpline
  - Supporting in content creation and vetting for any publicity and outreach activities for the promotion of the helpline and the website
  - Keeping track of team's referral work; updating and vetting the referral database
  - Developing case-studies, research papers and other works of academic writing on the helpline's work
  - Any other work assigned by your manager, from time to time
4. **Working Hours:** As informed by the Program Officer from time to time.
5. **Coordination:** Your assignment shall be coordinated by the Program Officer.
6. **Fees:**

Type	Component	Cost to Company (INR)
Base	Base Retainer Fee	27,000/-
	Retainer Fee on Confirmation*	28,000/-
Benefits	Self-Care Allowance	1000/-

*\*Retainer Fee on Confirmation: For the first 3 months from the joining date, you will be on probation. On confirmation, your base monthly retainer fee will be increased by INR 1,000/-*

You shall raise a debit note for the fees by the end of every month. The payment for the month shall be remitted by the 07<sup>th</sup> of the subsequent month. TDS shall be deductible as applicable.

7. **Secrecy & Confidentiality** - During the course of your retainership with the Shantilal Shanghvi Foundation (SSF) you will be exposed to, and will become aware of, information of a confidential nature. In many cases, SSF & related group companies. Confidential Information will have a considerable commercial value, and the protection of its confidentiality is therefore a high priority for all SSF's employees. You must diligently comply with the obligations set out in this clause in relation to SSF's & related group companies Confidential Information.
8. **'Confidential Information'** means all confidential information including, but not limited to:
- Trade secrets and confidential know-how of which you become aware, or generate or create (both before and after the day this letter was signed by you) in the course of, or in connection with, your retainership at SSF.
  - Any information (written or oral) of a commercial, operational, technical or financial nature, which is not publicly available, and;
  - More specifically, all information relating to corporate opportunities, research, financial and sales data, pricing and trading terms, evaluations, opinions, interpretations, acquisition prospects, the identity of customers or their equipment's, the identity of key client contacts, marketing and merchandising techniques, prospective names and marks, etc;
  - Confidential Information remains the sole property of SSF.
  - You must not use any of SSF's & related group companies Confidential Information, for your own purposes, or disclose it or make it known, or allow it to be made known, to any person, except as authorized by SSF.
  - Failure to comply with your obligations in relation to SSF & related group companies Confidential Information, or a breach of your obligations regarding confidentiality, either directly or indirectly, will constitute misconduct or may result in disciplinary action, including summary dismissal.
9. **Conflict of Interest** - You must not during your retainership with SSF be involved, in any way, with any other business, which is in either in direct or indirect competition with SSF & related group companies' business, accept, or undertake to accept either directly or indirectly, any gifts, commissions, consideration or other favors or any benefits whatsoever in connection with your work. Failures to comply with this requirement of your retainership will constitute misconduct and may result in disciplinary action, the consequences of which may include summary dismissal.
10. **Documents Required on Joining**  
PAN Card,  
Aadhar Card  
Residential Address Proof  
Proof of Qualification

We request you to return the copy of this letter duly signed, as a token of your having accepted the assignment.

Yours sincerely,  
**Shantilal Shanghvi Foundation.**

Accepted and agreed to join on 1/07/2023: Yashwi Shah  
(Date) (Signature)



## ANKUSH ENTERPRISE

Corporate Office

Office No. 313 / 314, Neelkanth Corporate IT Park, Nathani Road,  
Kiroli Village, Vidyavihar (West), Mumbai - 400 086. INDIA.

Tel.: +91 22 - 6844 6600

info@ankushenterprise.com | www.ankushenterprise.com

To,  
Ms. Swarupa Patil  
B/002, Gangasagar Apt,  
Opposite AXIS Bank ATM, Kharegaon,  
Kalwa, Thane(W) – 400 605  
Mobile No. 8369506667

January 29, 2024

Dear **Swarupa**,

### CONGRATULATIONS!!

We are pleased to offer you the position of Management Trainee – Corporate Affairs & Human Resources in our organization. Based on our discussions & as per the mutually agreed terms attached Annexure- I.

As discussed, you shall join us on or before **3<sup>rd</sup> June 2024**. This offer will automatically expire post the joining date unless communicated to you otherwise.

You will receive an Appointment Letter, containing all the details at the time of joining.

You need to carry the photocopies of the documents below.

1. 2 copies of Pan card.
2. 2 copies of Aadhar card.
3. Current address proof copy.
4. 2 photocopies of a blank cheque or 2 photocopies of 1st page of the Bank Passbook.
5. Educational degree certificates and marksheets (graduation & post-graduation if any).
6. Experience and relieving letter of your previous organization.
7. Salary slip/breakup of your previous organization.
8. Latest Medical fitness certificate.

You are requested to confirm your acceptance of this offer by signing and returning a copy of this letter.

We look forward to welcome you on board.

Sincerely,

For Ankush Enterprise,

**Mr. Nilesh Parekh**  
**Partner**

**Accepted & Signed**

**Swarupa Patil**



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#### Annexure - I

<b>Name</b>	<b>Swarupa Patil</b>	
<b>Position Offered</b>	<b>Management Trainee – Corporate Affairs &amp; HR</b>	
<b>Date of Joining</b>	<b>3<sup>rd</sup> June 2024</b>	
<b>Location</b>	<b>Mumbai</b>	
<b>Compensation Details</b>	<b>Per Month (Rs.)</b>	<b>Per Annum (Rs.)</b>
Basic	42,308.00	507696.00
Bonus	-	42,308.00
<b>Total Compensation (CTC)</b>		<b>5,50,004.00</b>

#### Other Benefits:

- ✓ You will be entitled to Gratuity as per the Payment of Gratuity Act, 1972
- ✓ You will be entitled to Mediclaim Coverage – Rs.5 lacs for Self + Spouse + 2 Children
- ✓ You will be entitled for Accidental Policy of Rs.15 lacs



Date 24/03/2023

Bhavana Ghadigaonkar,

Dear Bhavana,

With reference to our discussion, we are pleased to engage you on retainerhip as a **Junior Counsellor at Mann Talks**, for the assignments discussed with you in detail, to be based at **Mumbai**, on the following terms and conditions:

1. **Engagement:** Your engagement as a **Junior Counsellor at Mann Talks** will be effective from the joining **01/7/23**.
2. **Period of engagement:** Will be for an initial duration of one year from the date of your joining, renewable upon mutual consent subject to your performance as per project needs and satisfaction of your reporting authority. For the first 3 months from the joining date, you will be on probation.
3. **Scope of Work:**
  - Answering calls, and emails, maintaining session records, monthly reports of the calls attended on the helpline
  - Supporting in content creation and vetting for any publicity and outreach activities for the promotion of the helpline and the website
  - Keeping track of team's referral work; updating and vetting the referral database
  - Developing case-studies, research papers and other works of academic writing on the helpline's work
  - Any other work assigned by your manager, from time to time
4. **Working Hours:** As informed by the Program Officer from time to time.
5. **Coordination:** Your assignment shall be coordinated by the Program Officer.
6. **Fees:**

Type	Component	Cost to Company (INR)
Base	Base Retainer Fee	27,000/-
	Retainer Fee on Confirmation*	28,000/-
Benefits	Self-Care Allowance	1000/-

*\*Retainer Fee on Confirmation: For the first 3 months from the joining date, you will be on probation. On confirmation, your base monthly retainer fee will be increased by INR 1,000/-*

You shall raise a debit note for the fees by the end of every month. The payment for the month shall be remitted by the 07<sup>th</sup> of the subsequent month. TDS shall be deductible as applicable.

7. **Secrecy & Confidentiality** - During the course of your retainer ship with the Shantilal Shanghvi Foundation (SSF) you will be exposed to, and will become aware of, information of a confidential nature. In many cases, SSF & related group companies. Confidential Information will have a considerable commercial value, and the protection of its confidentiality is therefore a high priority for all SSF's employees. You must diligently comply with the obligations set out in this clause in relation to SSF's & related group companies Confidential Information.
8. **'Confidential Information'** means all confidential information including, but not limited to:
- Trade secrets and confidential know-how of which you become aware, or generate or create (both before and after the day this letter was signed by you) in the course of, or in connection with, your retainer ship at SSF.
  - Any information (written or oral) of a commercial, operational, technical or financial nature, which is not publicly available, and;
  - More specifically, all information relating to corporate opportunities, research, financial and sales data, pricing and trading terms, evaluations, opinions, interpretations, acquisition prospects, the identity of customers or their equipment's, the identity of key client contacts, marketing and merchandising techniques, prospective names and marks, etc;
  - Confidential Information remains the sole property of SSF.
  - You must not use any of SSF's & related group companies Confidential Information, for your own purposes, or disclose it or make it known, or allow it to be made known, to any person, except as authorized by SSF.
  - Failure to comply with your obligations in relation to SSF & related group companies Confidential Information, or a breach of your obligations regarding confidentiality, either directly or indirectly, will constitute misconduct or may result in disciplinary action, including summary dismissal.
9. **Conflict of Interest** - You must not during your retainer ship with SSF be involved, in any way, with any other business, which is in either in direct or indirect competition with SSF & related group companies' business, accept, or undertake to accept either directly or indirectly, any gifts, commissions, consideration or other favors or any benefits whatsoever in connection with your work. Failures to comply with this requirement of your retainer ship will constitute misconduct and may result in disciplinary action, the consequences of which may include summary dismissal.
10. **Documents Required on Joining**  
PAN Card,  
Aadhar Card  
Residential Address Proof  
Proof of Qualification

We request you to return the copy of this letter duly signed, as a token of your having accepted the assignment.

Yours sincerely,

**Shantilal Shanghvi Foundation.**

Accepted and agreed to join on

(Date): 1-7-2023 (Signature): Bhadiagonkar