

To,
Darshan Ganpatrao Tompe
Pune

Dear Darshan,

We are delighted to welcome you to Just Dial and wish you a great career with us.

Reference to our recent discussions, we are pleased to appoint you as **Certified Internet Consultant** on the following terms and conditions:

Your Employee Code is **10132926**.

1. Date of Joining and Place of Work

Your date of joining the employment with Just Dial is **13-01-2023** and your place of posting is **Nanded**. The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

2. Compensation

Your consolidated compensation per annum on Cost to Company basis is **INR 264000 (Two lakh sixty four thousand only)**, which is detailed in the Annexure. The payments of monthly remuneration, incentive and other payouts are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

The details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 17600/-
2. CTC per month - 4th month onwards - Rs. 22000/-
3. Retention Bonus* - Payable at the end of 4 months - Rs.13200/-
4. Total CTC per annum - Rs. 264000/-

***You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Further details are given in the **Annexure**.

Incentive **or** Bonus payout is governed by incentive payout policy circulated and communicated from time to time. The company reserves the right to hold any variable payments including, but not limited to, performance linked incentives/performance based bonuses at its discretion, in case your employment with company is not active or under notice period on the Incentive payout date. Further, Incentive payout during the notice period shall be determined by the company.

3. Probation

You shall be on probation for a period of six months from the date of your joining. On satisfactory completion of the probationary period, your services will be confirmed in writing. You will be deemed to be on probation until issuance of confirmation letter.

4. Hours of Work

You shall abide by the policy on working days and working hours as applicable to you and this can be reviewed from time to time based on business exigencies. You shall have no objection to working on shifts or staggered shift duty hours, if required.

5. Good Faith and Confidentiality

During your employment with the Company, you will devote the whole of your energies to your work and you will not - directly or indirectly - carry on or engage or be interested in any other business or trade or employment or project or assignment of any nature, regardless of whether it has a monetary benefit or not.

You shall not induce, recruit or solicit, either directly or indirectly, any employee or client or customer of the Company for a period of 12 months from the date of your separation from the Company.

You shall keep all confidential information that comes to your knowledge during your employment with us and shall not use or disclose or attempt to disclose any of the secrets or confidential information of the Company or its subsidiaries or associated companies to any person - internal or external - or to any agency or entity, except as authorized or required by your duties.

You will be also responsible for the safekeeping and return in good condition and order, of all Company assets-hardware and software - including Books, Documents, Files, Digital products like CD's and DVD's, Credit and Debit Cards, Passwords or Authorization Codes, etc., which will be in your use, custody or charge during your employment with us.

6. Inventions and Patents

All inventions, creations, developments, improvements and any or all work done by you either your employment with the Company shall remain the property of and singly or jointly during vested in the Company.

The Company reserves the right to obtain copy right or patent registration of any invention, creation, development or improvement of any work done by you either singly or jointly during your employment with us.

You will execute all papers and documents that may be necessary to obtain patents or copyrights in favour of the Company.

7. Background Verification

The Company reserves the right to conduct Internal / External Background verification check anytime during the tenure of your employment and employees are expected to co-operate for the same. Any negative report may lead to disciplinary / legal action including termination of your employment with immediate effect without notice and/or without any payment in lieu of notice. Background Verification also includes Behavioral, attitude aspects apart from Qualification / Education, Employment, Criminal etc.

8. Termination of Employment

- a. Your services may be terminated any time during the probationary period by giving 15 days notice in writing by either side and without assigning any reasons thereof or salary in lieu of notice period.
- b. Your services may be terminated after confirmation by giving 30 days
- c. In case of short notice period, Company shall have the right to recover/deduct/adjust the same from your salary/legal dues, if any, against the unserved notice period as per Notice Period Policy and any other dues payable by you to the company.
- d. If you are absent for a continuous period of 15 days without prior written approval of your reporting, (including overstay on leave etc.) then it will result in loss of your employment and the same shall automatically come to an end without any notice or intimation from Company.
- e. In case of absconding or unauthorized absence from work without prior written approval of your reporting or non-submission of resignation as per Exit Policy, the Company reserves the right to hold all your legal dues till all the formalities will be completed and also recover/deduct/adjust the same from your legal dues, if any other dues payable by you to the Company.
- f. The Company shall be entitled to terminate your employment without notice, indemnities, and compensation in any of the following events but not limited to:
 - i. if you are, in the opinion of the Company involved in any forgery or fraud, disobedience, disorderly behavior, negligence, indiscipline, absenteeism or any other misconduct considered as deterrent to our interest or of violation of one or more terms of the employment or policies.
 - ii. if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;
 - iii. if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.
- g. Company shall also be entitled to recover including but not limited to any cost, expenses, any penalty, interest or damages caused to Company due to any of your acts of omission.
- h. You agree that at the time of leaving the employment, you will deliver to the Company (and will not keep in his/her possession, recreate or deliver to anyone else) all Confidential Information as well as all other devices, assets, records, data, notes, reports, proposals, lists, correspondence, specifications, equipment, customer or client lists or information, or any other documents or property belonging to the Company or any of its Affiliates. In the event if you fail to return any properties (as mentioned above), Company reserves the right to withhold all your dues and it may initiate appropriate legal proceedings against you.

9. Performance Adherence

Your performance will be evaluated based on the targets / task allotted to you by your reporting Authority on time-to-time basis / periodical basis, Failing to achieve the target can lead to termination on performance ground or other similar grounds with or without notice period or salary in lieu of notice period. However, the decision by management will be final.

10. Jurisdiction

It is agreed that all disputes between you and the Company shall have jurisdiction of the courts in Mumbai. All other terms and conditions shall be as per the general or specific rules of the Company in force from time to time.

11. Period of Employment

The age of retirement shall be 58 years and on superannuation you shall be entitled to such benefits as are available under the law and/or the rules framed by the Company.

12. Business Continuity

On the occurrence of any events like Acts of God, fire, flood, explosion, earthquake, or other natural forces, war, accident, epidemics, any labor disturbance, action of Statutory Authorities or local or Central Governments, change in Laws (force majeure events) or any other acts which are beyond control of the Company, it (Company) may alter the terms of employment or may take other necessary steps to ensure business continuity of the Company.

13. "My JD" Mobile Application

In "My JD" mobile application (My JD App), you can access Company's documents, policies & procedure, records, all notifications, including but not limited to your letters, leave and attendance and other records which are uploaded / facilitated to you all the time. It is your sole responsibility to go through the documents as uploaded in My JD App as required and keep yourself updated about all the policies & process of the Company and any amendment thereof and abide by the same all the time, in addition to any other applicable policies and processes that you may need to adhere during the term of your employment.

14. General

- a. You will be eligible for the benefits of the Company's Leave Rules/holiday policy during the employment terms, as updated in JD App from time to time.
- b. To ensure that our employees have a good work-life balance, we encourage our employees to utilize their leaves, so that they return to work rejuvenated with a fresh zeal and hence any forms of leave encashments are not applicable. Though un-availed PL can be accumulated as detailed in the Leave policy.
- c. Employees are encouraged to discuss their Leaves / Annual Leave planner with their reporting manager at least 15 days in advance before applying in MyJD for mutual and consensus business operations.
- d. Please note that individual salary is a confidential matter and not to be discussed with any other employee.
- e. You will keep us informed of any change in your mobile phone number or your residential address or your marital status.
- f. You clicking on "accept the appointment letter" through the link, confirms that you have read, agreed, acknowledged and accepted all the terms and conditions of employment with Just Dial and that you will abide by all the policies and process laid down by the company from time to time.

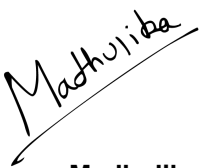
Please note-

Acceptance of the appointment letter needs to be done electronically by you & confirms that you have given complete acceptance of the appointment letter & its terms of employment.

In case you have not accepted the appointment letter within 24 hours from the receipt of the link, it will be deemed by the organization as an acceptance of appointment letter & its terms of employment.

After the electronic acceptance of the Appointment letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

Yours sincerely,
For Just Dial Ltd.



Madhulika Singh

Regional Head - Human Resources

Annexure:-

Just Dial Ltd. - Compensation Package

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Darshan Ganpatrao Tompe	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	13-01-2023	
CTC (in INR)	264000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
Fixed Components		
Basic	15010	15010
House Rent Allowance (HRA)	825	5087
Attire Allowance	0	0
Field Allowance	0	0
Salary (C1)	15835	20097
Statutory Components		
Employer PF Contribution	0	0
Employer ESIC Contribution	515	653
Benefit's(C2)	515	653
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(c3)	0	0
Statutory Bonus	1250	1250
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	17600	22000
Deductions		
Employee PF Contribution	0	0
Employee ESIC Contribution	119	151
Total Deductions (b)	119	151
*Net Take Home {a - b - C2}	16966	21196
Overall CTC	17600	22000

* Net Take Home is subject to Applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Madhulika Singh

Regional Head - Human Resources



THE AIRPORTS AUTHORITY OF INDIA LTD.

(A Miniratna-Category-1 Public Sector Enterprise)

A Navratna Company (ISO 9001: 2000)

(Annexure 2.1)

Ref: AAI-B.O/A.T/JANUARY/2023

Date: 20.01.2023

To,

Ms. NAGESHWARI SURESHRAO ALEBALE

Ground-Staff-AAINND5565234

Dear Candidate

**SUB: JOB CONFIRMATION LETTER FOR INDIGO AIRLINE PVT. INDIA LTD.
JOB CONFIRMATION LETTER – BACK OFFICE AS A GROUND-STAFF (G.S)
UNDER THE AIRPORT AUTHORITY OF INDIA- JANUARY 2023 BATCH**

We have reviewed your performance and found the same to be satisfactory. Then you are permanent employee of this organization.

In view of the above, we are pleased to inform you that you have been confirmed to the position **(Ground-Staff), (Shri Guru Gobind Singh Ji Airport) 58MM+8VQ, Sangvigaon, Hingoli Road , Ambekar Nagar, Nanded, Maharashtra 431605.**

Your training date is 31th

January 2023 & **salary** Package will be **4, 36,800 (Four lakh Thirty Six Thousand eight hundred per annum).**

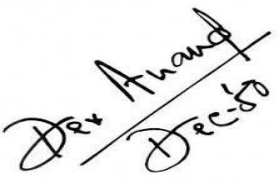
Which indicates cost to company and all allowance and any other benefits? You shall receive

your payment on or before 5th of every month.

Your salary will be reviewed every 6 months and increases will be based on satisfactory performance in the position.

All other terms and condition of your appointment will remain the same. Please signify your acceptance of these terms and condition by signing this letter and returning it to me at an earliest convenient time. In case you have any queries. Do not hesitate to reach VP. Congratulation you on your Indigo Confirmation and wishes you well in your position.

Yours Sincerely,



Anand Dev

Hr. Assistant Manager
(AAI)

Date: - 20,January, 2023

Regd. Office “ (Pune International Airport), New Airport Rd, Pune International Airport Area, Lohegaon, Pune, Maharashtra 411032.

COD: PNQ Elevation: 592M



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA



Provisional Offer : BUSINESS PROCESS SERVICES

Ref: TCSL/DT20222670402/Pune/BPS/BTN

Date:20/12/2022

Dear Mr. Shreyas Santosh Ausekar,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential

TCSL/DT20222670402

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Sahyadri Park, Plot No. 2 3, RGIP Phase III, Hinjawadi - Maan, Pune - 411 057

Tel: 91 20 6794 0000 Fax: 91 20 6794 0122 E-mail: tcs.pune@tcs.com, Website: <http://www.tcs.com>

Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021

Corporate Identification No. (CIN): L22210MH1995PLC084781



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20222670402/Pune/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



Vaishnavi Rajurkar <rajurkarvaishnavi989@gmail.com>

Fwd: Education Verification of CHGNDAS998 Hasgule Shivshankar Sangamnath

1 message

vibhati kulkarni <vibhatikul@gmail.com>
To: rajurkarvaishnavi989@gmail.com

Sat, Dec 24, 2022 at 8:56 AM

----- Forwarded message -----

From: **Priyanka.SK** <priyanka.sk@matrixbsindia.com>
Date: Tue, 20 Dec, 2022, 5:17 pm
Subject: Education Verification of CHGNDAS998 Hasgule Shivshankar Sangamnath
To: <principal@sciencecollegenanded.org>, <orgprincipal@sciencecollegennd.org>
Cc: <vibhatikul@gmail.com>, <sachin.k@matrixbsindia.com>, <rutuja.tawde@matrixbsindia.com>

Dear Sir /Madam,

Greetings from Matrix !!!

Request your support in getting degree verification on below candidates as their job is on hold.

We would like to introduce ourselves as an authorized agency appointed by reputed corporate house to conduct academic records verification for all the employees/prospective employees being recruited by the company. In this connection, we request you to kindly confirm, whether the following candidate has successfully completed the degree/diploma In **Science College Nanded**

Particulars	Details provided by the Candidate	As per College/University Records
Name of the Candidate	Hasgule Shivshankar Sangamnath	
Type of Degree/Diploma	B.SC	
Tenure of Study	2013-2015	
Year of Passing	2015	
Seat Number	BL26889	
Class Obtained	First Class	

Please confirm if candidate has any backlogs	Yes/No	
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*****We request you to fill the above details as a proof of authenticity of this verification.*****

Particulars	Required Details
Kindly mention your mail ID using for Official purpose(YES/No):	
Name(Verified By):	
Designation:	
Contact No.:	
E-Mail ID:	
Web Site:	

***Note: Kindly mention your mail ID used for Official purpose & Please mention your Name, Designation & College Contact No.

We thank you for your cooperation.

Thanks & Regards,

Priyanka Tambe

Executive - Mumbai, EBGC

P: +91 2245429628



India's Leading Business Assurance Company

Please do not send attachment more than 10MB

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errors, viruses, delay, interception and amendment. Matrix Business Services India Pvt Ltd does not accept liability for any damage caused by the transmission of this email.

3 attachments



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9K



image003.png
9K

 **CHGNDAS998.pdf**
90K

toppscholars

3rd July 2023

To,
Mr. Hiral Mahesh Ganatra,

Dear Hiral,

This has reference to the discussion we had with you. We are pleased to offer you a position of "SME + Video Faculty". You would be on probation for a period of six months. On successful completion of probation period your services would be confirmed.

Find below compensation details:

Particulars		(Amount in Rupees.)	
		Per Month	Per Annum
Basic Salary	:	22,000	2,64,000
House Rent Allowance	:	11,000	1,32,000
Transport Reimbursement	:	1,600	19,200
Telephone Reimbursement	:	500	6,000
Statutory Bonus (Paid Monthly)	:	1,850	22,200
Special Allowance	:	6,050	72,600
CTC: Five lakhs Sixteen Thousand Only p.a.	:	43,000	5,16,000

Regards,
Jaro Toppscholars Private Limited



Sushant Mallya
Vice President – Human Resource

I accept the above and attached terms and condition _____ dated 3rd July 2023





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

**CISF UNIT WZ HQRS MUMBAI
CISF WZ HQrs Navi Mumbai
Sector-35, Kharghar
Navi Mumbai
Maharashtra-410210**

E-32023/WZ/Rectt/CT(GD)-2021/OOA/2022- 721

Dated:17-11-2022

To,

No. 7206715181
PAWAR SHUBHAM BAPUSAHEB
S/o BAPUSAHEB
AT POST KATKALAMBA TQ KANDHAR
DIST NANDED Distt- NANDED, State-
MAHARASHITRA, PIN- 431746.

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

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

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

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

**RTC RTC MUNDALI
KHARAVELA RECRUIT TRAINING CENTRE MUNDALI,
ORISHA
Nearest Airport:- BHUBANESWAR
Nearest railway station:- CUTTACK
Nearest bus Depot:- CUTTACK**

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

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

3. **If you accept the above mentioned terms and conditions, you may report to Principal, RTC MUNDALI on 23-12-2022 (FN) repeat on 23-12-2022 (FN) for joining the post of Constable/GD in the Central Industrial Security Force and undergoing the basic training .**

4. **In case you fail to report to the Training Centre by 23-12-2022(FN) , it will be presumed that you are not interested to accept this offer and the candidature will automatically stand cancelled. However, if you are not able to report to the Principal RTC MUNDALI for joining the post of Constable/GD in the Central Industrial Security Force by 23-12-2022(FN) due to unavoidable or compelling circumstances, you may submit your request with full facts/justifications to the Principal RTC MUNDALI. Your request for extension should reach the Principal RTC MUNDALI by 20-12-2022 through speed post only failing which it will be presumed that you are not interested to join and your call up notice will be cancelled. You should enclose all necessary documents in support of your request for extension, which will be considered by the competent authority. The decision of the competent authority shall be final and binding. There will be no appeal against the order of the competent authority.**

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

- a. Two copies of Attestation Forms (Already supplied or enclosed) duly filled in completely. (In case the answer to any question of column No. 15(i) of attestation form is "YES" then you must submit complete details of the case to the Principal RTC MUNDALI immediately by post on receipt of this call up notice for joining. Only on hearing from the Training Centre you will report for the basic

training. It is once again reiterated that without forwarding the details in advance and without hearing from Training Centre you will not be allowed to join for the basic training).

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


Signature of appointing authority with date (Commandant only)

ASST. INSPECTOR GENERAL
CISF WZ HQ NAVI MUMBAI

Encls(If not supplied earlier):

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



साथ बढें समृद्धि की ओर

वर्क्स : प्रशासनिक भवन, चेंबूर, मुंबई - 400 074

WORKS : ADMINISTRATIVE BUILDING, CHEMBUR, MUMBAI - 400 074

वेबसाइट / Website : www.rcfltd.com • CIN No. : L24110MH1978GOI020185

क्र.मा.सं./प्रचालक (रसायन) प्रशिक्षणार्थी/22/241076

27.09.2022

सेवा में,

Mr. Raju Panditrao Kadam
At-Ambesangavi, Post-Sonkhed,
Tal-Loha, Dist-Nanded,
Nanded- 431708
Mobile Number : 8668405617

विषय : प्रचालक (रसायन) प्रशिक्षणार्थी के रूप में नियुक्ति का प्रस्ताव

Sub : Offer of Appointment as Operator (Chemical) Trainee

महोदय/महोदया,

Sir/Madam,

आपके प्रचालक (केमिकल) प्रशिक्षणार्थी के पद के लिए आवेदन के संदर्भ में, हमें आपको सूचित करते हुए प्रसन्नता हो रही है कि, आपका प्रचालक (केमिकल) प्रशिक्षणार्थी के रूप में चयन हुआ है।

This has reference to your application for the post of Operator (Chemical) Trainee, we are happy to inform you that you are selected for the post of Operator Trainee (Chemical).

1) प्रशिक्षण अवधि एक वर्ष की रहेगी, जो विविध मूल्यांकन के संतोषजनक निष्पादन और विविध प्रशिक्षण कार्य को संतोषजनक रीति से करने के अधीन होगी। ऐसा करने में असमर्थ होने पर अनुच्छेद 7 के अनुसार प्रशिक्षण अवधि बढ़ायी जा सकती है या सेवा समाप्ती की जा सकती है।

Training period will be of one year, you will be required to perform all the jobs satisfactorily. Failing which, your training may be extended and terminated as per clause 7 of this offer letter.

2) स्टाइपेंड : प्रशिक्षण अवधि में रु.9000/- (रु. नौ हजार सिर्फ) प्रतिमाह समेकित स्टाइपेंड दिया जाएगा।

Stipend : You will be paid consolidated stipend of Rs.9000/- (Rupees Nine Thousand Only) per month during the training period.

...2/-

पंजीकृत कार्यालय : "प्रियदर्शनी", ईस्टर्न एक्सप्रेस हाइवे, मुंबई - 400 022.

REGD. OFFICE : 'PRIYADARSHINI', EASTERN EXPRESS HIGHWAY, MUMBAI - 400 022.

3) आवास व्यवस्था :

Lodging:

मुंबई या थल में तैनाती पर कंपनी के छात्रावास में निःशुल्क लॉजिंग की सुविधा प्रदान की जाएगी ।

On your posting at Mumbai or Thal Unit you will be provided facility of free Lodging in Hostel.

- 4) आपका तैनाती स्थल आरसीएफ लि., ट्रॉम्बे इकाई, चेंबूर, मुंबई होगा । कार्यग्रहण करने के लिए आप, मुख्य प्रबंधक (मा.सं.), ट्रॉम्बे इकाई, प्रशासनिक भवन, चेंबूर, मुंबई को रिपोर्ट करें । तथापि, आपको भारत में हमारे किसी भी कार्यस्थल पर समान पद पर स्थानांतरित किया जा सकता है । स्थानांतरित किए जाने पर आप नये कार्यस्थल पर लागू नियमों एवं विनियमों से शासित होंगे । अगर प्रबंधन चाहे, तो आपको बदलनेवाली पारियों में काम करना होगा ।

Your place of posting will be RCF Ltd., Trombay Unit, Chembur, Mumbai. You report for duties to the Chief Manager (HR), Trombay Unit, Administrative Bldg., Chembur, Mumbai. However, you are liable to be transferred in the same position to any other location in India. In case of such transfer, you will be governed by the rules and regulations as applicable to the new location. You are required to work in shifts, if Management so directs.

- 5) चिकित्सा सुविधाएँ : आर.सी.एफ. चिकित्सा नियमों के अधीन अनुज्ञेय, प्रशिक्षण कालावधि में सिर्फ खुद के लिए चिकित्सा उपचार के लिए प्रशिक्षणार्थी पात्र होंगे ।

Medical Facility: According to the company rules, trainees are entitled for free medical services for self only till completion of training period.

- 6) क) छुट्टियाँ :

Leave:

- i. आकस्मिक छुट्टी - एक कैलेंडर वर्ष में 12 दिन ।

Casual Leave - 12 days in the calendar year.

: 3 :

- ii. आकस्मिक छुट्टी को किसी भी तरह की अन्य छुट्टी से जोड़ा नहीं जा सकेगा । वर्ष के अंत में न ली गयी आकस्मिक छुट्टी कालातीत (lapse) हो जाएगी ।

Casual leaves cannot be combined with any other types of leaves. Un-availed casual leaves will be lapsed at the end of each calendar year.

- iii. सार्वजनिक छुट्टियों और साप्ताहिक अवकाश को आकस्मिक छुट्टी का हिस्सा नहीं माना जाएगा ।

Public holiday and weekly off will not be treated as a part of casual leave.

ख) चिकित्सा छुट्टी :

Medical Leave :

- a. सेवा के प्रत्येक पूरे किए वर्ष के लिए 20 दिनों की अर्धवैतनिक चिकित्सा छुट्टी ग्राह्य है, जिसे प्राधिकृत चिकित्सा अधिकारी द्वारा प्रदत्त प्रमाणपत्र पर 10 दिनों की पूर्ण वैतनिक छुट्टी में परिवर्तित किया जा सकता है ।

Half pay leave will be admissible @ 20 days for each completed year of services which can be converted into 10 days full pay leave on submission of medical certificate issued by Authorized medical officer.

- b. चिकित्सा अवधि के दौरान आनेवाली सार्वजनिक छुट्टियाँ और साप्ताहिक अवकाश चिकित्सा छुट्टी का हिस्सा मानी जाएंगी ।

Public holiday and weekly off will be treated as a part of Medical Leaves.

- c. चिकित्सा सुविधा की गणना मासिक यथानुपात के आधार पर की जाएंगी ।

Medical facility will be computed on monthly basis.

- iv. यदि प्रचालक प्रशिक्षणार्थी कंपनी के छात्रावास में रहता है तो, उसे आर.सी.एफ. अस्पताल के चिकित्सा अधिकारी से चिकित्सा प्रमाणपत्र लेना होगा । अन्य मामलों में प्रमाणपत्र पंजीकृत डॉक्टर से लाना होगा किंतु यदि कंपनी आवश्यक समझती है तो प्रशिक्षणार्थी को आर.सी.एफ. के डॉक्टर से जाँच करवानी होगी ।

Operator Trainee staying in company hostel will have to submit medical certificate issued by RCF Hospital. In other cases, certificate can be obtained by registered medical doctor. However, if required, trainee may have to get examined from RCF hospital.

...4/-



7) कंपनी में नियमित नियुक्ति:

प्रशिक्षण पूरा करने के बाद उपरोक्त धारा 1 के अनुसार, प्रचालक प्रशिक्षणार्थी का कंपनी में नियमित नियुक्ति के लिए चयन समिति द्वारा मूल्यांकन किया जाएगा। चयन होने पर प्रशिक्षणार्थी को कंपनी की किसी भी इकाई / प्रभाग / कार्यालय या परियोजना में नियमित नियुक्ति का प्रस्ताव दिया जाएगा।

Regular Appointment in company:

As per clause no 1 mentioned above, after completion of training, trainee will be assessed by selection committee. On selection, Trainee will be regularized and will be offered appointment in any Unit/Deptt./Office or Project.

8) नियमित नियुक्ति पर वेतनमान :

Pay scale on appointment:

नियमित नियुक्ति के लिए चयन किए जाने पर प्रचालक प्रशिक्षणार्थी को अर्थात् रू.22000-60000 के वेतनमान में प्रारंभिक मूल वेतन रू.22,000/- (रुपये बाईस हजार सिर्फ) तथा समय - समय पर स्वीकृत भत्तों पर नियुक्ति किया जाएगा।

After selection Operator Trainee will be regularized at grade in the scale of pay of Rs.22000-60000 at basic salary of Rs.22,000/- (Rupees Twenty Two Thousand Only) and will be entitled for the allowances as sanctioned by the Management from time to time.

9) प्रशिक्षण समाप्त करना : निम्न कारणों के आधार पर अगर प्रबंधन को ऐसा लगता है, तो सूचना दिये बगैर किसी भी समय प्रशिक्षण समाप्त करने का अधिकार कंपनी के पास आरक्षित है।

Completing the Training : Based on the following factors, company reserves the right to terminate the training of a trainee without giving any reason.

क) जिस विषय शाखा के लिए प्रशिक्षणार्थी को चुना गया है उसमें विहित मानक तक कार्यक्षम नहीं पाया गया और / या

If Trainee is not found suitable or at par with the standard of the discipline in which he/she is selected/or.

ख) स्वास्थ्य आदि के कारण कंपनी में सेवा के लिए प्रशिक्षणार्थी अपात्र होने की संभावना हो और / या

If trainee is not suitable to serve the company due to medical ground / or

: 5 :

ग) प्रशिक्षणार्थी का आचरण और बर्ताव उचित न पाया जाए और / या सूचना दिये बगैर या मंजूरी के बगैर वह अनुपस्थित रहे ।

Behavior or conduct of the trainee is not found good or he/she remains absent without approved leave or without information.

- 10) उपरोक्त सभी मामलों में प्रबंधन का निर्णय अंतिम होगा और प्रचालक प्रशिक्षणार्थी पर बंधनकारक होगा और किसी भी न्यायालय में या अन्यथा आप आक्षेप नहीं ले सकते ।

In any of the matters mentioned above, the decision of Management will be final and it cannot be appealed in any court of law or otherwise.

निर्णय के कारण आपको बताना या नहीं बताना यह प्रबंधन का विवेकाधिकार होगा ।

Management reserves the right to disclose / withhold the reason therein, for it's decisions.

- 11) प्रशिक्षण की अवधि के दौरान प्रचालक प्रशिक्षणार्थी, कार्यपालक निदेशक (मा.सं., प्रशासन एवं आय.टी.) के प्रशासनिक नियंत्रण में रहेंगे तथापि उन्हें कंपनी के सभी प्राधिकृत अधिकारियों के आदेशों का पालन पूरी निष्ठा से करना होगा ।

During training period Operator trainees will be under the administrative control of Executive Director (HR, Admn. & IT). However they should obey the order of all the authorised officers.

- 12) कृपया इस बात का ध्यान रहे कि प्रचालक प्रशिक्षणार्थी इस प्रस्ताव में बताए गए लाभों को छोड़कर नियमित कर्मचारियों को मिलनेवाले किसी भी अन्य लाभ के लिए पात्र नहीं होंगे ।

Please note that Operator trainees are not be liable for any other benefits like regular employees. They will be entitled for the benefits mentioned in this offer letter only.

- 13) प्रशिक्षण हेतु रिपोर्ट के लिए किसी भी तरह का यात्रा भत्ता नहीं दिया जाएगा ।

No separate allowance will be paid for reporting for training.

...6/-
✓

- 14) यदि उपरोक्त निबंधनें एवं शर्ते स्वीकार है, तो प्रस्ताव की स्वीकृति की इस पत्र की अनुलिपि (दूसरी प्रति) हस्ताक्षरित करके इस कार्यालय में इसकी पुष्टि करें। प्रचालक प्रशिक्षणार्थियों को सलाह दी जाती है कि वे सामान्य कार्य समय में प्रशिक्षण ग्रहण की औपचारिकताओं को पूरी करने के लिए इकाई मानव संसाधन विभाग में रिपोर्ट करें।

If the above terms and conditions are acceptable to you, you are requested to intimate your acceptance by signing and returning to us the duplicate copy of this letter. Operator trainees are advised to report HR - Unit for completing the formalities.

- 15) कार्यभार ग्रहण करते समय निम्न बातें दिये हुए क्रम से करें। आपको निम्नलिखित दस्तावेज प्रस्तुत करने होंगे :

At the time of joining duty you will be required to furnish following documents :

- क) पूरी तरह से भरे हुए (केवल टाईप किये हुए) संलग्न 3 सी.वी. रोल, हालही में निकाले हुए 5 फोटोग्राफ्स तथा प्रतिज्ञा-पत्र नियुक्ति के समय साथ में लेकर आए।

Completely filled 3 CV Rolls (only typed) along with 5 recent photographs and Affidavit should be brought at the time of joining.

- ख) आयु का मूल प्रमाणपत्र (एस.एस.सी. प्रमाणपत्र) तथा साक्षांकित प्रति।

Date of Birth Certificate (SSC Marksheet/Passing Certificate) in original along with attested copy.

- ग) शैक्षणिक आहर्ताओं तथा जाति के मूल प्रमाणपत्र / जाती वैधता प्रमाणपत्र एवं उनकी साक्षांकित प्रतियां।

Original and Attested copies of all educational documents BOAT/RDAT, Domicile Certificate and Caste Certificate/Caste Validity Certificate (if applicable).

- घ) पूर्व सभी नियोक्ता द्वारा दिया गया नियुक्ति पत्र, सेवा प्रमाणपत्र तथा नौकरी छोड़ने का रिहाई आदेश।

Offer Letter, Relieving letter and Service certificate of all the previous employers.

इ) पूरी तरह से भरा हुआ आश्रितों का संलग्न घोषणा पत्र तथा नामांकन पत्र ।

Completely filled Nomination and Declaration form.

च) कंपनी में कार्यभार ग्रहण करने के लिए पहले तैनात कार्यस्थल पर पहुँचने के लिए आपको किसी भी प्रकार का यात्रा भत्ता नहीं दिया जाएगा ।

You will not be entitled for any travelling allowance for joining the services / joining the first place of posting in the company.

छ) अनुसूचित जाति / अनुसूचित जनजाति / अन्य पिछड़े वर्ग / विकलांग वर्ग के प्रशिक्षणार्थी के मामले में विहित प्रपत्र में सक्षम प्राधिकारी से प्रमाणपत्र लाना आवश्यक है (लागू हो तो और यदि पहले नहीं दिया है तो)

It is obligatory to bring the certificate in prescribed format for SC/ST/OBC (if applicable and not given before).

- 16) अनुसूचित जाति / अनुसूचित जनजाति / अन्य पिछड़े वर्ग / विकलांग वर्ग / इडब्ल्यूएस के प्रशिक्षणार्थी के मामले में यह नियुक्ति तात्कालीन है और सरकारी सक्षम प्राधिकारी द्वारा सत्यापित और पुष्टि करने के अधीन है । यदि आपका दावा गलत पाया गया तो किसी भी प्रकार के कारण दिये बगैर, आपका प्रशिक्षण तत्काल समाप्त किया जाएगा और किसी भी आगे की कारवाई पर प्रतिकूल प्रभाव डाले बगैर झूठा प्रमाणपत्र प्रस्तुत करने / कोशिश करने के लिए भारतीय दण्ड संहिता के प्रावधानों के अधीन कारवाई की जाएगी ।

In the case of SC/ST/OBC Non-Creamy Layer/PWD/EWS candidates the appointment is provisional and is subject to the Caste/Tribe/Income Certificates being verified through the proper channels and if the verification reveals that the claim to belong to Schedule Caste or Scheduled Tribe or Other Backward Class or EWS as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.

- 17) यह आदेश तात्कालीन है तथा उपरोक्त सभी निबंधनों एवं शर्तें पूरा करने के अधीन हैं ।

This order is provisional and depend on completing all above terms and conditions.

- 18) यदि आपको उपर्युक्त निबंधनें और शर्ते मंजूर हैं तो, आपसे अनुरोध है कि, इस पत्र की प्राप्ति की तारीख से एक सप्ताह के भीतर इस पत्र की प्रतिलिपि पर स्विकृति के रूप में हस्ताक्षर करके भेज दें । कंपनी इस प्रस्ताव पत्र में उल्लिखित शर्तों में संशोधन, परिवर्तन या सुधार का अधिकार आरक्षित रखती है ।

If the above terms and conditions are acceptable to you, you are requested to intimate your acceptance by signing and returning to us the duplicate copy of this letter within a week from date of receipt by you. The company reserves the right of amendment, change or alteration in the clauses mentioned in this offer letter.

- 19) इस पत्र की तारीख से एक माह तक यह प्रस्ताव खुला रहेगा । यदि एक माह के अंदर आप कार्यभार ग्रहण नहीं करते हैं, तो यह प्रस्ताव अपने आप रद्द हो जाएगा और इस बारे में कोई भी पत्राचार स्वीकार नहीं किया जाएगा ।

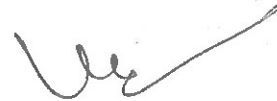
The offer of appointment is valid till one month from the date of issue. You are required to report for duty within a month from the date of this letter, failing which the above offer will automatically stand withdrawn and no further correspondence shall be entertained in this regard.

- 20) हम कंपनी में आपका स्वागत करते हैं और हमारे साथ दीर्घ एवं सफल साहचर्य की कामना करते हैं ।

We take this opportunity to welcome you to the Company and wish you a long and fruitful association with us.

भवदीय,

Yours faithfully,



(प्रशांत पाटील)

(Prashant Patil)

मुख्य प्रबंधक (मानव संसाधन)-इ

Chief Manager(HR)-U

संलग्न : यथोपरि

स्विकृती : मैं उपर्युक्त पत्र में बताई गई शर्तों पर नियुक्ति स्वीकार करने के लिए तैयार हूँ और तारीख _____ को कार्यभार संभालने के लिए हाजिर रहूंगा / रहूंगी ।

Acceptance : I agree to accept employment on the terms and conditions mentioned in the above letter of appointment and will report for duty on _____

हस्ताक्षर :

Candidate's Signature :

स्थल :

Place :

तारीख :

Date :



Ref: HR/2023/704

Date:-27th April 2023

Mr.Rameshwar Tidke
Sneha Niwas, Nileshwari Colony,
Shiv Road, Taroda(BK),
Nanded-431605.

Dear **Mr.Rameshwar Tidke**,

Re.: Letter of Offer - : Offer as trainee under Board of Apprenticeship Training under Ministry of Human Resource Development (Department of Education) based at Nanded.

We are pleased to inform you that you have successfully cleared the interview conducted by Flamingo Pharmaceuticals Limited; accordingly, you are offered an engagement under the "Board of Apprenticeship Training under Ministry of Human Resource Development (Department of Education)" as a trainee for a period of one year.

You would be taking your training in Quality Control Department for one year.

Your appointment shall be effective on the date of joining, which should not be later than the date as decided.

Upon joining Flamingo Pharmaceuticals Limited you would be registered under the Board of Apprenticeship Training. Accordingly rules informed by the board will be applicable to you.

Your monthly stipend during the training period will be **Rs.9,000/-**

Kindly return the copy of this letter duly signed in acceptance of our offer.

Thanking you,

Yours faithfully,
for **FLAMINGO PHARMACEUTICALS LTD.**


AUTHORISED SIGNATORY

I confirm my date of joining _____

Signature: _____
()

Flamingo Pharmaceuticals Ltd.

CIN : U51900MH1985PLC036572

Corporate Office : 7/1, Corporate Park, Sion-Trombay Road,
P. O. Box No. : 27257, Chembur, Mumbai-400 071. INDIA

E-mail : ashf@flamingopharma.com
Website : www.flamingopharma.com

Phone : 91 - 22 - 3310 7500
Fax : 91 - 22 - 2523 3085
91 - 22 - 6797 5249