

Nirmala Memorial Foundation College of Commerce and Science

INDEX

Sr. No.	Seat No.	Class	Name of the Student	Company Name
1.	20SMM104	SYBAMMC	Mr. Hiten Sarvaiya	Teleperformance
2.	18TMM074	TYBAMMC	Mr. Vikas Patel	Epicenter Technologies
3.	16SMM082	SYBAMMC	Mr. Govind Maurya	Vonup
4.	21SMM031	SYBAMMC	Mr. Shivam Gupta	White Turtle Studio

Mr. Hiten Sarvaiya

Internship Letter Details



teleperformance.in

 [linkedin.com/company/teleperformance](https://www.linkedin.com/company/teleperformance)

 [twitter.com//TPIndiaOfficial](https://twitter.com/TPIndiaOfficial)

 facebook.com//TPIndiaOfficial

Date: February 21, 2022

Emp Temp Code: 2221711834

Hiten Sarvaiya

1505 Sarova Building Samta Nagar Kandivali East Mumbai - 400101,
Maharashtra, India

Contact No: +919653176960

Letter of Appointment

Dear Hiten,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Sr. Customer Service Associate- Data**. You are required to report for duties on **February 21, 2022 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Mumbai**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be require to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days** ("**Notice Period**") prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

Teleperformance Global Services Private Limited.
Plot No. 94-95, Udyog Vihar, Phase IV, Gurugram - 122016, Haryana, India.
Tel: +91- 124-6783050 | Fax: +91-124-6783099
Registered Office: Teleperformance Towers, Plot CST No.1406-A/28, Mindspace, Malad - West, Mumbai - 400090, Maharashtra, India.
Tel: +91-22-66776000 | Fax: +91-22-66776010 | CIN: U72900MH2001PTC232120 | Email: contactus@teleperformancedibs.com

In case of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed/modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically **retire** from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **December 24, 1999**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to **Teleperformance** and here's wishing you a rewarding career.

Yours Truly,
For Teleperformance Global Service Private Limited,



Preeti Amit Shirke
Senior Vice President - Talent Acquisition

I, **Hiten Sarvaiya**, residing at **1505 Sarova Building Samta Nagar Kandivali East Mumbai - 400101, Maharashtra, India** do hereby accept the terms and conditions in this

Employee Signature	
Employee Name	Hiten Sarvaiya

Enclosures:

1. Compensation/ Salary details (**Annexure I**)
2. Non-Disclosure- Declaration and Undertaking (**Annexure II**)
3. Personal Data- Declaration (**Annexure III**)
4. Work from Home- Declaration, applicable under WAHA-[Work at Home] (**Annexure IV**)

NOTE: For purposes of brevity and ease of reading, the term "**the Company**" or the term "**Teleperformance**" (wherever it appears in this letter) means **Teleperformance**.

Mr. Vikas Patel

Internship Letter Details



(CIN No. : U72900MH2000PTC140702)

Salasar Business Park, Off. 150 ft Flyover Road, Opp. Maxus Mall, Bhayander (W), Thane - 401 101.
Board No.: 91 - 22 - 6758 2800 • Fax No.: 91 - 22 - 6758 2900 • Website : www.epicentertechnology.com

Offer cum Appointment Letter

Name: Vikas Patel
DOJ: 02-Aug-2022
DOB: 01-Apr-2000
Aadhaar number: 718466832148

Dear Vikas,

On the basis of the interview and discussions we had with you, we are pleased to offer you employment with Epicenter Technologies Pvt. Ltd (Company) as "**MIS Analyst - Business Intelligence**" on the following terms and conditions with effect from **DOJ: 02-Aug-2022**

Kindly note that this offer of employment is subject to the submission and validity of required documents as per the checklist given to you. If you fail to submit these documents on the date of document submission or if any of these documents are found to be forged / fake, this offer may be revised or cancelled at the Company's discretion.

Please sign and return a copy of this letter as a token of your acceptance. We would like to welcome you to our organization and wish you a rewarding career.

Our Values and Culture:

- People** are our greatest assets. They matter. We continue to invest in their personal development and growth. Treating people with respect and dignity is the cornerstone of our organization.
- Customers** are the reason for our existence. We seek to add value in every transaction we have with the customer.
- Integrity** will be displayed in every transaction we have with our associates, customers, partners, suppliers and other stakeholders.
- Teamwork and Togetherness** will help us achieve great things and will be advanced without prejudice to reward and recognition of individual contribution.
- We strive to instill a re-engineering bent of mind across all levels of the organization to achieve **Continuous Improvement, Quality and Innovation**.

1. **Compensation & Benefits:** The compensation and benefit program applicable to your band is enclosed for your reference. Please note that your compensation is a confidential matter between you and the company, and the company shall view any breach of confidentiality with utmost seriousness.

I. The compensation structure is subject to change at the company's discretion and will be communicated to you from time to time. II.

You may participate in the Company Provident Fund Scheme as applicable to your category of employees in accordance to statutory guidelines.

III. You will be entitled to gratuity in accordance with the rules governing such payment.

IV. Applicable tax would be borne by you. The company is obliged to deduct Income Tax at source as per provision of Income Tax Act /Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection.

2. **Transfer:** Your services can be transferred by the company in such capacity, as the company may from time to time determine, from

-One location to another.

-One department to another.

-One project to another, based on the exigencies of business and company needs.

It is a condition of employment that you can be transferred by the company anywhere in India or abroad to any of the parent Company's Subsidiary Companies, Joint Ventures, Associates, Sister Companies, etc., as per needs. Such transfers will not create for you any right to ask for revision in your salary or other terms and conditions of your services. Consequent to such transfers, you will be governed by the terms and conditions of service as applicable to your category of employees in the new place.

During your employment with the Company you will agree to work on any project that you are assigned to, irrespective of technical platforms/skills and nature of the project. If necessary, you may also be required to work shifts. Failing to do so can lead to termination of employment without notice. Regardless of any Secondment to any other epicenter entities or where you may be required to work overseas for such Epicenter entities for an extensive period, you shall at all times remain an employee of the company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Epicenter entities other than the salary and benefits specified in this offer letter or salary and benefits that may have been decided by Epicenter and communicated to you.

You should not draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, Pledge the Company's credit except so far as you may have been authorized by the company to do so, either generally or in any particular case.

3. **Promotion / Demotion:** The Company has the right to Promote or Demote you to any designation at its discretion and the company will decide your salary and allowances at the time of such change.
4. **Working hours, holidays and leave:** You will observe the working hours, holidays and leave rules as per the service rules applicable to your category of employees.
5. **Health Examination:** You may be examined at any time, by a Doctor of the Company's choice for your medical fitness to continue to work for the company and the opinion of the Company's Doctor in this regard shall be final and binding on you. The company also reserves the right to screen or test you for intoxicants and / or prohibited substances while you are at work. These tests may be administered in-house or via an external laboratory as the company deems fit.
6. **Proof of Age:** You will be required to produce satisfactory proof of age at the time of joining. The same may be evidenced from the School Leaving Certificate or from the birth register certificate. Once, such proof of age is accepted and recorded on the Company's register, and you may not be permitted to seek a change of date of birth.
7. **Past Record:** If any declaration given or information furnished by you to the company proves to be false or if you are found to have willfully suppressed any material, information, you may be liable to be removed from services without any notice or compensation whatsoever.
8. **Confidentiality & Secrecy:** During your employment and for a period of 12 months commencing the last day of your employment with the company, you will not at any time disclose to a third party, any of the Company's confidential technical information or any information concerning the business of the company and its parent and affiliated companies, which you may come to know during your services with the company.
9. **Use of company resources:** Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use.

10. **Intellectual Property:** If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.
11. **Alternative Employment:** During the course of your employment with the organization, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service, whether for remuneration or otherwise.
12. **Code of Conduct:** Epicenter prides itself as a company with the highest order of ethical conduct in its dealing with customers, suppliers, agents, and governments. As part of your employment agreement with the Company, it is important that you fully understand this philosophy and the policies governing it. At the beginning of your employment, you will be expected to familiarize yourself with the Company's "Code Of Conduct" and sign a copy as an acknowledgment of your having read, understood, and agreed to abide by its contents.
For any loss suffered by Epicenter or Epicenter's clients due to your negligence or deliberate actions, Epicenter reserves the right to initiate legal actions against you as it might deem fit according to the governing Laws.
13. **Roles & Responsibilities:** Your duties and responsibilities will be communicated to you by your reporting manager. However you shall execute and perform all such duties that may be assigned to you by the organization from time to time and the organization reserves the right to vary these at its discretion.
14. **Probation and Confirmation:** You will be on probation for a period of six months from the date of appointment and if your conduct and performance in the appointed position are found satisfactory you will be confirmed at the end of the probation period. In case of unsatisfactory performance your probation may be extended for a period 3 months.
15. **Notice Period:** If you decide to part ways with the company, you are expected to serve the applicable notice period as per the Employee Separation policy please familiarize yourself with this policy once you have joined service and ensure you provide all support for handover of your responsibilities to your designated replacement.
16. **Termination of Employment:** The Company reserves the right to pay or accept salary in lieu of notice. Your employment can be terminated either at your instance or that of the Management, where the Notice Period applicable for both parties shall be as per the Employee Separation policy.
The company reserves the right to terminate your contract / employment without notice, or pay in lieu of notice if it has reasonable grounds to believe you are guilty of gross misconduct, gross negligence and violation of company policies or in material breach of any of the terms of your employment. However, release from the services of the company will be subject to satisfactory handover of the responsibilities assigned to you.
17. **No Poach** - In the event you leave the company either initiated by yourself or the company, you shall not recruit or influence, support or facilitate the recruitment of any employee from the company for a period of 12 months commencing the last day of your employment with the company.
18. **Separation:** On termination of employment and/or your resignation during the period of your probation or thereafter, you will immediately return to the Company, all assets including data, tools, accessories, formulae, documents, specification, books, etc. of whatsoever nature accessible to you or in your custody, care or charge and obtain a clearance certificate from the relevant person / office / department, on production of which alone your dues, if any, will be settled by the Company. Any balance amount due to the company shall be fully recovered from your salary / full and final settlement, at the time of your leaving the services of the Company.
19. **Any Unauthorized absence:** As detailed in the Attendance and Employee Separation Policy, would attract consequences which might include Termination of services. Termination on Absconding (NCNS ? No Call No Show) grounds may render the employee ineligible for Full and Final Settlement amounts, Documents/paperwork and Reference checks at the discretion of management.

20. **Retirement:** You will retire from your service with the Company on attaining the age of fifty eight years. However, you may be retired at any age before fifty eight years if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work. The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.

21. **Covenant:** The employee agrees that: I will not

- I. For a period of one year after the termination of this agreement, directly or indirectly solicit to provide any professional services such as those provided by the Company for anyone who is a client of the Company anytime during the twelve months prior to my leaving the Company and for whom I provided any service as an employee of the Company during the five years prior to my leaving,
- II. For a period of Twelve months after the termination of this agreement directly or indirectly, without the prior written consent of the Company, solicit for employment at any firm, entity or client with which I was associated during my tenure with the organization, or otherwise disrupt, impair, damage, or interfere with the Company relationship with its employees, client or any other business partners;
- III. Upon the termination of my employment, retain, copy, or utilize any confidential, privileged or proprietary information, trade secrets, or other property of the Company, including but not limited to manuals, software, data, files, client lists or materials, or other data, publications or materials. The employee and the Company acknowledge and agree that the duration and the scope of the covenants contained in this paragraph are fair and reasonable.

22. **Other Terms & Conditions:** Your employment with the Company will be subject to the rules and regulations of the Company, as promulgated and modified from time to time in relation to your conduct, discipline and other matters. Your employment with the organization is subject to the following pre-conditions:

- I. The Company receiving satisfactory references from suitable referees suggested by you. Additionally the Company reserves the right to seek references from your current/previous employer(s) at any stage.
 - II. The Company receiving a satisfactory report following a medical examination, if found necessary, by a doctor nominated by the Company.
 - III. The Company receiving a copy of all your education and professional qualification certificates.
 - IV. The Company receiving a copy of the relieving letter from your previous employer.
 - V. A positive background Verification report if conducted based on the information provided by you
- In addition to the above, all such other rules and regulations as may be in operation at the time of your accepting the appointment with the Company and as may be amended or altered from time to time at the discretion of the Company, will also apply to you.

Please confirm that the terms and conditions of this employment agreement are acceptable to you and that you accept the same by signing the duplicate copy of this letter as a token of your acceptance.

We welcome you to Epicenter and look forward to having a long and mutually beneficial association with you.

Policy Certificate of Receipt

I hereby certify that I have read and understood all the points mentioned in this document. I commit to abide by all terms and conditions of the policy, as well as my original ETPL employment agreement and client guidelines. I also understand and acknowledge that failing to adhere to the above would make me liable for disciplinary action as per the policy of the organization.

Yours sincerely,

For Epicenter Technologies Pvt. Ltd.



Authorized Signatory

Human Resources

This is a computer generated document

Compensation & Benefit PI

Policy Certificate of Receipt

I hereby certify that I have read and understood all the points mentioned in this document. I commit to abide by all terms and conditions of the policy, as well as my original ETPL employment agreement and client guidelines. I also understand and acknowledge that failing to adhere to the above would make me liable for disciplinary action as per the policy of the organization.

Name : Vikas Patel

Date & Time : 22-Jul-2022 3:54:50 PM

Email ID : patelvikas7208585@gmail.com

Device : Mobile

IP Address : 49.32.204.69



Mr. Govind Maurya

Internship Letter Details

VonUp
Bpo Pvt. Ltd.

803 / 804 Sai Arpan, Sai Complex,
Shanti Vihar Mira Road (E), 401107.
Ph.:+91-22-28129556 Fax:+91-22-28129556
admin@vonupbpo.com, www.vonupbpo.com

Mr. Govind Maurya **Date: 20th Jan 2020**

Subject: Appointment Letter

Dear Govind,

With reference to your acceptance of our offer, we are pleased to appoint you in our organization from 12th Nov 2019 on the terms and conditions mentioned hereunder.

COMPENSATION
Your target annual salary will be Rs 1, 44, 000.


DESIGNATION
You will be designated as a Customer Service Representative with our Company.

PROBATION
Initial period of probation will be three months and the management reserves the right to extend this period, if necessary. On completion of the period of probation, if you are found suitable, we will confirm your appointment in writing.

TERMINATION OF EMPLOYMENT
In the event of dishonesty / misconduct / incompetence the company may / can terminate your employment at any time without giving notice or payment in lieu thereof.
If case you get terminated by the company on any Discipline or Quality ground, your 15 days of salary will be deducted. Termination on Performance ground will not lead to any salary deduction.

RESIGNATION
If you would like to discontinue your services anytime after completing probation of 3 months, you are required to give resignation letter with 15 days notice period. If you fail to serve 15 days of Notice period and resign on Immediate Basis then your 15 days of Salary will be deducted while doing the full and final settlement.
In case anyone resigns during his / her probation (in first 3 months from his DOJ), than his resignation will be accepted on Immediate Basis, which will result in 15 days of Salary Deduction.

WARNING LETTER
If you are issued a warning letter for attendance or performance and you remain absent in the specified period, company may decide to terminate you with immediate effect, and in that case your 15 days salary will be deducted.

Employee Signature: 

Date: **Page 1 of 4**

Mr. Shivam Gupta

Internship Letter Details

WHITE TURTLE STUDIOS LLP
A-506 Morya House, Off New Link Road,
Andheri West, Mumbai, Maharashtra 400053
LLP Identification Number:- AAB-1155
post@whiteturtlestudios.com
www.whiteturtlestudios.com
+91 22-6127-2677



Appointment Letter

01 September 2021

Dear Shivam,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Jr. Editor** in our organization on the following terms and conditions.

Date of Joining: You will be joining us on **1st September 2021**

Place/Transfer: Your present place of work will be at Mumbai, but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

Probation/Confirmation: You will be on a Probation period for the Six months. Based on your performance your services will be confirmed with the company in written after six months.

During the probation period your services can be terminated with fifteen days' notice in writing on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated as per the Employment Agreement.


Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

Leave: You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service.

During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the company.

Radhika Khosla
Managing Director, WHITE TURTLE STUDIOS


White Turtle Studios LLP, 2021 09 01 11:00 AM