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Ref: .....

Date: 15 April 2021

## *Joining letter*

To,

Miss Damini Grover  
Graphic Designer

Subject : Application for joining letter

Dear Mam,

Miss Damini Grover I am very glad to give the letter on respect of your appointment in our Organization on 15 April 2021, as a Graphic Designer As we discussed your salary will be 12,000 and Increase in your salary will be reviewed periodically as per the policy of company and depend on your working efficiency. You will join here by 15 April 2020.

you sure that you can make significant contributes to my company.  
this position is ideally suited to your educational background  
as well as interest.

  
Yours Sincerely  
Director  
Zisk.co.in

**राजस्थान सरकार**  
**निदेशालय, अल्पसंख्यक मामलात विभाग राज., जयपुर**

डॉ. राधाकृष्णन शिक्षा संकूल परिसर, मदरसा बोर्ड भवन, जे.एल.एन. मार्ग, जयपुर, राज.

क्रमांक: एफ 1(131)संस्थापन/ अ.स.मा.वि./क.स. भर्ती/2020/ 562-B

दिनांक: 10/09/2021

-: नियुक्ति आदेश :-

प्रशासनिक सुधार (अनुभाग-3) विभाग जयपुर के पत्र प.1(2)प्र.सु./अनु.3/2020 दिनांक 13.07.2021 के द्वारा अल्पसंख्यक मामलात विभाग, जयपुर को राजस्थान क्रीडा पदक विजेताओं को बिना पारी नियुक्ति नियम 2017 (संशोधित नियम 2020) के अधीन चयनित खिलाड़ियों को कनिष्ठ सहायक के पद पर नियुक्ति हेतु इस विभाग को आवंटित कर गृह जिले में नियुक्ति हेतु अधिकृत करने पर राजस्थान सेवा नियमों एवं राजस्थान अधीनस्थ कार्यालय लिपिक वर्गीय सेवा नियम, 1999 में निहित प्रावधानों के तहत कनिष्ठ सहायक के पद पर उनके नाम के आगे अंकित कार्यालय में कार्मिक विभाग जयपुर की अधिसूचना दिनांक 20.01.2006 एवं वित्त विभाग (नियम) की अधिसूचना दिनांक 30.10.2017 के अनुसार 2 वर्ष की अवधि के लिये परिवीक्षाधीन प्रशिक्षणार्थी (Probationer trainee) के रूप में नियत पारिश्रमिक 14600/- प्रतिमाह एवं दो वर्ष परीवीक्षाधीन सेवा संतोषप्रद पूर्ण करने पर पे-मेट्रिक्स लेवल-5 में निम्नलिखित शर्तों पर नियुक्ति किया जाता है :-

विवरण						आवंटित जिला	पदस्थापन हेतु कार्यालय का नाम
अभ्यर्थी का नाम	पिता का नाम	जन्मतिथि	दर्ग	शैक्षणिक योग्यता	गृह जिला		
मोहम्मद शोएब खान	मोहम्मद अयूब	25.08.2001	सामान्य	12वीं	जयपुर	जयपुर	निदेशालय अल्पसंख्यक मामलात विभाग, जयपुर।
सरफराज नारसी	मोहम्मद एजाज	04.07.1988	सामान्य	बी काम	जयपुर	जयपुर	निदेशालय, अल्पसंख्यक मामलात विभाग, जयपुर।

- उपरोक्त अभ्यर्थियों को निर्देश दिये जाते हैं कि वे आदेश जारी होने की तिथि से 15 दिवस के अन्दर-अन्दर कार्यभार ग्रहण करें। किसी कारणवश 15 दिवस में उक्त पद का कार्यभार ग्रहण करने में असमर्थ हो तो पूर्ण विवरण के साथ कारण स्पष्ट करते हुए अद्योहस्ताक्षरकर्ता को सूचित करें कि वे कब तक कार्यभार ग्रहण करेंगे। निर्धारित अवधि में कार्यभार ग्रहण नहीं करने अथवा कोई उत्तर प्राप्त नहीं होने की स्थिति में नियुक्ति आदेश निरस्त करने की कार्यवाही की जावेगी।
- उपरोक्त अभ्यर्थियों को राजस्थान क्रीडा पद विजेताओं को बिना पारी नियुक्ति नियम 2017 (संशोधित नियम 2020) के नियम 3(6) के अन्तर्गत चयनित खिलाड़ियों को संबंधित पद के लिए 05 वर्ष की कालावधि में निर्धारित अपेक्षित शैक्षणिक अहर्ताएँ-कम्प्यूटर योग्यता (RS-CIT) एवं कम्प्यूटर पर टंकण गति परीक्षा उत्तीर्ण करना अनिवार्य होगा।
- परिवीक्षाकाल (Probation Period) में उन्हें कोई वार्षिक वेतनवृद्धि देय नहीं होगी।
- परिवीक्षाधीन प्रशिक्षण अवधि के दौरान वित्त (नियम) विभाग के आदेश दिनांक 30.10.2017 के नियम 16 की अनुसूची IV के अन्तर्गत नियत पारिश्रमिक (Fixed Remuneration) के हकदार होंगे। Fixed Remuneration पर कार्य करने की अपनी सहमति पदस्थापन कार्यालय में लिखित रूप में प्रस्तुत करनी होगी। इसके अतिरिक्त अन्य भत्ते यथा-मकान किराया भत्ता, मंहगाई भत्ता, शहरी क्षतिपूर्ति भत्ता आदि देय नहीं होंगे।
- यदि उपरोक्त अभ्यर्थियों का कार्य एवं आचरण परीवीक्षा अवधि में संतोषप्रद नहीं पाया गया, तो उन्हें बिना किसी क्षतिपूर्ति के सेवा से किसी भी समय पृथक किया जा सकेगा।
- दो वर्ष की परिवीक्षाकाल अवधि में संतोषजनक सेवा पूर्ण करने के उपरांत ही वेतन निर्धारण एवं नियमितीकरण की कार्यवाही की जावेगी।
- परिवीक्षाकाल अवधि में अन्य सुविधा या अवकाश आदि राजस्थान सेवा नियमों में प्रभावी प्रावधानों के अनुसार देय होंगे।
- राज्य सरकार द्वारा जारी आदेश संख्या एफ 13(1)वित्त/नियम/2003 दिनांक 28.01.2004 एवं 27.03.2004 के तहत अंशदायी पेशन योजना के प्रावधान लागू होंगे एवं अन्य आदेश जो राज्य सरकार द्वारा जारी किये गये हैं उनके अधीन ही सेवा एवं सेवालाभ देय होंगे।

(2)

9. उक्त अभ्यर्थियों की जन्मतिथि इनके द्वारा प्रस्तुत सैकण्डरी परीक्षा उत्तीर्ण करने के मूल प्रमाण पत्र के आधार पर अंकित की गई है। अंकित की गई जन्मतिथि अपरिवर्तनीय होगी।
10. अभ्यर्थी की नियुक्ति तिथि कनिष्ठ सहायक के पद पर कार्यग्रहण की तिथि से मान्य रहेगी। लेकिन इनकी वरिष्ठता का निर्धारण क्रीडा पद विजेताओं को बिना पारी नियुक्ति नियम 2017 (संशोधित नियम 2020) के नियम 3(6) के अंतर्गत किया जायेगा।
11. उक्त अभ्यर्थियों द्वारा आवेदन पत्र में दी गयी समस्त सूचनाएं एवं संलग्नित किये जाने गये दस्तावेजों में से कोई दस्तावेज/सूचना असत्य/मिथ्या पाये जाते हैं तो राज्य सरकार/विभाग इनकी सेवाएं तत्काल समाप्त कर सकेगी।
12. अभ्यर्थी द्वारा कार्यालय में उपस्थिति के समय उपस्थिति रिपोर्ट के साथ-साथ सक्षम अधिकारी द्वारा निर्धारित प्रपत्र में स्वास्थ्य प्रमाण-पत्र व पुलिस सत्यापन प्रमाण-पत्र आवश्यक रूप से प्रस्तुत करना होगा।
13. उक्त नियुक्ति पर वित्त विभाग राजस्थान, जयपुर की अधिसूचना क्रमांक एफ. 9 (4) वित्त/नियम/99 दिनांक 01.04.2004 के अनुसार चिकित्सा परिचर्या नियम 1970 के प्रावधान लागू नहीं होंगे एवं वित्त विभाग राजस्थान जयपुर के आदेश क्रमांक एफ.6 (5) वित्त/नियम /99 दिनांक 27.07.2004 के अनुसार नैडिक्लेम बीमा योजना लागू होगी।
14. उक्त अभ्यर्थी को कार्यभार संभालने हेतु किसी प्रकार का यात्रा भत्ता देय नहीं होगा।

*(Jph)*  
10.9.2021  
(जमील अहमद कुरैशी)  
निदेशक

क्रमांक: एफ 1(131)संस्थापन/ अ.स.मा.वि./क.स. भर्ती/2020/ 5629-640 दिनांक: 10/09/2021  
प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

1. निजी सचिव, माननीय मंत्री, अल्पसंख्यक मामलात एवं वक्फ विभाग, शासन सचिवालय, जयपुर।
2. विशिष्ट सहायक, माननीय राज्यमंत्री, अल्पसंख्यक मामलात एवं वक्फ विभाग, शासन सचिवालय, जयपुर।
3. निजी सचिव, प्रमुख शासन सचिव, अल्पसंख्यक मामलात एवं वक्फ विभाग, शासन सचिवालय, जयपुर।
4. सचिव, राजस्थान कर्मचारी घयन बोर्ड, जयपुर।
5. शासन उपसचिव, प्रशासनिक सुधार (ग्रुप-3) विभाग को पत्र क्रमांक प.1(2)प्र.सु./अनु.3/2020 दिनांक 13.07.2021 के क्रम में।
6. वरिष्ठ निजी सहायक, निदेशक, अल्पसंख्यक मामलात विभाग, जयपुर।
7. वरिष्ठ लेखाधिकारी कार्यालय हाजा।
8. संबंधित अभ्यर्थी मो. 82214 2108 2500, सर फुल्लू लखिता, जयपुर
9. सहायक प्रोग्रामर, कार्यालय हाजा को प्रेषित कर निर्देश है कि विभागीय वेबसाइट पर अपलोड करें।
10. रक्षित पत्रावली कार्यालय हाजा।

*(Jph)*  
10.9.2021  
(डॉ०महमूद अली खान)  
अतिरिक्त निदेशक





**Ecom Shopping Solution  
LLP** 91/12, Sector 9, Ajay  
Marg, Pratap Nagar,  
Sanganer, Jaipur – 302033,  
Rajasthan

Apr 12, 2021

**Yash Bafna**

60/87 , 1<sup>st</sup> floor Shard  
Marg, Rajat Path,  
Mansarovar.  
Jaipur, Rajasthan  
302020

**Subject: Letter of  
Appointment**

**Dear Yash,**

With reference to your application for a suitable position and your subsequent discussions with us, we are pleased to inform you that you have been appointed in the marketing cadre in **Ecom Shopping Solution LLP** hereinafter referred to as "the company" or "Flipshope", on the terms and conditions stated hereafter.

**1. Position:**

Your designation will be **Data Entry** at **Ecom Shopping Solution LLP**

based out of **Jaipur**. **2. Compensation & Benefits:**

**a) Salary & Allowances:** Your basic salary at the time of commencement of your services will be **6000 Rs. /-** (Rupees Only) per month. In addition, you will be eligible for allowances/benefits as per company rules and regulations in force from time to time as summarized in Annexure 1. The remuneration paid to you has taken into consideration the status and responsibilities of the appointment and as such, you will not be entitled to any other payment by way of deferred wage, overtime and other allowances normally paid to the non-exempt staff of the Company. All compensation, incentives, awards, benefits etc. received by you shall be subject to tax deduction in accordance with the applicable tax laws.

**3. Probation:** You will be on probation for a period of six months from the date of your joining. On satisfactory completion of your probation, your services will be deemed confirmed unless you receive a letter of probation extension in writing. Your probation may be extended at the discretion of the management. At any time during the extension period, based on your performance and feedback from your supervisor, subject to your performance meeting company expectations, your services will be confirmed in writing.

**4. Job Description:** For reference and record, a Job Description may be developed by the Company and provided to you. Such Job Description shall be subject to revision from time to time. Notwithstanding the Job Description, you shall also be expected to discharge all such duties and responsibilities as the position may demand from time to time.

**5. Increments & Promotions:** Your increments and promotions in the company will be given based on your performance and merit, and at the sole discretion of the management.

**6. Transfer/ Relocation/ Assignment/ Secondment:** You will be liable to be transferred or seconded/ assigned from time to time, as the Company may deem fit, anywhere in India, to any of the Company's department(s) or location(s) or branch(es), or to the department(s) or location(s) or branch(es) or rolls of any of its subsidiaries or associates of Flipshope, presently existing or which may be setup in the future. You may also be posted/ relocated to any location due to business exigencies. Upon such transfer or Secondment or posting, unless otherwise specified in writing at the time of such transfer or Secondment or posting (as applicable), you will automatically be governed by the terms and conditions of service applicable at such department or location or branch or subsidiary or associate of the Company as the case may be.

**7. Travel Expenses:** You may be required to travel on company business as and when required. In such cases, you will be entitled to such travel expenses/allowances as per company policies that are in force from time to time.

**8. Confidentiality:** During your employment, and even thereafter, you will maintain confidentiality of all information pertaining inter alia to the operations, policies, financials or customers of the Company or any of its associates that you will have access to or that comes to your knowledge and shall not disclose the same to any one, other than in reference to the business of the Company and in the course of your duties, without the express written permission of the Company. Prior to termination of your employment, by any reason whatsoever, you will return to your supervisor all papers, documents, property, etc. pertaining to the accounts, financials, policies, plans, business, affairs, branches, customers or any other aspect of the Company, which may be in your possession and will not retain any copies thereof or extracts therefrom. During employment, as also after leaving the Company, you undertake not to solicit, in any way directly or indirectly, any customers or employees of the Company or induce them to discontinue or adversely change their relationship/employment with the Company. You undertake to indemnify the Company and its affiliates from any loss or damage arising from any breach of this provision relating to confidentiality. During your employment with the company, and at least for a period of three years thereafter, you will not transmit, disclose or otherwise use confidential information related to the activities of the company, to an unauthorized person, except as may be required in the course of your duties in connection with the company's business. You will also abide by all confidentiality, safety and security regulations of the Company as may be applicable from time to time.

**9. No other employment or vocation:** During your employment with the Company and till the Company issues a discharge certificate to you, you shall not take up or continue any other employment or vocation. Violation of this requirement will entail serious consequences including dismissal from service.

**10. Position of Confidence & Trust:** The position in which you are appointed is one of utmost confidence and trust and requires a high degree of integrity. Your appointment is, therefore, subject to verification and continuity of such confidence. In addition, it is expected that before accepting this offer, you disclose to the Company in full any material information relating to your past, which, if known to the Company, would be likely to impact the Company's decision to employ you.

**11.(a)** Notwithstanding anything contained herein, you will be bound by Flipshope Code of Conduct and all other rules, regulations, guidelines, instructions, policies, codes and orders framed, issued, enforced or made applicable by the Company from time to time, whether in physical or other form or via Flipshope Intranet/internet from time to time in relation to your conduct, discipline, service conditions such as leave, the compensation and benefits structure, medical and terminal benefits, retirement and any other matter relating to your employment or the discharge of your duties, and such rules, regulations, guidelines and orders shall be deemed to be an integral part of this contract of employment. Please read them carefully and ensure that you adhere strictly to the provisions, as amended from time to time. Any violations by you of the Codes, Guidelines, Policies, Rules or regulations of or applicable to the Company will be viewed very seriously and shall entail strict disciplinary action, which may also include termination from service. If you have any queries, you are encouraged to address them for clarification to your Regional Manager, the Country Compliance Officer or the General Counsel's Office.

(b) All intellectual property created by you, namely, inventions, whether patentable or not, improvements,

modifications of existing inventions, documentations, training manuals & materials, computer codes, software whether copyrightable or not, trade secrets and other proprietary information either alone or in conjunction with others during the course of your employment or/and by using any company's resource / time, fully or partially, shall be assigned to the Company who will be the sole proprietor thereof without any additional compensation or consideration apart from the remuneration payable to you as per this appointment letter. Any intellectual property, whether partially or fully developed, shall be immediately disclosed by you to the Company and all necessary documentation for assigning the same to the Company or as directed by the Company shall be executed by you as required by the Company to perfect the assignment of title therein. The assignment shall be of all your rights and ownership in the intellectual property on a world-wide basis and in perpetuity either to the Company or to any of its subsidiaries or to any parent Company(ies) or Affiliates of the Company as may be directed by the Company. In case of copyrights, the assignment will also be of worldwide

rights for the full term (including any possible renewals) of the copyright as provided in the Indian Copyright Act 1957 or legislations of other jurisdictions. Further, the rights assigned by you shall not lapse at any time notwithstanding any failure or delay by the Company to exercise the said rights. You will not oppose or challenge in any manner whatsoever the applications filed by the Company to register the said intellectual property in its own name or as may be desired by the Company in favour of another person / entity / entities in India or outside India and you will provide all support and execute all documents for the said purpose as directed by the Company.

(c) You agree to be bound by the Employee Innovation and Proprietary Information Agreement as per Annexure 2 attached hereto. Please sign a copy of the same and return the duly signed copy in token of your acceptance along with a signed copy of the appointment letter along with Annexures.

**12. Unauthorized Absence:** Your unauthorized absence (or overstay after sanctioned leave) for a continuous period of 15 working days shall be deemed to amount to voluntary abandonment of service and in such an eventuality your employment shall, at the option of the Company, be deemed to have come to an end.

**13. Other Terms & Conditions:**

1. Your appointment is being made in the management cadre and requires from you managerial and supervisory responsibility. You should be aware of these responsibilities and will, naturally, conduct yourself accordingly.

2. The company, through its authorized officers, will allocate duties to you from time to time. Such duties may include responsibility in general for the area of your operations as well as specific assignments that may be given to you from time to time.

3. Your appointment is subject to the following:

- The satisfactory verification of your character, antecedents and testimonials.

- Submission of all joining documents, certificates & testimonials as required by the Company within 15 days of joining, failing which the Company at its discretion, can terminate your services.

- The authenticity and accuracy of the details provided by you in the company application form

4. If the information or details provided by you in the Company's application form for employment are found to be incorrect or false, then the Company at its discretion can terminate your services.

5. In the event of any dispute regarding the terms and conditions of your appointment, you will be subject to the exclusive jurisdiction of the appropriate courts of law at the headquarters of the company viz. Bangalore.

6. You will be required to intimate in writing to the management any change in your residential address within 7 days from the date of any such change.

**14. Termination:** a) During the period of your probation, this contract may be terminated by either party by:

(i) Giving 15 days' notice in writing in the first three months of service with the Company and thereafter one month notice in writing; or

(ii) Payment of salary in lieu thereof.

b) In case of confirmed employees, either party may terminate this contract by giving 60 days' notice in writing or payment of salary in lieu thereof. Provided that the Company reserves the right not to relieve you of your services in the event that all Company documents/property in your custody has not been properly handed over to an authorized representative of the Company and/ or in the event that any disciplinary proceedings are either contemplated or are pending against you.

**15. Date & Place of Joining:** You are required to join your duties at **Jaipur** latest by **Thursday 15 April, 2021** failing which this offer will become null and void, unless the date of joining given above is extended, in writing, by an authorized officer of the company.

For specific instructions on your joining formalities, please refer to the Annexure 3 of the letter. You are required to complete the listed formalities and report on the date of your joining as mentioned.

Please sign the duplicate of this letter in token of your acceptance of the above terms and conditions and send it to us within 2 days of receipt of this letter by you, failing which the offer will stand withdrawn without any further reference to you.

We welcome you to Flipshope and wish you a successful

career with us. Yours sincerely,

**Lakshit Nagar**  
**HR – Flipshope Team**

**Copy to:**

1. Personnel File
2. Human Resources

**ACCEPTANCE:**

I have read, understood and agree to the terms and conditions as set

out in this letter. Signature: \_\_\_\_\_

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





**Ecom Shopping Solution  
LLP** 91/12, Sector 9, Ajay  
Marg, Pratap Nagar, Sanganer,  
Jaipur – 302033, Rajasthan

Annexure 1

**COMPENSATION DETAILS**

<b>Employee Name</b>	<b>Yash Bafna</b>	<b>Entity</b>	<b>Ecom Shopping Solution LLP</b>
<b>Location</b>	<b>Jaipur</b>	<b>Project</b>	<b>Flipshope</b>

The following is an itemised summary of allowances/benefits for which you will be eligible subject to applicable company rules/scheme and terms/conditions from time to time.

<b>S No.</b>	<b>Components</b>	<b>Component Details</b>	<b>Current Salary Structure (INR)</b>
1	<b>Basic Salary</b>	2/3 of Base Salary	Rs <b>6000</b> per month
2	<b>House Rent Allowance</b>	1/3 of Base Salary	Rs. <b>3000</b> per month
<b>Base Salary = (1+2)</b>			



**Ecom Shopping Solution  
LLP** 91/12, Sector 9, Ajay  
Marg, Pratap Nagar,  
Sanganer, Jaipur – 302033,  
Rajasthan

Annexure 2

**Employee Innovation and Proprietary**

**Information Agreement Name of Employee: Yash Bafna**

**As an employee of Ecom Shopping Solution LLP and in consideration of the salary paid to you, please sign below to indicate that you agree to:**

1. Disclose and assign to the Company or to any of its subsidiaries or to any parent Company(ies) or Affiliates of the Company as may be directed, all copyrights, inventions and innovations developed or conceived by you during the course of your employment with the Company and within the scope of your employment or/and by using any Company resource / time;
2. To execute all necessary deeds and documents to obtain patents, copyrights and other legal protection for such invention or innovations throughout the world.
3. To make and maintain record of all inventions and innovations.
4. To deliver all written or other materials which are of confidential nature at the Company's request, or at termination of your employment.
5. Not to disclose either during or after your employment any confidential information of the Company and not to disclose or utilize any confidential information of others or third parties.
6. That there are no other agreements or obligation to any other party which conflicts with this agreement.

**For Ecom Shopping Solution LLP**

**Lakshit Nagar  
HR – Flipshope Team**

**Accepted and Agreed**

**Employee**

**Signature:**

**Employee Name:**

**Date:**

---

Annexure 3

Dear Yash,

**Subject: Joining Formalities**

**Documents required on your date of joining:**

- A copy of resume
- 10th and 12th Pass Certificate & Mark sheet
- Graduation Certificate (Degree Certificate and all Mark Sheets)
- Completed Highest Qualification Degree (Degree Certificate, Provisional degree and all Mark Sheets)
- Relieving/Service letter from previous employment
- 2 Passport Size Photographs
- Last Pay Slip drawn/ Form 16
- Proof of Residence of Permanent Address (Government issued document such as Passport / Driving License / Election card / Ration card)
- Pan Card – (1 Photocopies Required)
- Your name in Government Photo id, previous employment certificates and highest education certificate should be matching. Else kindly carry name affidavit change or marriage certificate copy
- Carry a print out of Appointment letter which has been sent to you in PDF format

**Note: It is mandatory to bring all forms and documents as listed above on your date of joining in original along with 1 photocopy. Any failure in submission of the same within agreed timeline may have direct implication on employment with Flipshope.**

Your First Day at Flipshope

Name of the Supervisor/Business Unit – **Lakshit Nagar (Mob.- 6377887294)**

Yours Sincerely,

**Lakshit Nagar**  
**HR – Flipshope Team**



Global Workforce Solutions

Date: 15-Apr-2022

Employee Name: Rohit Das
Residential Address: 25, Ganpati Vihar Colony, Hatwara Road, Jaipur, Rajasthan
Employee Email: drohit01999@gmail.com

Subject: Offer Letter

Dear Rohit,

Welcome to IMS Group!

This letter serves to confirm offer and your acceptance of employment with Interactive Manpower Solutions Private. Limited, on the following terms:

Date of Joining (DOJ): 20-Apr-2022
IMS Division: ORS-US
Title/Position: Junior Recruiter
IMS Office: Jaipur
Grade: S1

Salary and Compensation: Your basic annual salary plus allowances and benefits (Total Cost to the Company (CTC)) will be in Rupees 2,09,997/- per annum ( Rupees Two Lakh Nine Thousand Nine Hundred And Ninety Seven Only )as per the annexure A of this letter.

Benefits: Entitled to benefits as per company rules

Your Career Path: Refer Annexure-1

In addition to this offer letter, which contains certain employment agreement terms, company requires you to sign a letter of appointment which sets forth the terms and conditions of your appointment. This letter of appointment will be provided on DOJ.

Company shall carry out a detailed background verification exercise to validate the credentials and information you submitted. Accordingly, this offer and your subsequent appointment pursuant thereto shall be subject to this exercise. This offer shall be valid only up to the DOJ. Accordingly, if you fail to join us on or before DOJ, this offer shall be void. Company requires that you countersign the enclosed copy of this letter as indicated below and return it to our office no later than 19-Apr-2022

We know that you will be a valuable asset to our organization and will play an integral part in company's future. Please feel free to contact us for any further information, which you may require.

Sincerely,
For, Interactive Manpower Solutions Pvt. Ltd.

Handwritten signature of Swati Pandit

Swati Pandit
Vice President - Human Capital, Learning & Development

ACKNOWLEDGED AND ACCEPTED
Rohit Das (Apr 18, 2022 15:50 GMT+5.5)
18-Apr-2022
EMPLOYEE SIGNATURE DATE

Corporate Office: 1/2, Indraprasth Business Park, Near DAV School, Prahladnagar Extension, Makarba, Ahmedabad, Gujarat-380051
Registered Office: Ground Floor, 1, Raghupati Niketan, Opp. Ishita Apartment, Navrangpura, Ahmedabad, Gujarat-380009
Branch Office: 3rd Floor, C-26-C1, Malviya Industrial area, Opp. King Win Chemicals, Jaipur, Rajasthan-302017

info@imsplgroup.com | +91 79 6827 4444

CIN: U74990GJ2006PTCO48000

Interactive Manpower Solutions Pvt Ltd





Global Workforce Solutions

imsplgroup.com

## Annexure-A

### Rohti Das

Particulars		Amt
Basic	50%	7,509
HRA	50%	3,755
Statutory Bonus	20%	1,502
Other Allowance (Consolidated)		2,251
<b>Gross Salary (A)</b>		<b>15,017</b>
<b>Deductions :</b>		
Employee's PF Contribution	12%	901
Professional Tax		NA
Employee's ESIC Contribution	0.75%	113
<b>Total Deductions (B)</b>		<b>1,014</b>
<b>Net Take Home (A) - (B)</b>		<b>14,003</b>
<b>Employer Contribution &amp; Benefits</b>		
PF	13.01%	977
ESIC	3.25%	488
Gratuity	4.16%	312
Leave Benefits	35.00	706
<b>Total Benefits (C)</b>		<b>2,483</b>
<b>CTC (A) + (C)</b>		<b>17,500</b>
<b>CTC p.a.</b>		<b>2,09,997</b>

#### Note:

- Your Net Take Home Salary is subject to changes in statutory rates
- Performance Incentive: You will be eligible to earn performance incentive over and above your fixed salary which will be decided by management from time to time subject to your performance and company policy

Rohit Das (Apr 18, 2022 15:50 GMT+5.5)

**Corporate Office:** 1/2, Indraprasth Business Park, Near DAV School, Prahladnagar Extension, Makarba, Ahmedabad, Gujarat-380051

**Registered Office:** Ground Floor, 1, Raghupati Niketan, Opp. Ishita Apartment, Navrangpura, Ahmedabad, Gujarat-380009

**Branch Office:** 3<sup>rd</sup> Floor, C-26-C1, Malviya Industrial area, Opp. King Win Chemicals, Jaipur, Rajasthan-302017

info@imsplgroup.com | +91 79 6827 4444

CIN: U74990GJ2006PTCO48000

Interactive Manpower Solutions Pvt Ltd

## Annexure-1

Thank you for choosing IMS Group as a step to your career growth.

At IMS Group, we are committed to transforming every business and person we touch. We care and commit for people who join and work with us. We have carefully created your future growth plan. Request you to go through the detailed growth plan mentioned below and visualize your career path.

Compensation Growth Plan	
Tenure in IMS (In Months)	Cost to the Company (CTC) (Monthly)
On Joining	INR 17,500/-
1 <sup>st</sup> Revision	INR 20,600/-
2 <sup>nd</sup> Revision	INR 25,800/-
3 <sup>rd</sup> Revision	INR 33,600/-
4 <sup>th</sup> Revision	INR 42,000/-

Career Path	
Experience Required for Promotion (In Months)	Designation
0	Junior Recruiter
6	Recruiter
12	Senior Recruiter
18	Team Leader
36	Assistant Operations Manager

### Terms & Conditions:

1. Above mentioned figures and growth plan are indicative
2. Salary revision and promotion is linked to your tenure, satisfactory work performance and behavioural conduct in the organization.
3. This growth plan will only be applicable to the employees who have joined on or after **1<sup>st</sup> October 2021** as Fresher or Junior Recruiter.
4. Performance Review and salary revision under this plan will take place twice a year which is April and October, whichever is earlier from date of joining
5. Salary revision is for 6 months period, actual revision amount will be in proportion of number of months of joining cycle.
6. This plan can be amended and revised at any point in time as per the Company's discretion.
7. This plan and structure are only applicable for employees working in US Division in INDIA

I have received this future growth plan and I understand that this future career path with indicated salary is not guaranteed and is subject to my performance and conduct within the organisation. I have also read and understand related terms and condition mentioned as part of this letter.

Candidate's Name: \_\_\_\_\_

Signature:   
Rohit Das (Apr 18, 2022 15:50 GMT+5.5)

In case of any questions or details you can write to [imsplhr@imspeople.com](mailto:imsplhr@imspeople.com).

1

Prepared By	Maintained By	Approved By
Human Capital Dept.	Human Capital Dept.	Group CEO





Global Workforce Solutions

imspgroup.com

**LIST OF PERSONAL AND PROFESSIONAL DOCUMENTS FOR ONBOARDING**

As a part of your onboarding formalities, you are requested to submit the following documents to the Human Capital (HR) department. All the documents mentioned below must be in colour scanned copy of original documents in .jpg or .pdf format emailed to [hr@imspeople.com](mailto:hr@imspeople.com)

**Pre-Offer Documents:**

**Submission of documents mentioned in Sr. no. 1, 2 and 3 are mandatory for offer processing.**

SN	Name of Documents	TAT
1	Aadhar card copy	Before Offer
2	PAN copy	Before Offer
3	Bank Account Details (any one proof which display your name, account no. and IFSC code.) . cancel cheque/first page of bank account passbook / bank statement or Self Declaration (As per IMS format)	Before Offer

**Pre-Joining Documents (on or before onboarding day)**

S N	Name of Documents	TAT
4	Updated resume signed by the candidate	On and before Joining
5	1 soft copy photo	On and before Joining
6	Academic Mark-sheets and Certificate of recent qualified degree	On and before Joining
7	Recent two months' Salary slip of last employer	On and before Joining
8	Accepted Resignation or Reliving letter or Experience Letter of last employer	On and before Joining
9	Certificate of Medical Fitness: certified by MBBS/M.D./General Medical Practitioner ( <b>Format shared by IMS</b> )	Within 7 days of DOJ

**Important Points:**

- Salary slips, accepted resignation / relieving letter is not applicable for candidates who are fresher (no prior work experience).
- Joining is subjected to submission of pre-joining documents (Sr. No. 4,5,6,7 and 8) as mentioned above.
- 1<sup>st</sup> payroll shall be processed subject to submission of all joining documents on the day of onboarding and salary account details shared to Payroll Team by 25<sup>th</sup> of every month.

I Rohit Das, understand and agree that my salary shall be processed only after completion of all required documents as per above list, in case I fail to do so there can be delay in my joining date or my salary process.

\_\_\_\_\_  
Signature of Employee

Prepared By	Maintained By	Updated on
Human Capital Dept.	Human Capital Dept.	09 <sup>th</sup> March, 2022



HR-Rec: /21-22/2111561

Date:February 21, 2022

**TUSHAR**

S/O Manish Mathur 52/140Pratap Nagar, Sector 5 Sanaganer, JAIPUR-302033, Rajasthan, INDIA

**Sub -: Offer cum Appointment letter for the post of Money Officer**

**Dear TUSHAR,**

This is with reference to your application for the above mentioned position. As per our discussions with you; we are pleased to offer you, your appointment as **Money Officer** at our **Jaipur - Raja Park**. Your **Grade** shall be **A2** and HR designation would be **Senior Executive in Liabilities Branch Operations and Services** Department. This offer of appointment is subject to the terms and conditions not limited to below mentioned terms but also include the Annexure(s) attached hereto and/or any form of communication or office orders, circulars, communicated or to be communicated to you:

- A. Your basic salary plus allowances in accordance with the Bank's rules that are in force for the time being and from time to time shall be as per the enclosed Annexure I. Please note that the Management reserves the right to restructure or change your compensation at any time at its sole discretion.
- B. Annexure II lists out the broad terms and conditions of service governing your employment with the Bank. These are subject to change from time to time. You will be expected to carefully read, and keep yourself abreast of, the policies of the Bank as announced or amended from time to time. These amendments would be binding on you, immediately on its publication.
- C. Upon successful fulfilment and satisfaction of all the terms and conditions mentioned in this offer cum appointment letter within **Three** days from the date of this letter, this conditional appointment shall become absolute. In case of your failure to fulfil any or all of these terms and conditions within the aforesaid period of **Three** days from the date of this letter, this offer cum appointment letter shall be automatically revoked and no claim and/or disputes shall be entertained.
- D. Your employment in the Bank is subject to satisfactory verification of your certificates, testimonials and personal particulars/ credentials. The Bank reserves the right to get a background check (including criminal history record search, education and employment; and personal details verification) conducted on you, which you explicitly agree to, whether done directly by us or through nominated third-party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Bank or in the declarations made by you in this agreement, your services are liable to be terminated forthwith without any notice or compensation.
- E. This offer is valid subject to your **acknowledgement** & acceptance within "72 hours", sharing of resignation-submission copy from current employer within seven days and resignation acceptance copy from current employer within "2 weeks" of receiving this offer. Each one of these terms are interrelated and breach of anyone

shall be considered as breach of all the terms and conditions, which will lead to revoking of the offer made and all the terms & conditions of this offer to be treated as null and void.

You will **Report to Mr. Jitendra Kumar Garg**. You are requested to report at the following address:

**AU SMALL FINANCE BANK LIMITED.**

**B-11 E, Behind Ceg Tower, Near Tata Service Center Malviya Nagar Ind. Area, Malviya Nagar, Jaipur, , , Jaipur, Rajasthan, IN-302017**

This offer cum appointment is valid subject to your joining on or before **DOJ: April 4, 2022**. Please sign and return the duplicate of this letter to your recruiter partner in token of acceptance of the offer cum appointment letter. We look forward to work with you at AU SMALL FINANCE BANK LIMITED.

Yours faithfully,  
**For AU Small Finance Bank Limited**



**Authorized Signatory**



<b>Annexure I</b>	
<b>AU SMALL FINANCE BANK LIMITED</b>	
<b>SALARY BREAK-UP SHEET</b>	
NAME	TUSHAR
HR DESIGNATION	Senior Executive
FUNCTIONAL DESIGNATION	Money Officer
GRADE	A2
DATE OF JOINING	April 4, 2022
BUSINESS UNIT	Liabilities
PRODUCT	Branch Banking
DEPARTMENT	Liabilities Branch Operations and Services
JOB FAMILY	Branch Operations and Service
LOCATION	Jaipur - Raja Park
<b>FIXED CTC ( A1 )</b>	
<b>PARTICULARS</b>	<b>CTC Amount (Rs)</b>

<b>SALARY PAYMENT</b>		<b>Monthly</b>	<b>Annually</b>
Basic		9,782.00	117,387.00
House Rent Allowance		4,891.00	58,693.00
Education Allowance		200.00	2,400.00
Leave Travel Allowance		815.00	9,780.00
Special Allowance		2,476.00	29,712.00
Statutory Bonus		1,400.00	16,800.00
<b>TOTAL GROSS PAY</b>		<b>19,564.00</b>	<b>234,773.00</b>
<b>RETIRAL BENEFITS</b>			
Employer PF Contribution	Minimum	1,725.00	20,706.00
Gratuity		471.00	5,652.00
<b>FIXED COST TO COMPANY (CTC) A1</b>		<b>21,760.00</b>	<b>261,131.00</b>
<b>JOB SPECIFIC ALLOWANCES (A2)</b>			
<b>VARIABLE PAY</b>			
<b>TOTAL (A2)</b>		<b>0.00</b>	<b>0.00</b>
<b>TOTAL COST TO COMPANY (TCTC) A1+A2 Minus Other Benefits</b>		<b>21,760.00</b>	<b>261,131.00</b>
<b>OTHER BENEFITS (A3)</b>			
Group Medclaim (GMC)		480.00	5,760.00
Group Personal Accident Insurance (GPA)		25.00	300.00
Group Term Life Insurance (GTLI)		234.00	2,813.00
<b>TOTAL (A3)</b>		<b>739.00</b>	<b>8,873.00</b>
<b>TOTAL COST TO COMPANY(TCTC) A1+A2+A3</b>		<b>22,499.00</b>	<b>270,004.00</b>
<b>BENEFITS DESCRIPTION</b>			
Appraisal	You shall be eligible for performance appraisal and increment cycle as per company policy. The appraisal period will be from date of Joining to end of financial year and increment would be prorated accordingly. Employees joining from Jan to March will not be eligible for appraisal for that financial year.		
*Performance Bonus	You will be eligible for performance bonus basis your performance and company policy.		
Group personal Accident Policy	Covered under GPA policy of sum assured as per Company Policy, effective from the date of endorsement in policy.		
Group Term Life Policy	Covered under GTLI policy of sum assured amount by the company, shall effective from the date of endorsement.		
Medicclaim Policy	You will be eligible for Medicclaim as per Company medicclaim policy.		
Conveyance	Conveyance expense will be reimbursed for official visits as per company policy.		
Mobile Limit	You shall be eligible for the mobile limit as per our company policy.		
Foreign Tour Eligibility	As per applicable programmes run by the company time to time.		
<b>NOTE</b>			

Professional Tax as per rules shall be deducted

**For AU SMALL FINANCE BANK LIMITED**



**Authorized Signatory**



## ANNEXURE II

### Terms and Conditions of Appointment

#### 1. Performance Payment

The performance payment is calculated and paid by two methods, first is annual bonus and second one is monthly/quarterly incentive plan. The first method is an annual amount dependent on the rating that one receives during the annual appraisals. The payment is calculated taking into account four factors: joining date of employee, basic salary, grade, performance of the employee (i.e. the rating) and performance of the Bank (a Bank factor is decided every year depending on the performance of the Bank in the previous financial year). The second method is monthly/quarterly incentive plan calculated on the basis of individual performance and paid accordingly. You will be eligible for the performance payment if you depending on the work assigned to you. A resigned employee shall not be entitled for bonus or incentive payments.

#### 2. Travel allowances

The employees undertaking travel on official business are entitled to certain travel allowances depending on their grade as per our travel policy. The details of these allowances are available with the Human Resources and Administration Department.

#### 3. Provident Fund

You would be eligible to become a member of the Provident Fund Scheme as per terms and conditions governing such benefits, on your appointment. On becoming a member, you will contribute every month an amount as prescribed under the Provident Fund Rules, the Bank contributing a like amount.

#### 4. Probation

You shall be on probation period as per the probation policy. You will be deemed to be confirmed after completion of probationary period if your work and conduct are found satisfactory. In case of non-performance or behavioral issues, your probation period may be extended on management discretion. You would be notified in writing in such condition.

The Management reserves the right and shall have the sole discretion either to extend the probationary period or to dispense with your services at any time during the probation period by a written notice applicable to your grade, if your performance or conduct does not come up to Bank's expectations. You can resign from the Bank's services during the probationary period by giving written notice for a period as applicable to your grade. After confirmation either party will be required to give notice period, as defined in

policy, according to your grade, subject to the other terms and conditions more specifically mentioned in the separation policy and/or any other prevailing policy.

#### 5. Remuneration

The agreed remuneration shall be paid to you through a transfer of funds to a Bank account which you will need to open. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration including, if applicable, any shares issued under ESOP scheme being paid to you pursuant to your employment hereunder. The remuneration shall be paid monthly in arrears and net of any withholding taxes and other deductions (whether in respect of set-off, counterclaim, duties, taxes including service tax if applicable, charges, levies or otherwise). The Bank shall provide you with a certificate of tax deduction at source in respect of all amounts withheld from amounts payable to you.

It is agreed and understood that the remuneration payable by the Bank to you shall constitute full and adequate compensation for all employment and other services rendered by you to the Bank. You shall not be automatically entitled to receive from the Bank or its affiliates, any additional payments, commissions, bonuses or compensation for employment and other services rendered to the Bank. Payment if any of the above nature will be solely at Bank's discretion.

The Bank shall be entitled to deduct from the remuneration or compensation or any other amounts payable to you as per this appointment letter any and all amounts as may be owed by you to the Bank, including advances and loans.

#### 6. Service subject to rules

Your services would be governed by the Bank policies, rules and regulations in force for the time being and from time to time. You agree to comply with all the Bank policies, rules and procedures as may be applicable to the employees of the Bank from time to time.

During the period of your employment with the Bank, you shall not engage in any other profession, employment, occupation, consultancy or other business and shall endeavor your best to promote the Banks interests.

#### 7. Transfer

Your place of posting shall be as indicated in the first page of this Contract of Employment and you agree to be transferred, to any of the Banks establishments, divisions and/or associates/affiliates situated in any part of India, in such capacity as the Bank may from time to time determine. In such a case, you shall be governed by the specific terms and conditions applicable to your new location.

#### 8. Withholding of increments

The increments in your grade will not be automatic but will be subject to performance and as per our performance appraisal and merit increase guidelines applicable that year plus regular attendance and good conduct.

#### 9. Termination

The Bank may terminate your employment with the Bank at any time due to just cause per bank policies, by providing prior written notice, subject to the other terms and conditions more specifically mentioned in the separation policy and/or any other prevailing policy of the Bank. Please note that all the policies are in addition to but not in derogation with each other.

You agree that, at the time you leave the employment of the Bank, you will deliver to the Bank (and will not keep in your possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, other documents or property, or reproductions of any aforementioned items developed by you pursuant to your employment with the Bank or otherwise belonging to the Bank, its affiliates, successors or assigns. You shall have no right of retention of the assets or documents of the Bank.

Please note any Joining Bonus /Sign on Committed Bonus, Onetime Expenses (e.g. Notice period buy out Or Relocation Reimbursement) paid to you has a lock-in period of 1 Year from your date of Joining and in case of your early exit prior to the completion of 1 year period. Bank shall have full right to recover



all such amount(s) from you.

#### 10. Notification to new employer

Upon termination of your employment with the Bank for any reason, whatsoever you hereby grant consent to notify to any of your subsequent employer(s).

#### 11. Certificates and Testimonials

Certified copies of your certificates and testimonials, including the proof of your age, together with originals, may please be submitted for verification, to the Human Resources Department.

#### 12. Change in Status

You should keep the Bank informed about any change in your address, educational qualifications and marital status.

#### 13. Declaration under Companies Act

In accordance with provision of Companies Act, 2013, you are requested to make a declaration whether you are in any way related to or you have business connections with any of the Directors of the Bank.

#### 14. Weekly Working

Your working week will be as per the practice followed in the establishment/department/section in which you are posted. The Bank shall not be required to pay any overtime wages to you for employment services performed outside working hours or on public holidays.

#### 15. Leave

You will be entitled to paid leave in accordance with the leave policy of the Bank. The facilities, amenities and leave granted to employees in excess of the statutory requirements do not form part of the conditions of service and are subject to change at the discretion of the Management.

#### 16. Public Holidays

The Public Holidays observed by the Bank are subject to adjustment or reduction from time to time.

#### 17. Confidentiality

Maintaining confidentiality is a condition to your employment. During your employment, you will not store, possess, use or disclose confidential/ personal/ sensitive information or data (including those from any of your previous employment(s) with other organizations) in an unauthorized manner. You shall not bring any such information or data into the Bank. You will not, either during your employment with the Bank or after termination of such employment, divulge to anyone any information, secret, accounts or dealings relating to the Banks business, its affairs or its clients, service providers, sub-contractors or vendors, other than to the Directors of the Bank or their authorized representatives. During the period of your employment, you shall not, without the written authority of the Bank, publish any written articles or deliver any talk on any subject related to your profession or participate as a member of any organization connected with your profession. During the period of your employment, you shall not make any public statement, or author any book, report or writing, in relation to the business or affairs of the Bank. You shall also not make any statement in writing, verbal, audio/audio & visual on social media.

On discontinuation of your employment, you will return to the Bank, all papers and documents and all other property pertaining to the Bank or affairs of the Bank or its client or any of its associates or branches, which may be in your possession, and will not retain any copy or extract therefrom. In case of any breach of confidentiality caused by you, either during or after the termination of your employment with us, you will be personally liable to the Bank, our customers and third parties.

#### 18. Inventions

All work product developed or invented by you in the course of performance of your employment with the Bank shall belong to the Bank. You hereby assign and agree to assign to the Bank all of its intellectual property rights (including moral rights) in and to any products developed, inventions, written materials, electronic data and other materials and documents created in the course of your employment with the Bank. You shall not retain any rights or interest in any property, materials, products, data or documents

created in the course of your employment with the Bank.

Both during and after the termination of your employment with the Bank, you agree to execute without any compensation all such other deeds and documents and do all such acts as may be reasonably required by the Bank for further and better protecting the Bank's rights to all and any property, materials, products, data or documents created by you in the course of your employment with the Bank.

Both during and after the term of your employment with the Bank, you agree not to publish, directly or indirectly, except with the prior written consent of the Bank, any information in relation to any intellectual property, confidential information or trade secrets of the Bank.

#### 19. Data Protection

For the purposes of the data protection by signing of this letter, you consent to the Bank and such other persons and entities designated by the Bank collecting, holding and processing personal data relating to you whether provided to the Bank or otherwise received by the Bank for all purposes, including, but not limited to: administering and maintaining personnel records; paying and reviewing salary and other remuneration and benefits; providing and administering benefits; undertaking performance appraisals and reviews; maintaining sickness and other absence records; taking decisions as to your fitness for work; providing references and information to future employers, and if necessary, governmental and quasigovernmental bodies for social security and other purposes; providing information to future purchasers of the Bank or of the business(es); surveillance where criminal activity is suspected; monitoring email/internet usage; transferring information about you to a country or territory outside India.

#### 20. Non-Disparagement

At all times while dealing with the customers or prospective customers of the Bank you shall represent yourself as an employee of the Bank, and all agreements entered by you with them shall be for and on behalf of the Bank.

You shall not make any communication or engage in any conduct that is or can be reasonably be construed as disparaging of the Bank or their Officers, Directors, Employees, Agents, Shareholders Strategic business partners, products or services.

#### 21. Remedies

In the event of a breach or a threatened breach the Bank shall in addition to any other remedies provided herein or otherwise available by law have the right and remedy to have covenants specifically enforced by any court having equity jurisdiction.

#### 22. Agreement not to Solicit Employees, Suppliers and Customers

During the term of your employment with the Bank and thereafter, you shall not personally or through an agent, Bank or otherwise in any manner directly or indirectly induce or attempt to induce any supplier of the Bank or any of its affiliates to cease to supply or restrict or vary the terms of supply.

During the term of your employment with the Bank and thereafter, you shall not personally or through an agent, Bank or otherwise in any manner directly or indirectly induce or attempt to induce any customer or client of the Bank or any of its affiliates to cease to procure such products and/ or services.

During the term of your employment and after termination of your employment with the Bank, you will not directly or indirectly solicit, recruit, induce or persuade any of the employees of the Bank or any of its affiliates to leave their employment or take away such employees, or attempt to solicit, induce, recruit, encourage to leave their employment or attempt to take away employees.

During the term of your employment, you shall follow the prohibitions as laid down under Foreign Corrupt Practices Act of 1977 (FCPA) and Indian Prevention of Corruption Act 1988 (PCA) and shall abide by the law and bribery provisions as stated in the Act.

As per the terms stated in the Act, the employee cannot directly or indirectly make, promise, offer or receive cash, gifts or "anything of value" in order to get, keep or provide business, to learn confidential information or to influence official action or inaction by a Government Official.

#### 23. Prohibitions under FCPA and PCA

During the term of your employment, you shall follow the prohibitions as laid down under Foreign Corrupt Practices Act of 1977 (FCPA) and Indian Prevention of Corruption Act 1988 (PCA) and shall abide by the

law and bribery provisions as stated in the Act.

As per the terms stated in the Act, the employee cannot directly or indirectly make, promise, offer or receive cash, gifts or anything of value in order to get, keep or provide business, to learn confidential information or to influence official action or inaction by a Government Official.

#### 24. Governing Law and jurisdiction

This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and management will be subject to exclusive jurisdiction of courts of Jaipur (Rajasthan) whether they be civil courts, labor courts, industrial tribunals or any other courts or authority of whatsoever nature.

#### 25. Force Majeure

Notwithstanding anything to the contrary herein contained, the Bank shall have the right to terminate this Offer letter prior to the date of your joining if either party is prevented from discharging its obligations hereunder due to any cause arising out of related to any Act of God or Act of State, war, riot, civil commotion, epidemic, pandemic terrorism or any order of any governmental or semi-governmental or local authority or similar cause ("force majeure events") beyond the control of Bank. Nothing contained in this clause shall not be deemed to be a breach of the terms stated in this offer letter. In the event of the continuance of a force majeure event beyond a period of 30 days, Bank shall be at liberty to terminate this Offer Letter.

#### 26. Retirement

The last date of employment for a retiring employee at AU Small Finance Bank has to be the last working day of the month in which the employee completes 60 years of age.

"I hereby affirm that I shall comply with the Code of Conduct on Prohibition of Insider Trading Policy ("**Code**") of Bank and Securities and Exchange Board Of India (Prohibition Of Insider Trading) Regulations, 2015 ("**the Regulations**") including any amendment made therein from time to time. In case of having access to any Unpublished Price Sensitive Information ("**UPSI**") then I shall comply with the Code and shall ensure confidentiality of the UPSI received about AU SMALL FINANCE BANK LIMITED."

#### **For AU Small Finance Bank Limited**



**AUTHORIZED SIGNATORY**

#### **Acknowledgement and Acceptance**

I hereby accept this offer-cum-appointment letter on the above-mentioned terms and conditions and agree to abide by the rules & regulations of the Bank as are in force from time to time. The current issue of the rules has been read and understood by me before signing this letter.

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

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

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

Date of acceptance : \_\_\_\_\_

RAVINA KUMAWAT  
PF: 1058052, Jr. Associate (CS & S),  
State Bank of India  
Camp-RBO-3, Bundi-62380

S.NO: RBO-3/BUNDI/HR  
Date: 06.09.2024

**STAFF: AWARD**  
**TRANSFER / POSTING**

The Competent Authority has decided to transfer and post you at our Bundi Indira Market Branch (31247) as Junior Associate (CS & S).

You are hereby relieved as at the close of business hours on 06.09.2024 with instruction to report to Bundi Indira Market Branch without availing any joining time.

We wish you all the best for your new assignment.

Yours Sincerely,

  
Regional Manager