

Date: - 25<sup>th</sup> September 2023

**MS. PRIYANKA VISHWAKARMA,**  
178/144 D Puravaldi, Kydganj,  
Prayagraj, Uttar Pradesh 211003.

Dear Priyanka,

## **Employment Offer**

Congratulations! This has reference to your application and subsequent interviews you have had with **SB ENTERPRISES**. We are pleased to appoint you as **BACK OFFICE EXECUTIVE** based at **ALLAHABAD Branch**. Your employment will be governed by the following terms and conditions or any modifications later:

### **1) Start Date**

Your employment will start on **25<sup>th</sup> September 2023**

### **2) Employment Basis**

You will be employed by the Employer at **BACK OFFICE EXECUTIVE** in accordance with this appointment letter or any other general terms and conditions decided by the firm.

You will report to **Reporting Manager** advised from time to time.

You will be required to perform all duties set out in your position description, plus any other duties reasonably associated with your position and/or directed by the Employer. You must perform your duties diligently and faithfully, following all lawful and reasonable directions. Your performance will be reviewed as required.

That you acknowledges that substantial costs have been invested on your training for specifically and effectively handling the job responsibilities assigned to you by the company and any discontinuance of the employment before the expiry of the 1 years term would unfairly prejudice the company, and, as such, you undertakes not to leave the services of the company, for any reason whatever, for a minimum period of 1 years from the date of joining of your employment in the services of the company.

### **3) Place of Employment**

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# नवोदय विद्यालय समिति

(विद्यालय का एक स्वायत्त संस्थान, स्कूल विद्या एवं साक्षरता विभाग) भारत सरकार,

दौरीय कार्यालय

ए.135, गेट नं० 02, अलकापुरी, भोपाल-(म.प्र.) 462024

Phone : 0755-2480367, 2480343, 2489946 email [nvsrobpl@gmail.com](mailto:nvsrobpl@gmail.com) and [nvsrobpl.pers@gmail.com](mailto:nvsrobpl.pers@gmail.com)



## NAVODAYA VIDYALAYA SAMITI

(An Autonomous Organization under Ministry of Education, Deptt of School Education and Literacy)

Govt. of India

Regional Office

A-135, Gate No.02, Alkapuri, Bhopal (MP)-462024

No. F. 26.1/2023/NVS(BPL)/Pers./Rectt.(TGTs)/ 1684

Dated : 22.06.2023  
BY REGISTERED POST

To,

Sh/Smt/Ms. SWETA MISHRA  
Father Name RAJENDRA MISHRA  
VILL-KATEBANA POST-LACHHIMANPATI  
DISTT.-BIHADOHI  
PIN CODE-221304  
E-mail [swetamishra645@gmail.com](mailto:swetamishra645@gmail.com)

Roll No. 220131503040145

**Subject: APPOINTMENT TO THE POST OF TRAINED GRADUATE TEACHER TGT (HINDI) ON DIRECT RECRUITMENT BASIS UNDER RECRUITMENT DRIVE-2022-23 - REG.**

Sir/Madam,

With reference to your candidature for the above post in Navodaya Vidyalaya Samiti, I am directed to offer you a post of TGT (HINDI), on temporary basis in Navodaya Vidyalaya Samiti, on the following terms and conditions:

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- 03 Jawahar Navodaya Vidyalayas being fully residential institutions, the teachers are required to stay in the Vidyalaya campus. In addition to normal teaching duties, the teachers are required to perform additional responsibilities attached with residential system like House Mastership, remedial and supervisory studies, organization of co-curricular activities, escorting of students on migration and in general looking after students welfare. During the period of probation your performance in all these areas would also be assessed in addition to teaching ability to determine your suitability for the job.
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☎ : 2468279

# जगत तारन गर्ल्स इण्टरमीडिएट कालेज

13, मदन मोहन मालवीय रोड, जार्ज टाउन  
इलाहाबाद

पत्रांक

दिनांक. ०१.०१.२०२३

## “जिस किसी से सम्बन्धित हो”

प्रमाणित किया जाता है कि कु० नेहा त्रिपाठी पुत्री श्री अविनाश चन्द्र त्रिपाठी संस्था के जी०टी०ए० वर्ग (अल्पकालिक) शिक्षिका संगीत गायन के रूप में दिनांक 01.11.2021 से अद्यतन कार्यरत हैं।

मेरी जानकारी के अनुसार इनका व्यवहार एवं चरित्र उत्तम है।

मैं इनके उज्ज्वल भविष्य की कामना करती हूँ।

दिनांक:- ०१.०१.२०२३

स्थान:- प्रयागराज

भवदीया

  
डा० भिन्दिनी तिवारी

प्रधानाचार्या

जगत तारन गर्ल्स इण्टर कालेज  
प्रयागराज

13

अन्नपूर्णा  
कुमारीबाल बचन  
प्रसाद यादवग्राम-साथ  
पो-ईटाकी,  
जिला-बक्सर

1782

R(F)

12.10.1994

बेरिचक

बालिका मध्य  
वि० चौसा

1. संबंधित अभ्यर्थी विद्यालय में योगदान देने के समय सभी शैक्षणिक/प्रशिक्षणिक प्रमाण-पत्र/अर्क-पत्र, BETET/CTET Result Card की स्वअभिप्रमाणित छायाप्रति प्रधानाध्यापक/प्रधान शिक्षक के समक्ष प्रस्तुत करेंगे। साथ ही प्रमाणपत्रों आदि की सत्यता के संबंध में कार्यपालक दण्डाधिकारी के समक्ष लिया गया शपथ-पत्र विहित प्रपत्र में (विहित प्रपत्र प्रारूप संलग्न) प्रधानाध्यापक/प्रधान शिक्षक को अनिवार्य रूप से उपलब्ध करावेंगे।
2. योगदान के समय अभ्यर्थियों को असेनिक शल्य चिकित्सक-सह-मुख्य चिकित्सा पदाधिकारी द्वारा निर्गत स्वास्थ्य प्रमाणपत्र प्रस्तुत करना आवश्यक होगा।
3. योगदान के समय अभ्यर्थियों को दहेज नहीं लेने एवं देने संबंधी घोषणा पत्र प्रस्तुत करना आवश्यक होगा।
4. प्रमाणपत्र जाली/अन्तर्लेपन/गलत पाये जाने की स्थिति में नियोजन पदाधिकारी के द्वारा नियुक्ति रद्द कर दी जाएगी और आवश्यक कानूनी कार्रवाई की जाएगी।
5. संबंधित विद्यालय के प्रधान शिक्षक/प्रधानाध्यापक नियोजन इकाई से संबंधित अभ्यर्थी के नियुक्ति पत्र का सत्यापन कराने के उपरान्त ही योगदान स्वीकृत करेंगे।
6. उक्त नियमावली एवं समय-समय पर इस निमित्त अधिसूचित नियमावली में वर्णित सेवा-शर्त संबंधित नवनियुक्त शिक्षकों पर प्रभावी होगा।

*(Signature)*  
सचिव

(प्रखण्ड नियोजन इकाई)

-सह-

प्रखण्ड पंचायतराज पदाधिकारी, चौसा।

ज्ञापक-87/16/2022 दिनांक-23.02.2022

प्रतिलिपि- 1. संबंधित नवनियुक्त शिक्षक को सूचनार्थ एवं अनुपालनार्थ प्रेषित।

2. विद्यालय प्रधानाध्यापक को सूचनार्थ प्रेषित करते हुए कहना है कि नवनियुक्त शिक्षक के योगदान की सूचना अधोहस्ताक्षरी कार्यालय एवं प्रखण्ड शिक्षा पदाधिकारी कार्यालय को अचूक रूप से देना सुनिश्चित करें।

3. जिला सूचना एवं विज्ञान पदाधिकारी, *(Signature)* को सूचनार्थ प्रेषित करने हुए अनुरोध करना है कि उक्त नियुक्ति आदेश को जिले के NIC के Website पर Upload करना चाहेंगे।

*(Signature)*  
सचिव

(प्रखण्ड नियोजन इकाई)

-सह-

प्रखण्ड पंचायतराज पदाधिकारी, चौसा।

अनुसूची-3  
जिला का नाम-  
विद्योवन इकाई का नाम-

कार्यालय आदेश

विद्योवन अध्यात्म प्राथमिक विद्यालय (विद्योवन एच रोसा-सती) विद्यमानवर्षी-2012 (मध्य संशोधित) एवं विद्योवन नगर प्राथमिक विद्यालय (विद्योवन एच रोसा-सती) विद्यमानवर्षी-2012 (मध्य संशोधित) के आगामी वर्ष 2012-13 में राज्य के प्राथमिक विद्यालयों में शिक्षक के पद पर नियुक्ति हेतु विज्ञापित पदों के विरुद्ध

प्राथमिक/मध्य विद्यालय के (विषय- सामान्य I से V) के शिक्षक के रूप में विध्वंसित अभ्यर्थी का अर्जन नियुक्ति हेतु किया गया है। शिक्षक के पद पर यह नियुक्ति पूर्णतः औपचारिक होगी।  
अतः अभ्यर्थी यदि शिक्षक के पद पर नियुक्त होना चाहते हैं तो 30 दिनों के अन्दर वे सूची में उचित पदस्थापन के विद्यालय में होपदान देना सुनिश्चित करें अन्यथा संबंधित अभ्यर्थी का नाम रखा समाप्त हो जाएगा।

क्र. सं.	अभ्यर्थी का नाम	पिता/पत्नी का नाम	स्थायी पता	मोटा सूची क्रमांक	अर्जन कोटी	जन्म तिथि	पैठ बेसिक/स्नातक	पदस्थापित विद्यालय का नाम
1	2	3	4	5	6	7	8	9
1	मेधा मिश्रा	गुरवराज चन्द मिश्रा	पुडी सोहनरी पट्टी बक्सर	88	UR(F)	04.06.1994	बेसिक	मध्य वि० नरबतपुर
2	दीप्ता सिंह	सुपेन्द्र सिंह	ग्राम-हकारौपुर पो०-परसुपुर जिला-मउ	244	UR(F)	02.07.1993	बेसिक	बालिका मध्य वि० धौसा
3	स्नेहलता कुमारी	विनय कुमार त्रिपुरा	ग्राम-राजपुर पो०-हेडुआँ जिला-बक्सर	663	UR(F)	07.08.1994	बेसिक	मध्य वि० गोसाईपुर
4	रमिता सिंह	रामपरीक्षा सिंह	काली स्थान तैनुनी बिक्रमगंज रोहतास	759	UR(F)	06.02.1988	बेसिक	बालक मध्य वि० धौसा
5	रानीमा खातून	मो० ईश्वरराज खी	ग्राम+पो०-धौसा जिला-बक्सर	802	UR(F)	06.08.1992	बेसिक	मध्य वि० बनारपुर
6	अश्लीष पाण्डेय	विनोद कुमार पाण्डेय	धौबी घाट मालविष नगर बक्सर	724	EWS	26.07.1997	बेसिक	मध्य वि० नरबतपुर
7	पूजा राय	विनय राय	ग्राम+पो०-सोनपा, जिला-बक्सर	1118	EWS(F)	01.02.1992	बेसिक	मध्य वि० अखौरीपुर गोला
8	राजीव रंजन शर्मा	सीता राम शर्मा	पंजाबी मार्केट बगला घाट, बक्सर	1471	EBC	11.12.1984	बेसिक	मध्य वि० गोसाईपुर
9	शौकत अंसारी	मो० मनुदुदीन अंसारी	ग्राम-मझवारी, पो०- मझवारी, जिला-बक्सर	1486	EBC	15.03.1994	बेसिक	उत्कर्मित मध्य वि० निकष
10	संतोष सिंह यादव	श्री रघुनाथ सिंह यादव	22/डीएस कोठी डुमरौव, बक्सर	328	BC	12.07.1996	बेसिक	उत्कर्मित मध्य वि० सिकरील
11	नधरल कुमार सिंह	श्री भगवान सिंह	ग्राम-परमानपुर, पो०-नयामोजपुर, जिला-बक्सर	381	BC	15.12.1995	बेसिक	उत्कर्मित मध्य वि० सिकरील
12	शकुन्ताला कुमारी	रमेश सिंह	ग्राम-हमीरदेहरी, पो०-कौआध, जिला-रोहतास	1716	BC(F)	20.11.1998	बेसिक	मध्य वि० अखौरीपुर गोला





Express Cargo

Courier & Logistics



**Priyanka Vishwakarma**

**Back Office Executive**

---

Employee : SB0438

Date of Birth : 27.02.1998

Date of Joining : 25.09.2023

**SB Express Cargo LLP**

House No 63 Aavas Vikash Colony  
Yojana No 2 Jhunsi Prayagraj - 211019

Date: - 25<sup>th</sup> September 2023

**MS. PRIYANKA VISHWAKARMA,**  
178/144 D Puravaldi, Kydganj,  
Prayagraj, Uttar Pradesh 211003.

Dear Priyanka,

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दौरीय कार्यालय

ए.135, गेट नं० 02, अलकापुरी, भोपाल-(म.प्र.) 462024

Phone : 0755-2480367, 2480343, 2489946 email [nvsrobpl@gmail.com](mailto:nvsrobpl@gmail.com) and [nvsrobpl.pers@gmail.com](mailto:nvsrobpl.pers@gmail.com)



## NAVODAYA VIDYALAYA SAMITI

(An Autonomous Organization under Ministry of Education, Deptt of School Education and Literacy)

Govt. of India

Regional Office

A-135, Gate No.02, Alkapuri, Bhopal (MP)-462024

No. F. 26.1/2023/NVS(BPL)/Pers./Rectt.(TGTs)/ 1684

Dated : 22.06.2023  
BY REGISTERED POST

To,

Sh/Smt/Ms. SWETA MISHRA  
Father Name RAJENDRA MISHRA  
VILL-KATEBANA POST-LACHHIMANPATI  
DISTT.-BIHADOHI  
PIN CODE-221304  
E-mail [swetamishra645@gmail.com](mailto:swetamishra645@gmail.com)

Roll No. 220131503040145

**Subject: APPOINTMENT TO THE POST OF TRAINED GRADUATE TEACHER TGT (HINDI) ON DIRECT RECRUITMENT BASIS UNDER RECRUITMENT DRIVE-2022-23 - REG.**

Sir/Madam,

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13, मदन मोहन मालवीय रोड, जार्ज टाउन  
इलाहाबाद

पत्रांक

दिनांक. ०१.०१.२०२३

## “जिस किसी से सम्बन्धित हो”

प्रमाणित किया जाता है कि कु० नेहा त्रिपाठी पुत्री श्री अविनाश चन्द्र त्रिपाठी संस्था के जी०टी०ए० वर्ग (अल्पकालिक) शिक्षिका संगीत गायन के रूप में दिनांक 01.11.2021 से अद्यतन कार्यरत हैं।

मेरी जानकारी के अनुसार इनका व्यवहार एवं चरित्र उत्तम है।

मैं इनके उज्ज्वल भविष्य की कामना करती हूँ।

दिनांक:- ०१.०१.२०२३

स्थान:- प्रयागराज

भवदीया

  
डा० भिन्दिनी तिवारी

प्रधानाचार्या

जगत तारन गर्ल्स इंटरमीडिएट कालेज  
प्रयागराज

13

अन्नपूर्णा  
कुमारीबाल बचन  
प्रसाद यादवग्राम-साथ  
पो-ईटाकी,  
जिला-बक्सर

1782

R(F)

12.10.1994

बेरिचक

बालिका मध्य  
वि० चौसा

1. संबंधित अभ्यर्थी विद्यालय में योगदान देने के समय सभी शैक्षणिक/प्रशिक्षणिक प्रमाण-पत्र/अर्क-पत्र, BETET/CTET Result Card की स्वअभिप्रमाणित छायाप्रति प्रधानाध्यापक/प्रधान शिक्षक के समक्ष प्रस्तुत करेंगे। साथ ही प्रमाणपत्रों आदि की सत्यता के संबंध में कार्यपालक दण्डाधिकारी के समक्ष लिया गया शपथ-पत्र विहित प्रपत्र में (विहित प्रपत्र प्रारूप संलग्न) प्रधानाध्यापक/प्रधान शिक्षक को अनिवार्य रूप से उपलब्ध करावेंगे।
2. योगदान के समय अभ्यर्थियों को असेनिक शल्य चिकित्सक-सह-मुख्य चिकित्सा पदाधिकारी द्वारा निर्गत स्वास्थ्य प्रमाणपत्र प्रस्तुत करना आवश्यक होगा।
3. योगदान के समय अभ्यर्थियों को दहेज नहीं लेने एवं देने संबंधी घोषणा पत्र प्रस्तुत करना आवश्यक होगा।
4. प्रमाणपत्र जाली/अन्तर्लेपन/गलत पाये जाने की स्थिति में नियोजन पदाधिकारी के द्वारा नियुक्ति रद्द कर दी जाएगी और आवश्यक कानूनी कार्रवाई की जाएगी।
5. संबंधित विद्यालय के प्रधान शिक्षक/प्रधानाध्यापक नियोजन इकाई से संबंधित अभ्यर्थी के नियुक्ति पत्र का सत्यापन कराने के उपरान्त ही योगदान स्वीकृत करेंगे।
6. उक्त नियमावली एवं समय-समय पर इस निमित्त अधिसूचित नियमावली में वर्णित सेवा-शर्त संबंधित नवनियुक्त शिक्षकों पर प्रभावी होगा।

*(Signature)*  
सचिव

(प्रखण्ड नियोजन इकाई)

-सह-

प्रखण्ड पंचायतराज पदाधिकारी, चौसा।

ज्ञापक-87/16/2022 दिनांक-23.02.2022

प्रतिलिपि- 1. संबंधित नवनियुक्त शिक्षक को सूचनार्थ एवं अनुपालनार्थ प्रेषित।

2. विद्यालय प्रधानाध्यापक को सूचनार्थ प्रेषित करते हुए कहना है कि नवनियुक्त शिक्षक के योगदान की सूचना अधोहस्ताक्षरी कार्यालय एवं प्रखण्ड शिक्षा पदाधिकारी कार्यालय को अचूक रूप से देना सुनिश्चित करें।

3. जिला सूचना एवं विज्ञान पदाधिकारी, *(Signature)* को सूचनार्थ प्रेषित करने हुए अनुरोध करना है कि उक्त नियुक्ति आदेश को जिले के NIC के Website पर Upload करना चाहेंगे।

*(Signature)*  
सचिव

(प्रखण्ड नियोजन इकाई)

-सह-

प्रखण्ड पंचायतराज पदाधिकारी, चौसा।

अनुसूची-3  
जिला का नाम-  
विद्योवन इकाई का नाम-

कार्यालय आदेश

विद्योवन अध्यापक प्राथमिक शिक्षक (विद्योवन एवं सेवा-सर्वा) नियमावली-2012 (यथा संशोधित) एवं विद्योवन अध्यापक प्राथमिक शिक्षक (विद्योवन एवं सेवा-सर्वा) नियमावली-2012 (यथा संशोधित) के आलोक में वर्ष 2018-20 में राज्य के प्राथमिक विद्यालयों में शिक्षक के पद पर नियुक्ति हेतु विज्ञापित पदों के लिए

प्राथमिक/मध्य विद्यालय के (विषय- सामान्य I से V) के शिक्षक के रूप में विध्वंसित अभ्यर्थी का अर्जन नियुक्ति हेतु किया गया है। शिक्षक के पद पर यह नियुक्ति पूर्णतः औपचारिक होगी।  
अतः अभ्यर्थी यदि शिक्षक के पद पर नियुक्त होना चाहते हैं तो 30 दिनों के अन्दर वे सूची में उचित पदस्थापन के विद्यालय में योगदान देना सुनिश्चित करें अन्यथा संबंधित अभ्यर्थी का नाम रखा समाप्त हो जाएगा।

क्र. सं.	अभ्यर्थी का नाम	पिता/पत्नी का नाम	स्थायी पता	मोबा. सं. क्रमांक	अर्जन कोटी	जन्म तिथि	पैठ बेसिक/स्नातक	पदस्थापित विद्यालय का नाम
1	2	3	4	5	6	7	8	9
1	मेधा मिश्रा	सुरेश चन्द्र मिश्रा	पुडी सोहनरी पट्टी बक्सर	88	UR(F)	04.06.1994	बेसिक	मध्य वि० नरबतपुर
2	दीप्ता सिंह	सुपेन्द्र सिंह	ग्राम-हकारौपुर पो०-परसुपुर जिला-मउ	244	UR(F)	02.07.1993	बेसिक	बालिका मध्य वि० धौसा
3	स्नेहलता कुमारी	विनय कुमार त्रिपुरा	ग्राम-राजपुर पो०-हेडुआँ जिला-बक्सर	663	UR(F)	07.08.1994	बेसिक	मध्य वि० गोसाईपुर
4	रमिता सिंह	रामपरीक्षा सिंह	काली स्थान तैनुनी बिक्रमगंज रोहतास	759	UR(F)	06.02.1988	बेसिक	बालक मध्य वि० धौसा
5	रानीमा खातून	मो० ईश्वरराज खी	ग्राम+पो०-धौसा जिला-बक्सर	802	UR(F)	06.08.1992	बेसिक	मध्य वि० बनारपुर
6	अश्लीष पाण्डेय	विनोद कुमार पाण्डेय	धौबी घाट मालविष नगर बक्सर	724	EWS	26.07.1997	बेसिक	मध्य वि० नरबतपुर
7	पूजा राय	विनय राय	ग्राम+पो०-सोनपा, जिला-बक्सर	1118	EWS(F)	01.02.1992	बेसिक	मध्य वि० अखौरीपुर गोला
8	राजीव रंजन शर्मा	सीता राम शर्मा	पंजाबी मार्केट बगला घाट, बक्सर	1471	EBC	11.12.1984	बेसिक	मध्य वि० गोसाईपुर
9	शौकत अंसारी	मो० मनुदुदीन अंसारी	ग्राम-मझवारी, पो०- मझवारी, जिला-बक्सर	1486	EBC	15.03.1994	बेसिक	उत्कर्मित मध्य वि० निकष
10	संतोष सिंह यादव	श्री रघुनाथ सिंह यादव	22/डीएस कोठी डुमरौव, बक्सर	328	BC	12.07.1996	बेसिक	उत्कर्मित मध्य वि० सिकरील
11	नधरल कुमार सिंह	श्री भगवान सिंह	ग्राम-परमानपुर, पो०-नयामोजपुर, जिला-बक्सर	381	BC	15.12.1995	बेसिक	उत्कर्मित मध्य वि० सिकरील
12	शकुन्ताला कुमारी	रमेश सिंह	ग्राम-हमीरदेहरी, पो०-कौआध, जिला-रोहतास	1716	BC(F)	20.11.1998	बेसिक	मध्य वि० अखौरीपुर गोला





## Offer Letter

Date : Thursday, July 6, 2023

Dear Anjali Singh,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Student Success Specialist - BU K4-K10** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **BU K4-K10** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, July 12, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, July 12, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

Designation	Student Success Specialist - BU K4-K10
Department	BU K4-K10
Employment Type	Regular
Work Location	Ground Floor, 1st Floor, 2nd Floor, D-1, Sector-3, Noida - 201301.

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, July 12, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,



**Annexure - A**

<b>Compensation Details</b>	
<b>Name</b>	Anjali Singh
<b>Designation</b>	Student Success Specialist - BU K4-K10
<b>Date Of Joining</b>	Wednesday, July 12, 2023
<b>Annual Cost To Company(CTC)</b>	₹ 350000
<b>Fixed Compensation</b>	₹ 350000
<b>Variable Compensation</b>	₹ 0
<b>Earnings</b>	
<b>Component Category</b>	<b>Annual</b>
Basic Pay	₹180,600.00
House Rent Allowance	₹90,300.00
PF (Employer Part)***	₹21,600.00
Leave Travel Allowance	₹45,500.00
Adhoc Allowances*	₹0.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹12,000.00
<b>Annual Earnings (Fixed CTC - Company PF &amp; ESIC Contribution )</b>	<b>₹328,400.00</b>
<b>Deductions</b>	
PF (Employee's Part)***	₹21,600.00
ESIC Employee Contribution	₹0.00
Professional Tax	As per Rules
TDS	As per Rules
<b>Total Annual Net Pay (Before Taxes)**</b>	<b>₹306,800.00</b>

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0    Retention Bonus : ₹ 0    Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund
- Income tax deducted at source at the rates applicable

- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of payout. More details will be mentioned on the appointment letter which shall be shared upon joining.

4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 30 days of notice in writing or 30 days of salary in lieu of such notice.



- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

**Annexure - B**

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

Allowance	Maximum Amount	Tax Treatment
Mobile & Broadband Allowance	Up to INR 1000 per month for mobile and broadband each	Non-taxable upon submission of required proofs
Research Allowance	Up to INR 30000 per annum	
Fuel Allowance	Up to INR 2400 per month based on CC capacity and type of the vehicle	
Driver Allowance	Up to INR 900 per month	
Special Allowance	Balancing Component	Taxable

*General Guidelines*

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

22<sup>nd</sup> May, 2023

## Offer Letter

Dear Shivangi,

With reference to your application, we are pleased to appoint you at Imarticus Learning Pvt Ltd as an Analyst and you will be deputed at Goldman Sachs Pvt Ltd.

1. Your Cost to the Company shall be Rs. **3,85,000 per annum**.
2. Your appointment shall be for a period of **06 months** from your tentative Date of Joining, i.e. **25 June 2023**, and shall not be continued after such period unless such extension is confirmed in writing.
3. In an event, where the employee wishes to terminate his/her employment before the end of the agreement, he/she will serve a notice period of **30** days post the date of resignation. This period of notice may be varied by mutual agreement.
4. Please submit the below at Imarticus Learning before **25 June 2023**.
  - a) Date of Birth proof certificate (Copy of passport, birth certificate - photocopy)
  - b) Copy of various academic certificates (photocopy)
  - c) One passport size photograph
  - d) Aadhar & Pan Card
  - e) Address proof
  - f) Previous company documents (offer letter/3months pay slips/relieving letter)
  - g) Bank Account Details along with canceled cheque/bank account statement where your name, IFSC code, and account number are mentioned.

Other terms & conditions pertaining to the appointment shall be provided post the submission of the above documents.

We welcome you and look forward to a long-term and mutually beneficial association.

For **Imarticus Learning Pvt. Ltd.**



**Ankit Khandelwal**

**CHRO**

Place: Mumbai

022 61419500 | [www.imarticus.org](http://www.imarticus.org) | [info@imarticus.org](mailto:info@imarticus.org)

MUMBAI | PUNE | BANGALORE | CHENNAI | GURUGRAM | HYDERABAD | COIMBATORE