



Ms. Rutuja Dilip Barage  
A/P Baragewadi, Tal. Radhanagari, Dist. Kolhapur, Pin Code 416211

29th December 2021

Re: Appointment as Trainee

*Dear Rutuja,*

We refer to your application and the subsequent interviews had with us and are pleased to appoint you as 'Trainee' w.e.f. 30<sup>th</sup> December 2021, under the following terms and conditions.

**Training Period:**

Your training period shall be of 1 (One) year and shall commence from 30<sup>th</sup> December 2021 and may be curtailed/ terminated at the sole discretion of the Company without assigning any reasons or compensation in lieu thereof. Upon completion of training period satisfactorily, you shall be absorbed as 'Associate Consultant' and your compensation shall be revised in conjunction with your performance during the training period and prevailing market conditions.

**Remuneration:**

During the first year of training, you will be paid a consolidated remuneration of ₹ 3,50,000 (Rupees Three Lacs Fifty Thousand only) per annum on cost to company basis excluding premium cost of Insurance Plan. The break-up of your remuneration is presented to you in the attached sheet. If you do not complete the training satisfactorily, the retention amount will stand forfeited.

**General:**

Your initial place of working shall be at Pune office however, based on business imperatives, your location may be changed from one place to another anywhere in India and/or from one office to another either existing or that may be set up in future.

1. You shall undertake not to divulge, disclose any technical data, know-how or special information which comes into your possession or knowledge, whether directly or incidentally while imparting the necessary training to you and the same shall be kept in strict confidence and secrecy by you solely for the use of the Company. After completion of the training period, you shall not put such technical data, know-how or special information to any commercial use whether by yourself or on behalf of any other person or body corporate whether for reward or otherwise. You shall be required to sign a 'Non-Disclosure Agreement'.

Rutuja Barage

30.12.21

2. Your days of work and working hours will be as per the working hours of the office you are posted with however, should there be any need to work on any of the weekly holidays to complete the training; you would do so with no extra compensation in lieu of.
3. Your appointment is based on the particulars submitted by you in your application. The Company shall be within its right to verify the details submitted by you by appointing a professional agency. However, if at any time the particulars furnished by you are found to be false / incorrect or if any material of relevant information suppressed, exaggerated or concealed, this appointment will be considered as ineffective and irregular and would be liable to be terminated forthwith without notice or compensation in lieu thereof without prejudice to the right of the Management to take disciplinary action against you for the same and withholding / forfeiting the benefits.
4. During the tenure of your training period, you shall not secure or apply for any other post or undertake any course of study or work whether part-time or full-time or engage yourself in any profession or employment whether in an honorary capacity or otherwise without the prior consent in writing of the Management.
5. You shall always have your postal address or communication address kept with the Company with all its changes immediately as and when they occur including while proceeding on Privilege leave.
6. The Company shall have the right to require you to subject yourself at any time to medical examination and if you are found medically unfit, your contract may be terminated forthwith.
7. Absence for a continuous period of five days (including absence when leave though applied for but not granted) and when over-stayed for a period of five consecutive days would make you loose your lien on the continuation of your training period with us.
8. During the initial period of 12 months and after completion of 6 months you shall be entitled for Paid Time OFF (Leave). Before proceeding on leave, you will have to apply for leave on the LMS portal and seek the prior sanction of leave. You will have to notify your address while proceeding on Annual leave further, mere submission of an application will not mean that the leave has been sanctioned.
9. You will be bound by all rules and regulations stated in the 'Employee Handbook' in relation to conduct, discipline and shall form a part of your employment contract. All other benefits stated in the Employee Handbook shall not be extended to you during your training period.

Should this offer be acceptable to you, please sign the duplicate copy of this letter as mark of your acceptance of the above terms and conditions and return to the Company intimating the date of your joining.

We hope you would excel in your endeavours and gather knowledge and much essential experience to become a 'successful professional' and good corporate citizen and in the process add value to the Company.

With best wishes,

Yours faithfully,



Sudip Dhabu  
Talent Acquisition



Mahesh Gosavi  
Functional Head –Talent Acquisition

I have read and understood the above terms and conditions and shall abide by the same.

Signature of the Trainee