

10. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency / poor performance. You may be placed under suspension pending an enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
11. You shall cooperate with the client's employees, customers, representatives/ promoters of other companies and discharge duties to the best of your skill and ability and display a high standard of initiative, efficiency and economy. You shall obey and comply with all the orders and directions given to you by your superior/s or any other person duly authorized in that behalf at the place of your posting.
12. You will refrain from any activity that results in a conflict of interests between you and the Company.
13. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
14. You shall not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
15. You shall diligently attend company sponsored all training or development programs. You may be required to sign a Service Bond for a

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

Reliance SMSL Limited

service tenure or payment of the liquidated damages in lieu thereof.

16. You will be responsible for the safekeeping of company or client's properties given to you and its return in good condition as and when required. For the loss of any property, the company will have a right to assess on its own basis and recover the loss / damages from you.
17. You agree that all information, correspondence, documents, material or assets provided to you by the client or by us are provided to you in good faith and you shall promptly return the same to the client or company, as the case may be, on completion of assignment or termination of the service.
18. Any disputes or proceedings shall subject to the jurisdiction of courts at Navi Mumbai.
19. The clauses of this letter are to be read and interpreted in its entirety. In case of one / more clauses become untenable, the rest of the does not become null and void.
20. In the normal course, you shall retire from the services of the organization on attaining the age of 58 Years.
21. At the time of joining, you will submit the following documents: Copy of Resume, Application for employment, Copies of Educational Certificates starting from SSC, Medical fitness Certificate from Doctor not less than MBBS, One white background passport size photograph, Copies of Government Identity and address proof (Passport / License / Election Card / PAN Card/Aadhar etc.), UAN declaration (Form-11) and ESIC declaration.

ACKNOWLEDGEMENT (For pages 1 to 3)

I have read the contents of the above contract of employment and have fully understood the same. I declare that the same to be binding on me in its entirety.

Name : _____

Signature : _____

Date : _____

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

Reliance SMSL Limited

Ref No. HR/NOV/22/PT/60522380/1001354729

Date: 17.11.2022

PAYAL SATPUTE
1,AT POST CHATARI,TQ PATUR
Maharashtra,India
444501

Offer-cum-Appointment Letter for Part Time Employment

Dear PAYAL,

This is with reference to your application and subsequent Test and Interviews you had with us wherein you expressed your inability to work for full time and desired to have employment on a purely part-time basis with us.

We are pleased to offer you Part time employment with us on the following terms and conditions:

1. Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are being offered employment as a **Part Timer** on part time basis and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time. However, as a part time employee, you may be offered work on all the days of the week or for some of the days of the week depending upon the volume, requirement and /or exigencies of work and accordingly, you shall be informed from time to time.
2. You will join the duty as and when you are intimated to report.
3. Your duties shall not be confined to the premises of the establishment but you may be required to visit/deliver to our customer locations.
4. Your employment is on a part time basis and as such based on the availability of the opportunity for work and your availability.
5. You shall be paid at an hourly rate for the number of hours worked by you cumulatively in a given month. The hourly rate of wages shall be arrived at by dividing your rate of monthly emolument which is as below.

	Rs. per month
Basic	12783
HRA	
Conveyance Allowance	
Monthly Gross	12783

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

Yours faithfully,

For Reliance SMSL Limited

Authorised Signatory

Signature of the Employee:

Encl: Terms and Conditions of Employment - Annexure - I

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

Reliance SMSL Limited

Annexure - ITERMS & CONDITIONS OF EMPLOYMENT

1. Your contract of employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Company. The Company has the right to get you medically examined by company nominated medical practitioner anytime during the course of employment. In the event of your being found medically unfit, you will lose your lien on the employment leading to the determination of this contract.
2. Your appointment is based on the basis of the personal particulars furnished by you in the application for employment. In case any information furnished by you is found false or incorrect, your appointment will be liable to be terminated without any notice or notice pay in lieu of notice.
3. The address and the email address as indicated in your application for appointment shall be used for sending any communication to you and every such sent communication shall be deemed to have been served upon you. You will immediately notify change of address or civil status, if any.
4. All the above emoluments should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. You have expressly given no objection in favour of the Company (Or its group Companies and associates) to share and suitably store your personal information and documents, including but not limited to, Aadhar number and other Government issued Identity Cards with

10. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency / poor performance. You may be placed under suspension pending an enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
11. You shall cooperate with the client's employees, customers, representatives/ promoters of other companies and discharge duties to the best of your skill and ability and display a high standard of initiative, efficiency and economy. You shall obey and comply with all the orders and directions given to you by your superior/s or any other person duly authorized in that behalf at the place of your posting.
12. You will refrain from any activity that results in a conflict of interests between you and the Company.
13. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
14. You shall not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
15. You shall diligently attend company sponsored all training or development programs. You may be required to sign a Service Bond for a

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

Reliance SMSL Limited

service tenure or payment of the liquidated damages in lieu thereof.

16. You will be responsible for the safekeeping of company or client's properties given to you and its return in good condition as and when required. For the loss of any property, the company will have a right to assess on its own basis and recover the loss / damages from you.
17. You agree that all information, correspondence, documents, material or assets provided to you by the client or by us are provided to you in good faith and you shall promptly return the same to the client or company, as the case may be, on completion of assignment or termination of the service.
18. Any disputes or proceedings shall subject to the jurisdiction of courts at Navi Mumbai.
19. The clauses of this letter are to be read and interpreted in its entirety. In case of one / more clauses become untenable, the rest of the does not become null and void.
20. In the normal course, you shall retire from the services of the organization on attaining the age of 58 Years.
21. At the time of joining, you will submit the following documents: Copy of Resume, Application for employment, Copies of Educational Certificates starting from SSC, Medical fitness Certificate from Doctor not less than MBBS, One white background passport size photograph, Copies of Government Identity and address proof (Passport / License / Election Card / PAN Card/Aadhar etc.), UAN declaration (Form-11) and ESIC declaration.

ACKNOWLEDGEMENT (For pages 1 to 3)

I have read the contents of the above contract of employment and have fully understood the same. I declare that the same to be binding on me in its entirety.

Name : _____

Signature : _____

Date : _____

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

Reliance SMSL Limited

Ref No. HR/NOV/22/PT/60522379/1001357166

Date: 21.11.2022

ASHWINI AGRAWAL
10,ROKADIYA NAGAR,Shegaon
Maharashtra,India
444203

Offer-cum-Appointment Letter for Part Time Employment

Dear ASHWINI,

This is with reference to your application and subsequent Test and Interviews you had with us wherein you expressed your inability to work for full time and desired to have employment on a purely part-time basis with us.

We are pleased to offer you Part time employment with us on the following terms and conditions:

1. Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are being offered employment as a **Part Timer** on part time basis and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time. However, as a part time employee, you may be offered work on all the days of the week or for some of the days of the week depending upon the volume, requirement and /or exigencies of work and accordingly, you shall be informed from time to time.
2. You will join the duty as and when you are intimated to report.
3. Your duties shall not be confined to the premises of the establishment but you may be required to visit/deliver to our customer locations.
4. Your employment is on a part time basis and as such based on the availability of the opportunity for work and your availability.
5. You shall be paid at an hourly rate for the number of hours worked by you cumulatively in a given month. The hourly rate of wages shall be arrived at by dividing your rate of monthly emolument which is as below.

	Rs. per month
Basic	12783
HRA	
Conveyance Allowance	
Monthly Gross	12783

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

Yours faithfully,

For Reliance SMSL Limited

Authorised Signatory

Signature of the Employee:

Encl: Terms and Conditions of Employment - Annexure - I

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

Reliance SMSL Limited

Annexure - ITERMS & CONDITIONS OF EMPLOYMENT

1. Your contract of employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Company. The Company has the right to get you medically examined by company nominated medical practitioner anytime during the course of employment. In the event of your being found medically unfit, you will lose your lien on the employment leading to the determination of this contract.
2. Your appointment is based on the basis of the personal particulars furnished by you in the application for employment. In case any information furnished by you is found false or incorrect, your appointment will be liable to be terminated without any notice or notice pay in lieu of notice.
3. The address and the email address as indicated in your application for appointment shall be used for sending any communication to you and every such sent communication shall be deemed to have been served upon you. You will immediately notify change of address or civil status, if any.
4. All the above emoluments should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. You have expressly given no objection in favour of the Company (Or its group Companies and associates) to share and suitably store your personal information and documents, including but not limited to, Aadhar number and other Government issued Identity Cards with



PRIVATE AND CONFIDENTIAL

Reference No. - 1384406502

Applicant ID - 5343501

23-Jan-2023

Priya Burukale

Dear Priya,

We are pleased to make you an offer of appointment as Senior Officer in ICICI Bank. You will be placed in Branch Banking Dept at PUNE - SHIVAJINAGAR_BR. Please note that your appointment is subject to your successful completion of the Post Graduate Program in Relationship Management.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 30-Jan-2023.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodra 390 007, India.

2



: 2:

Reference No. - 1384406502

Priya Burukale

- Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any

Graduation/ Post graduation)

2) Work Experience Document

b. Resignation accepted letter from current organisation

c. Relieving letter from two previous employers or companies worked in last five years whichever is higher

3) Passport size Photograph (against Red background)

4) Address proof (Passport/Voter id/Ration card)

5) PAN Card

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.



Remuneration Details

Name: Priya Burukale

Position: **Senior Officer**

Group: RETAIL BANKING GROUP

	Senior Officer	
	Monthly	Annual
Basic	8,000	96,000
HRA	4,000	48,000
Supplementary Allowance*	7,084	85,008
Superannuation Allowance **	1,200	14,400
Total	20,284	2,43,408
Retirals		
Retirals (PF, Gratuity) ***	2,466	29,592
Total Fixed	22,750	2,73,000
Performance Linked Retention Pay#	2,167	26,004
Total CTC	24,917	2,99,004

* Supplementary allowance will include, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 2023.01.24 00:31:00 +05:30
Reason: Offer Letter
Location: Mumbai

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.