



## SAANCHI SOUHARDA SAHAKARI NIYAMITHA

Nanda Commercial Complex, 1st Floor, Opp Tulunadu Tower, Court Road, Udupi - 576101  
Ph : 0820 - 4292228 Email : saanchisouhardha26@gmail.com

Ref.

### Letter of Appointment

Date: 22/03/2021

Date

Deepa  
D/O Suresh  
H.NO.5-141 Near RC school Compound  
Udyavara Udupi

Dear Deepa,  
Appointment as Senior Clerk

We refer to your recent interview for the above position and we are pleased to inform you that we are offering the position in our organization effective from 23/03/2021 under the following terms and conditions.

#### 1. Salary

Your salary will commence at 8000/- per month

#### 2. Probationary period

Your appointment will be subject to a probationary period of 2 months. An official confirmation of your appointment will be notified to you in writing.

#### 3. Working hours

Your working hours will be as follows:

Mon-Fri : 9 am to 5.30pm

Lunch Break: 1.00 pm to 2.00 pm

At times, you may be required to work on irregular hours.

#### Roles and Responsibilities

1. To maintain cordial relationship with customer and subordinate staff's in performing duties.
2. To maintain highest secrecy of financial transactions of the organization and customers.
3. As a Employee of the organization you should be punctual, faithful, dedicated and loyal to the organization as well as to your seniors.
4. Ready to take training and to increase knowledge while performing duties in the organization.
5. Maintaining all cash transactions, feeding information to co-operative software, visiting customers and getting new accounts to the organization.
6. Maintaining overall office while other staff on marketing or vice versa.

QUESS/HR/MPL-FTC/2021

27.05.2021

Ms. Pooja Prasad Shetty  
D/o Prasad Shetty  
Shree Annapoorneshwari Nilaya  
Angadibettu House, Havvanje Post, Udipi

Dear Ms. Pooja Prasad Shetty,

**SUB: LETTER OF ENGAGEMENT**

With reference to your application and the subsequent interview you had with us, on behalf of our Organization we are pleased to engage you as per the following terms and conditions;

1. Job Title: You shall be employed as an Associate.
2. Your employment shall commence/commenced on **27<sup>th</sup> May, 2021** and shall continue (subject to earlier termination in any of the circumstances set out below in this Agreement) for a fixed period of **[27<sup>th</sup> May, 2021 ] until 06 months**, when your employment will terminate without further notice on the expiry of the fixed term, which may be extended further at the sole decision of Organization. You shall note that the organization shall not be under obligation to renew contract. In case of non renewal of contract in writing, this letter stands void immediately on completion of the term under contract.
3. Remuneration:
  - a. During your deployment, you will be paid a Gross salary of **Rs.14,750 /-** per month, as set out in Annexure 1. Your salary is subject to all statutory deductions as well as all mandatory employee contributions under the applicable laws, Government rules and regulations
  - b. You will also be eligible for a revision in your salary in the event of any change in Minimum Wages/ Government notification and / or any additional payment/ ex gratia payments received from the client towards payments to employees deployed at its location as applicable as per your eligibility during your tenure, without any further notification.
4. Place of Employment: Your principal place of employment shall be at Manipal and you will be deputed at **Kasturba Hospital at Manipal**. You are made aware and acknowledged that you shall be liable to be posted / transferred at or such other place(s) as the Employer may require from time to time, depending upon the business requirements and the requirements of the Clients of the Organization. On such transfer, you will also be governed by the Rules and Regulations and other working/service conditions as applicable at the place of posting.
5. Working Hours: You will be governed by the normal working hours as existing in the Organization/Client Location as the case may be. You may be required to work in shift and/or in extended working hours as permitted by law, if required as per business needs. The same are subject to change from time to time.
6. Duties:
  - a) During the fixed term engagement, you will be a whole time employee of the Organization and you shall devote yourself /whole of your time, attention, ability and skills to the duties / the work assigned to you. You shall not engage Yourself anywhere in any work, profession or employment in any capacity either honorary or otherwise, whilst in the services of the Organization.
  - b) You would be required to perform all acts, duties with high standard of discipline, efficiency and integrity and comply with such instructions as may be designated by the Organization/ Management. You are required to discharge duties and responsibilities efficiently and ensure desired results.



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Ref.

Date 01/04/2021

### Promotional Letter

Dear Soumya Nayak,

Congratulation on your promotion as Development Officer at Saanchi Souhardha Sahakari Niyamitha effective from 1<sup>st</sup> April 2021.

The annual salary for the position will be 144000/- (one lakh forty four thousand only) and monthly comes to 12000/-

Incentives, Bonus and Allowances will be given as per the Organization norms on time to time basis.

#### Roles and Responsibilities

1. Achieving Personal target of the designation.

2. Team Handling:

- Recruitment of Agents (RD and Pigmy)
- Getting reports (Daily, Weekly and Monthly) from all the employees and submitting it to the branch manager.
- Giving Training to junior level staff's.
- Conducting meeting (Daily, Weekly and Monthly)
- Self Developing extra ordinary skills of marketing and communication.
- Handling trouble shooting work.
- Achieving the targets by marketing through door to door, phone calls, messages and using all kind of marketing strategies.
- Helping the team to achieve their targets and get their promotions.

3. being punctual, loyal and honest to the organization.

Organization Rules might change from time to time





SILVER PUMPKIN ENTERTAINMENT PVT LTD ,  
Shop No.S1,Door no. 3-2-32-A7,2nd floor  
JJ Complex, Near Shamili Hall, Ambalpady,  
Udupi Karnataka ,India 576105

Phone +91 6360423917  
+91 7680043342  
E mail Id silverpumpkin.ent@gmail.com,

Silver Pumpkin  
Entertainment Pvt Ltd  
Company Identity Number U74999KA2019PTC120036.

ARTIST ID: SP0059  
ARTIST NAME: Roshan Vaishnav  
ANIMATION

DATE: 20-02-2019  
DEPARTMENT: 3D

### APPOINTMENT OF JUNIOR 3D ANIMATOR (WORK FOR HIRE)

Dear Roshan Vaishnav

Congratulations!!!

We are happy to inform you that, you have been selected for the position of **Junior 3D Animator** at Silver Pumpkin Entertainment Private Limited, starting from May 20<sup>th</sup>/June 17<sup>th</sup>/ July 1<sup>st</sup> of 2019 (Choose appropriate date as per your availability) or any other day of our mutual convenience.

Location: You will be based in our Udupi office; however, you may require working at other locations of company or client place, or both, and inside India or outside India as per business requirement.

Compensation: Total Cost to the company of your compensation per month will be **Rs. 9,500/** (Nine thousand five hundred Rupees) after the initial internship period of 4 months during which no salary will be paid. All salary/allowances are subject to the deduction of TDS, PF and ESI at source.

Working Days & Shifts: Company's working hours are 9 AM to 6.30 PM. Each employee of the company might require to work beyond office/shift hours to meet the project delivery deadlines whenever necessary.

Leave & Public Holidays: You are eligible for 22 days of leave during the financial year i.e. April to March, 12 sick leave and 10 casual Leave. One restricted holiday & 12 days of public holidays published by the company during the beginning of the calendar year. However, during the probationary period of four months you are not eligible to avail any leaves unless emergency. Absenteeism during this period will result in loss of pay or extension of probationary period or termination of services.

Internship period: You will be on unpaid internship for a period of four months from the date of joining after which you will be confirmed in writing subject to our satisfactory performance. However, if the performance during this period is not satisfactory the company will have a right to either terminate your services during the internship period with 15 days' notice or extend this period of probation for a period deemed fit by the company.

Resignation & Termination of Employment: This contract of employment between employee and company may be terminated due to employee's resignation or retirement or reduction in headcounts due to business conditions or any disciplinary actions etc. The notice period for resignation/termination of services by the company after internship period will be 60 days. In case you leave the employment without notice, the company shall have the right to deduct 60 days of salary from any payment that may due to you. In the event of termination of your

employment your account will be settled, only after you return properties of the company, correspondence or any other material entrusted to you.

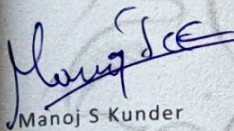
Documents: You are hereby instructed to produce following documents (Please carry all originals for verification/ validation) on the joining day. After satisfactory verification you may collect the same from Human Resources department.

1. Certificates supporting your educational qualifications along with marks sheets (10+12+ Graduation + Post Graduation + Course Certifications)
2. Experience Letter from your present organization if any
3. Four Passport Size color photograph.
4. Valid Passport/Aadhar card/ Voters ID.
5. PAN Number photocopy / PAN Application photocopy

We would like to congratulate you on your success and hope you will find working for Silver Pumpkin Entertainment Private Limited, Udupi a rewarding and enjoyable experience.

With Best wishes,

For Silver Pumpkin Entertainment Private Limited

  
Manoj S Kunder

Director



#### UNDERTAKING:

I agree that all the developments, invention, discovery, improvement, process, design, formula or idea that would be conceived or developed by me during the course of my association will constitute and be deemed as services "Work for Hire" and inure to benefit of company in perpetuity.

I have executed this agreement, on the date first here above stated before the following witnesses out of my free will and consent, without any kind of force or undue influence on me.

Agreed, Accepted & Delivered by me.

Name in Full: Roshan Vaishnav

Signature:

Date:

Place: UDUPI

To, **melisha D Saurra**

Date: **24-02-2019**

Congratulations,

**(8296011092)**

In response to the interview you had with us, we are pleased to inform you that you have been selected for the position of "**Accounts Exec**" in Greet Technologies Private Limited based at Bangalore, Karnataka.

Following documents are essential to process your appointment with us, requesting you to carry the same for the documentation

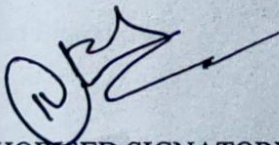
1. Photocopy of bank passbook
2. PAN card photocopy
3. Voter ID photocopy
4. Adhaar card photocopy
5. Educational Certificates
6. Experience Certificates & 3 Months Pay slips (if any)
7. 3 copies of photograph

Joining date will be confirmed after the document verification through Email.

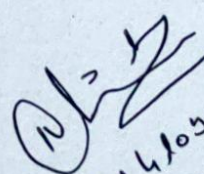
We look forward to have you Onboard.

Regards,

For Greet Technologies Private Limited



AUTHORISED SIGNATORY



**Melisha D Saurra**  
**24-02-2019**

Greet Technologies Private Limited

**Address:** 327-328, 6th Sector, 5th Main Service Road, HSR Layout, Bengaluru, 560102 |

**Ph:** 080 2254 3000 | **CIN:** U72200KA1991PTC012406

College/Institute Name: Poornapragna College  
Udupi

Date: 02/02/2019

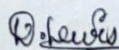
Subject: Expression of Interest - Campus

Dear DAYLEN LEWIS,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of <REP-OPERATIONS> provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix/ 'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix locations.
2. You will be required to bring the following documents at the time of joining: (i) the Original copy of this letter; (ii) the Originals and 2 set of photocopies of the documents mentioned in Mandatory Document Checklist.
3. This Expression of Interest shall remain valid for a period of 30 days from the date of your Final Examination. Considering the candidature beyond the 30 day period would be as per the requirement in the organization.

On submission of the above-mentioned documents, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining. If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice. We encourage you to contact us at [campusplacements@concentrix.com](mailto:campusplacements@concentrix.com) at least a week prior to your coming to our office.



Signature of Candidate

CNX/REC/ART/AGHR/EO/140

Concentrix Daksh Services India Private Limited

Building No. 14, Tower-C, 17th Floor, DLF Cyber City, Sector 25A, DLF Phase-3, Gurgaon - 122 002, India  
5100 • 91 12 4426 3311 (fax)

Red Address: R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station,  
Express Line, New Delhi - 110 001, India

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info@concentrix.com • www.concentrix.com