

**Vapi Laboratory :**

32, Vibrant Business Park,  
Opp. UPL, N. H. - 48, Vapi - 396 195, Gujarat.  
Tel. : +91-260-2433488, 2432715, 2432731  
E-mail: vapi@choksilab.com  
Website : www.choksilab.com

To,  
**Ms. Mrunali Jadhav**  
**D-208, Shivaji Park,**  
**Kodiyar Nagar, Gunjan, Vapi.**

Date: - 03/07/2023

Dear Ms. Mrunali

Congratulations on your appointment! We welcome you to Choksi Laboratories Ltd and wish you a long and meaningful career with us.

**1.COMPENSATION & BENEFITS:** The detailed breakup of your compensation and other company benefits applicable to your grade is enclosed.

**1.DESIGNATION & GRADE:** You would be designated as Trainee – Q.C.

**1.LOCATION & DATE OF JOINING:** You would be based at Choksi Laboratories Ltd- Vapi. You would be required to join as early as possible, but not later than **06/07/2023** If you do not join your duty on the said date, this appointment letter shall be treated as canceled, unless the extension of the said date for joining duty is granted by us in writing..

**1.SALARY:** Your Actual CTC will be INR 1,76,752/-

**1.DEPUTATION & TRANSFER:** During your employment with the Company, the Company may, at any time, at its sole discretion station you in any other location in India. The Company shall also be entitled at any time to transfer you to any of its Affiliates, Subsidiaries or Sister Companies with or without any changes to the terms and conditions and you shall comply with all directions and instructions in that regard.

**1.PAST RECORD:** If any declaration given or furnished by you to the company prove to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable for removal from service without any notice.

**1.NOTICE PERIOD:** You will be on probation of Three months from the date of your appointment. Probation period may be extended from time to time at the discretion of the management. This contract of employment is terminable by either party giving Three month (90 days) notice during training period or probation period as & after confirmation also. Either party is not bound to give any reason thereof. 90 days (three months) notice period from employees is non-negotiable and has to be completed. The Company reserves the right to pay or recover salary in lieu of notice period. Further Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensation for the un-expired period and is not bound to give reason thereof. If the employee is found to not take his/her work with sincerity after resignation or is absent from work, it will considered as if the employee is absconding and the employee will be immediately relieved without any pay; the employee will have to pay full notice pay to the Company for this unethical behavior as well as any ancillary costs of training, hiring and re-location of new employee on same position. If person is removed for any reason or is absconding from work, doesn't clear dues, or is on probation period, no relieving letter can be provided.

**Corporate Office & Central Laboratory:**  
Survey No. 9/1, Near Madhuri Refractor,  
Balaji Tulsayana Industrial Park, Kurnool,  
Off M.R. 10 Toll Naka, Indore - 452010 (MP)  
Tel: 0731 - 3501152/13/14/15  
E-mail: indore@choksilab.com  
Website : www.choksilab.com

**Baroda Laboratory :**  
829 GIDC, Makarpura  
Baroda - 390 010 (Guj.) INDIA  
Tel.: +91-8155059016-19  
E-mail : baroda@choksilab.com

**Goa Laboratory :**  
C-18, C-20 Verna Industrial Estate  
Phase - 1A,  
Verna - 403722 (Goa) INDIA  
Tel.: +91-8380033301-03  
Fax : +91-832-9622005  
E-mail : goa@choksilab.com

**Panchkula Laboratory:**  
Plot No. 362, Industrial Area, Phase - II  
Panchkula - 134 112 (Haryana)  
Tel.: +91-172-5048600, 5048601  
Fax: +91-172-5048602  
E-mail : panchkula@choksilab.com



**Vapi Laboratory :**

32, Vibrant Business Park,  
Opp. UPL, N. H. - 48, Vapi - 396 195, Gujarat  
Tel. : +91-260-2433488, 2432715, 2432731  
E-mail: vapi@choksilab.com  
Website : www.choksilab.com

To,  
**Mrs. Priyanka Mahale,**  
**B1, 703, Lake Paradise,**  
**Gurudwara, Vapi.**

**Date: - 01/07/2023**

**Dear Mrs. Priyanka,**

Congratulations on your appointment! We welcome you to **Choksi Laboratories Ltd** and wish you a long and meaningful career with us.

**1.COMPENSATION & BENEFITS:** The detailed breakup of your compensation and other company benefits applicable to your grade is enclosed.

**1.DESIGNATION & GRADE:** You would be designated as **Trainee – Q.C.**

**1.LOCATION & DATE OF JOINING:** You would be based at **Choksi Laboratories Ltd- Vapi**. You would be required to join as early as possible, but not later than **03/07/2023**. If you do not join your duty on the said date, this appointment letter shall be treated as canceled, unless the extension of the said date for joining duty is granted by us in writing..

**1.SALARY:** Your Actual CTC will be INR 1,76,752/-

**1.DEPUTATION & TRANSFER:** During your employment with the Company, the Company may, at any time, at its sole discretion station you in any other location in India. The Company shall also be entitled at any time to transfer you to any of its Affiliates, Subsidiaries or Sister Companies with or without any changes to the terms and conditions and you shall comply with all directions and instructions in that regard.

**1.PAST RECORD:** If any declaration given or furnished by you to the company prove to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable for removal from service without any notice.

**1.NOTICE PERIOD:** You will be on probation of Three months from the date of your appointment. Probation period may be extended from time to time at the discretion of the management. This contract of employment is terminable by either party giving Three month (90 days) notice during training period or probation period as & after confirmation also. Either party is not bound to give any reason thereof. 90 days (three months) notice period from employees is non-negotiable and has to be completed. The Company reserves the right to pay or recover salary in lieu of notice period. Further Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensation for the un-expired period and is not bound to give reason thereof. If the employee is found to not take his/her work with sincerity after resignation or is absent from work, it will be considered as if the employee is absconding and the employee will be immediately relieved without any pay; the employee will have to pay full notice pay to the Company for this unethical behavior as well as any ancillary costs of training, hiring and re-location of new employee on same position. If person is removed for any reason or is absconding from work, doesn't clear dues, or is on probation period, no relieving letter can be provided.

**Corporate Office & Central Laboratory :**  
Survey No. 9/1, Near Madhuri Refineries,  
Balaji Tulsiyana Industrial Park, Kumed,  
Off M.R. 10 Toll Naka, Indore - 452010 (MP)  
Tel. 0731 - 3501112/13/14/15  
E-mail: indore@choksilab.com  
Website : www.choksilab.com

**Baroda Laboratory :**  
829 GIDC, Makarpura  
Baroda - 390 010 (Guj.) INDIA  
Tel.: +91-8155059016-19  
E-mail : baroda@choksilab.com

**Goa Laboratory :**  
C-18,C-20 Verna Industrial Estate  
Phase - 1A,  
Verna - 403722 (Goa) INDIA  
Tel.: +91-8380033301-03  
Fax : +91-832-6622005  
E-mail : goa@choksilab.com

**Panchkula Laboratory :**  
Plot No. 362, Industrial Area, Phase - II  
Panchkula - 134 112 (Haryana)  
Tel.: +91-172-5048600, 5048601  
Fax: +91-172-5048602  
E-mail : panchkula@choksilab.com



**DEPARTMENT OF POST, INDIA**  
**O/O SR. SUPDT. OF POST OFFICES, THANE DIVISION, THANE-400601**  
**☐: 022-25390880/25341686, ☐: dothanecentral.mh@indiapost.gov.in**

NO:-B1/TDN/PA/Direct Rectt/Sport Quota Rectt-2021/2023 dated at Thane, the 22.06.2023

In accordance with the Orders contained in Chief postmaster General, Maharashtra Circle, Order No. WLF/CSB/37-40/2021-22 dated 02.06.2023, the undersigned is pleased to appoint provisionally the below listed candidate who are provisionally selected based on Maharashtra Postal Circle Sports Quota Recruitment vide Notification no. WLF/CSB/37-40/2021-22 dtd. 25.10.2021. The candidate is offered appointment as Temporary Postal Assistant with effect from the date of joining in respective office, in the Pay Band of Rs 5200-20200 + Grade Pay 2400 (7<sup>th</sup> Pay Commission Pay Matrix Level 4) plus allowance as admissible from time to time. This provisional appointment is subject to satisfactory verification of the prescribed educational qualification, community certificate and other certificates, wherever prescribed. The candidate will have to undergo satisfactory prescribed Induction Training course and Practical Training as and when issued.

Sl no	Name of the Candidate	Cate gory	Selected against	Vacancy Year	Name of the Sports	Posting on Appointment
1.	Smt. Twinkle Kiran Nandode	OBC	OBC	2021	Kho -Kho	LRPA Kalyan City HO attached to Kalyan City HO
2	Smt. Minal Vasudev Bhoir	OBC	OBC	2021	Kho -Kho	LRPA Kalyan City HO attached to Kalyan DC PO
3	Smt Bhavna Narayan Koli	OBC	OBC	2021	Soft Ball	LRPA Thane HPO attached to Thane HPO
4	Shri Karthikeyan K	UR	UR	2021	Atya-Patya	LRPA Thane HPO attached to Apna Bazar PO

The appointment is also subject to the following conditions.

- The appointment is purely temporary subject to the provisions of CCS (Temporary Services) Rules, 1965 as amended from time to time and will not confer any title for permanent appointment.
- The candidate will be under probation for a period of two years or till successful completion of Induction training whichever is later. The clearance of probation period will be reviewed by Departmental Confirmation Committee after two years.
- If the candidate is unable to clear the prescribed Tests in the first attempt during the induction training in Postal Training Centre, he/she will be give two more chances to pass the Tests. These three chances (including first chance during training) will be held/conducted within two year mandatory probation period .If the candidate fails to clear the Tests in three attempts (including first attempt during the training) his/her probation period will be extended by six months, during which time he/ she shall have to mandatorily pass the prescribed Tests and qualifying examination. For such candidates, a qualifying examination has been introduced which will be in addition to the existing Tests. If the candidate fails in the Tests and/or does not pass the qualifying examination, his/her service shall be terminated.
- In case the conduct/performance of the candidate is found unsatisfactory during the probation period, irrespective of the fact that he/she had passed the required Tests, the probation period will be extended for six months. In case his/her conduct/performance does not improve to a satisfactory level during the extended probation his/her services shall be terminated.

- (e) The conditions of the service will be governed by the relevant rules and orders in force from time to time.
- (f) The appointment may be terminated by a month's notice in writing either by appointing authority. The appointing authority, however, reserves the right of terminating the services of the appointee forthwith or before the expiry of stipulated period of notice by making payments to him/her a sum equivalent to the pay and allowances for the period of notice or un-expired period thereof, if any, if the terms and conditions are not fulfilled.
- (g) The appointment carries with it the liabilities to serve in any part of the circle and in special circumstances, in any part of India. The appointee shall be liable for field service in time of war or national emergencies.
- (h) The appointment is not covered by the existing system of "defined benefit pension" and he/she will be governed by the New Pension Scheme introduced as per notification of the Ministry of Finance, Department of Economic affairs (ECB & PR Dn) resolution No.5/7/2003-EDC & PR dated 10.10.2003 communicated vide no 4-28/03-pen dated 17.12.2003 of Ministry of Communication & IT, Department Of Posts, India effective from 01.01.2004. In shorts, he is not governed by the existing CCS (Pension) Rules, but, 10 % of pay plus DA paid to him or the amount prescribed by the Govt. of India from time to time will be recovered by the drawing officer as monthly contribution for pensionary benefits which will commence from the salary for the month following the month of appointment.
- (i) The appointment is provisional and subject to satisfactory completion of prescribed courses of training and the certificates being verified through proper channels. If the verification reveals that the claim of the candidate belonging to Scheduled Caste/Scheduled Tribe / Other backward classes (not belong to creamy layer) is false or educational certificates are not genuine or found unfit on police verification, his/her service shall be terminated forthwith without assigning any further reasons and without prejudice to other criminal/legal action as may be taken under the provisions of Indian Penal Code for production of false certificate as a consequence.
- (j) If the appointment is under Ex-servicemen quota, fixation of pay is regulated in accordance with the order contained in MOF O.M. No.8(34)-Estt-/57 dated 25.11.58 and FG(8) E-III/03 dated 11.04.1963 as amended from time to time. The option is to be exercised within three months from the date of appointment.

Necessary charge reports be sent to all concerned.

  
Sr.Suptd. Of Post Offices,  
Thane Division,  
Thane 400601.

A copy of this memo is issued to:

- 1) The Chief Postmaster General, Welfare Section, Maharashtra Circle w.r.t. memo no. WLF / CSF /37-40/2021-22 dtd. 02.06.2023
- 2) The Postmaster General, Rectt Section, Navi Mumbai Region, Panvel - 410206.
- 3) The Sr. Postmaster, Thane HO, Thane - 400601
- 4) The SPM Concerned - Kalyan DC PO, Apna Bazar PO
- 5) The candidates concerned - By Hand
- 6) PF of the candidate
- 7) Service Book of the Candidates, through Sr. Postmaster-Thane HO
- 8) The IPPB Branch Manager, IPPB Thane Branch, Thane - 400601.
- 9) The Accountant /Steno /O.A.-BR branch/ B2 Branch / CSI Branch / Tech Branch



Name of Student- *Ashwini D. Marathe*.....

Address- *Shirsoli P. B., Jalgaon*.....

.....

To whomsoever it may concern, I hereby confirmed that, I was a  
alumni student of B.Voc.. *Beauty Therapy*.....  
(Academic Year -2021-22) of Dr. Annsaheb G. D. Bendale Mahila  
Mahavidyalaya, Jalgaon.

My working status is as self-employee under the business  
with Boutique/ Salon Name - *Roopshringar*.....my earning  
income is around.... *6,500/- Per month*.....

The information provided is by me is correct and thanks to the college for  
providing me an admission for this programme.

*@mukle*  
Signature-

Date- 22-8-23

Name of Student-..Neha...Anisif...Shaikh....

Address-..284, ...Toshi Peth, ...Talgaon.....

.....

To whomsoever it may concern, I hereby confirmed that, I was a  
alumni student of B.Voc...Beauty...Therapy.....  
(Academic Year -2021-22) of Dr. Annsaheb G. D. Bendale Mahila  
Mahavidyalaya, Jalgaon.

My working status is as self-employee under the business  
with Boutique/ Salon Name -Neha's...Beauty...Corner.....my earning  
income is around....5000/-...Per month.....

The information provided is by me is correct and thanks to the college for  
providing me an admission for this programme.

Signature-

Date- 22-08-2023

Name of Student- *Prityamshi G. Senari*  
Address- *Dadawadi Talgaon*  
.....

To whomsoever it may concern, I hereby confirmed that, I was a  
alumni student of B.Voc.... *Beauty Therapy*.....  
(Academic Year -2021-22) of Dr. Annsaheb G. D. Bendale Mahila  
Mahavidyalaya, Jalgaon.

My working status is as self-employee under the business  
with Boutique/ Salon Name - *Prityamshi's Salon*.....my earning  
income is around..... *6000/-*..... *Per month*.....

The information provided is by me is correct and thanks to the college for  
providing me an admission for this programme.

Signature- *[Signature]*  
Date- *22-08-2023*

Name of Student- Sakshi....Hiralal...Bhovsar

Address-.....At....post...Dhanwad...Tal...

...Dist:.....Talgaon.....

To whomsoever it may concern, I hereby confirmed that, I was a  
alumni student of B.Voc.....Beauty...Therapy.....  
(Academic Year -2021-22) of Dr. Annsaheb G. D. Bendale Mahila  
Mahavidyalaya, Jalgaon.

My working status is as self-employee under the business  
with Boutique/ Salon Name -.....Sakshi...salon.....my earning  
income is around.....5000/- Per Month

The information provided is by me is correct and thanks to the college for  
providing me an admission for this programme.

Signature-



Date-

22/08/2023



Name of Student-..Khushi..Sanjay..Aisad.....

Address-.....Chaukhi Nagat, Shirsoli road, ..  
.....Jalgaon.....

To whomsoever it may concern, I hereby confirmed that, I was a  
alumni student of B.Voc....Fashion Designing.....  
(Academic Year -2022-23) of Dr. Annsaheb G. D. Bendale Mahila  
Mahavidyalaya, Jalgaon.

My working status is as self-employee under the business  
with Boutique/ Salon Name -.....my earning  
income is around...26,000/-P.A.....

The information provided is by me is correct and thanks to the college for  
providing me an admission for this programme.



Signature-

Date-

Name of Student-..Kamini..Rajendra..chaudhari

Address-..Pazoda, Tarsad Road,.....

..Swapnil..nagar:.....

To whomsoever it may concern, I hereby confirmed that, I was a  
alumni student of B.Voc..Fashion Designing:.....  
(Academic Year -2022-23) of Dr. Annsaheb G. D. Bendale Mahila  
Mahavidyalaya, Jalgaon.

My working status is as self-employee under the business  
with Boutique/ Salon Name -.....my earning  
income is around.....72,000/- P.A.....

The information provided is by me is correct and thanks to the college for  
providing me an admission for this programme.

  
Signature-

Date-



Name of Student- Shekh humera sadaf.

Address- Dharangaon,

mohalla majid gali,

To whomsoever it may concern, I hereby confirmed that, I was a  
alumni student of B.Voc. fashion Designing  
(Academic Year -2022-23) of Dr. Annsaheb G. D. Bendale Mahila  
Mahavidyalaya, Jalgaon.

My working status is as self-employee under the business  
with Boutique/ Salon Name -.....my earning  
income is around 721000/- P.A.

The information provided is by me is correct and thanks to the college for  
providing me an admission for this programme.

  
Signature-

Date-



# DATAMATICS

November 02, 2022

To,  
Ms Nishigandha Shirke,  
Nashik.

Dear Nishigandha,

Congratulations!

Further to your application, for admission as "Trainee" under "Employment Promotion Programme" in FAS - US TAX & ACCTG, we are pleased to admit you into this training course with effect from November 02, 2022 to April 29, 2023. We wish that this training would provide you an opportunity to build a challenging and rewarding career in the fast-growing Business Process Outsourcing Industry.

This training course will adopt various types of training methodologies such as classroom training, on-the-job training, assignment/ project-based training etc. During your training period, your performance shall be periodically reviewed and for that purpose you will be required to appear for tests, submit project reports/ assignments from time to time and may be required to travel to our other locations/ centres/ offices, as may be considered necessary. The decision of the Company with regard to your performance in the training course shall be final. You shall be awarded a certificate on successful completion of the course.

While under training, you will be eligible for a training stipend of 9,500/- (Rupees Nine Thousand Five Hundred Only) per month basis attendance and shall not be entitled to any other allowance and/or benefits as may be applicable to employees of the Company.

You are required to sign a 'Non-Disclosure Agreement' with the Company before commencement of the training. This is to ensure that all the proprietary information, documents, literature, invention obtained/made during your training tenure with the Company, will not be utilized by you at any point of time to undermine the interest of the Company. Your training will be terminable by giving written notice of 30 days or upon termination by either side.

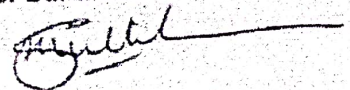
Trainees attending project training regularly till April 29, 2023 and completing the training successfully would be recognized by giving a Training Completion Special Stipend. The same would be computed @ Rs.1500/- per month from the date of commencement of training till April 29, 2023 and pro-rated basis attendance during the period of course.

This is not an offer and/or appointment letter of employment and should not be construed as such in any manner. This letter is for your internship only.

If you are agreeable to the above terms, please sign and return the duplicate copy of this letter.

Thanking you and assuring you of a great learning experience.

Yours truly,  
For Datamatics Global Services Limited.,

  
Sanjay Mulikar  
Associate Vice President & Head HR, Nashik

I agree and accept internship under EPP as a trainee, voluntarily and without any undue influence, on the terms and conditions mentioned in the above letter and will report for training on \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DATAMATICS GLOBAL SERVICES LIMITED

Regd. office: Knowledge Centre, Plot 58, Street No. 17, MIDC, Andheri (East), Mumbai - 400093, INDIA

Branch Office: Suyojit Datamatics Knowledge Center, Nashik Mumbai Agra Highway, Nashik - 422 009, Maharashtra, INDIA

| Tel: +91 (253) 610 2222 | Fax: +91 (253) 610 2271 | CIN: L72200MH1987PLC045205 | www.datamatics.com





# DATAMATICS

November 02, 2022

To,  
Ms Rupali Chavan,  
Nashik.

Dear Rupali,

*Congratulations!*

Further to your application, for admission as "Trainee" under "Employment Promotion Programme" in FAS - US TAX & ACCOUNTING, we are pleased to admit you into this training course with effect from November 02, 2022 to April 29, 2023. We wish that this training would provide you an opportunity to build a challenging and rewarding career in the fast-growing Business Process Outsourcing Industry.

This training course will adopt various types of training methodologies such as classroom training, on-the-job training, assignment/ project-based training etc. During your training period, your performance shall be periodically reviewed and for that purpose you will be required to appear for tests, submit project reports/ assignments from time to time and may be required to travel to our other locations/ centres/ offices, as may be considered necessary. The decision of the Company with regard to your performance in the training course shall be final. You shall be awarded a certificate on successful completion of the course.

While under training, you will be eligible for a training stipend of 9,500/- (Rupees Nine Thousand Five Hundred Only) per month basis attendance and shall not be entitled to any other allowance and/or benefits as may be applicable to employees of the Company.

You are required to sign a 'Non-Disclosure Agreement' with the Company before commencement of the training. This is to ensure that all the proprietary information, documents, literature, invention obtained/made during your training tenure with the Company, will not be utilized by you at any point of time to undermine the interest of the Company. Your training will be terminable by giving written notice of 30 days or stipend in lieu thereof: by either side.

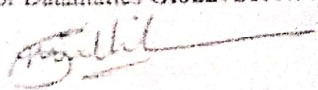
Trainees attending project training regularly till April 29, 2023 and completing the training successfully would be recognized by giving a Training Completion Special Stipend. The same would be computed @ Rs.1500/- per month from the date of commencement of training till April 29, 2023 and pro-rated basis attendance during the period of course.

This is not an offer and/or appointment letter of employment and should not be construed as such in any manner. This letter is for your internship only.


If you are agreeable to the above terms, please sign and return the duplicate copy of this letter.

Thanking you and assuring you of a great learning experience.

Yours truly,  
For Datamatics Global Services Limited.,

  
Sanjay Mulkikar  
Associate Vice President & Head HR, Nashik

I agree and accept internship under EPP as a trainee, voluntarily and without any undue influence, on the terms and conditions mentioned in the above letter and will report for training on 21/11/2022

Signature:  Date: 21/11/2022

## DATAMATICS GLOBAL SERVICES LIMITED

Regd. office: Knowledge Centre, Plot 58, Street No. 17, MIDC, Andheri (East), Mumbai - 400093, INDIA

Branch Office: Suyojit Datamatics Knowledge Center, Nashik Mumbai Agra Highway, Nashik - 422 009, Maharashtra, INDIA

Tel: +91 (253) 610 2222 | Fax: +91 (253) 610 2271 | CIN: L72200MH1987PLC045205 | [www.datamatics.com](http://www.datamatics.com)



# DATAMATICS

November 02, 2022

To,  
Ms Dhanashri Wagh,  
Nashik.

Dear Dhanashri,

*Congratulations!*

Further to your application, for admission as "Trainee" under "Employment Promotion Programme" in FAS - US TAX & ACCTG, we are pleased to admit you into this training course with effect from November 02, 2022 to April 29, 2023. We wish that this training would provide you an opportunity to build a challenging and rewarding career in the fast-growing Business Process Outsourcing Industry.

This training course will adopt various types of training methodologies such as classroom training, on-the-job training, assignment/ project-based training etc. During your training period, your performance shall be periodically reviewed and for that purpose you will be required to appear for tests, submit project reports/ assignments from time to time and may be required to travel to our other locations/ centres/ offices, as may be considered necessary. The decision of the Company with regard to your performance in the training course shall be final. You shall be awarded a certificate on successful completion of the course.

While under training, you will be eligible for a training stipend of 9,000/- (Rupees Nine Thousand Only) per month basis attendance and shall not be entitled to any other allowance and/or benefits as may be applicable to employees of the Company.

You are required to sign a 'Non-Disclosure Agreement' with the Company before commencement of the training. This is to ensure that all the proprietary information, documents, literature, invention obtained/made during your training tenure with the Company, will not be utilized by you at any point of time to undermine the interest of the Company. Your training will be terminable by giving written notice of 30 days or stipend in lieu thereof: by either side.

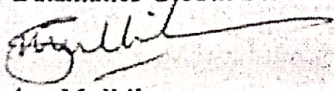
Trainees attending project training regularly till April 29, 2023 and completing the training successfully would be recognized by giving a Training Completion Special Stipend. The same would be computed @ Rs.1500/- per month from the date of commencement of training till April 29, 2023 and pro-rated basis attendance during the period of course.

This is not an offer and/or appointment letter of employment and should not be construed as such in any manner. This letter is for your internship only.

If you are agreeable to the above terms, please sign and return the duplicate copy of this letter.

Thanking you and assuring you of a great learning experience.

Yours truly,  
For Datamatics Global Services Limited.,

  
Sanjay Mulikar  
Associate Vice President & Head HR, Nashik

I agree and accept internship under EPP as a trainee, voluntarily and without any undue influence, on the terms and conditions mentioned in the above letter and will report for training on \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DATAMATICS GLOBAL SERVICES LIMITED**

Regd. office: Knowledge Centre, Plot 58, Street No. T7, MIDC, Andheri (East), Mumbai - 400093, INDIA

Branch Office: Suyojit Datamatics Knowledge Center, Nashik Mumbai Agra Highway, Nashik - 422 009, Maharashtra, INDIA



Scanned with OKEN Scanner



# DATAMATICS

HR/2023/001/001

To,  
Ms. Seema Chitambar,  
Nashik.

Dear Seema,

Congratulations!

Further to your application, for admission as "Trainee" under "Employment Promotion Programme" in FAS - US TAX & ACCOUNTING, we are pleased to admit you into this training course with effect from November 02, 2023 to April 29, 2023. We wish that this training would provide you an opportunity to build a challenging and rewarding career in the fast-growing Business Process Outsourcing Industry.

This training course will adopt various types of training methodologies such as classroom training, on-the-job training, assignment/ project-based training etc. During your training period, your performance shall be periodically reviewed and for that purpose you will be required to appear for tests, submit project reports/ assignments from time to time and may be required to travel to our other locations/ centres/ offices, as may be considered necessary. The decision of the Company with regard to your performance in the training course shall be final. You shall be awarded a certificate on successful completion of the course.

While under training, you will be eligible for a training stipend of 9,000/- (Rupees Nine Thousand Only) per month basis attendance and shall not be entitled to any other allowance and/or benefits as may be applicable to employees of the Company.

You are required to sign a 'Non-Disclosure Agreement' with the Company before commencement of the training. This is to ensure that all the proprietary information, documents, literature, invention obtained/made during your training tenure with the Company, will not be utilized by you at any point of time to undermine the interest of the Company. Your training will be terminable by giving written notice of 30 days or stipend in lieu thereof by either side.

Trainees attending project training regularly till April 29, 2023 and completing the training successfully would be recognized by giving a Training Completion Special Stipend. The same would be computed @ Rs.1500/- per month from the date of commencement of training till April 29, 2023 and pro-rated basis attendance during the period of course.

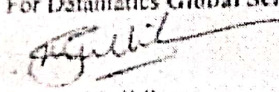
This is not an offer and/or appointment letter of employment and should not be construed as such in any manner. This letter is for your internship only.

If you are agreeable to the above terms, please sign and return the duplicate copy of this letter.

Thanking you and assuring you of a great learning experience.

Yours truly,

For Datamatics Global Services Limited.,

  
Sanjay Mulikar  
Associate Vice President & Head HR, Nashik

I agree and accept internship under EPP as a trainee, voluntarily and without any undue influence, on the terms and conditions mentioned in the above letter and report to training on \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DATAMATICS GLOBAL SERVICES LIMITED

Regd. office: Knowledge Centre, Plot 58, Street No. 17, MIDC, Andheri (East), Mumbai - 400093, INDIA

Branch Office: Sycipit Datamatics Knowledge Center, Nashik Mumbai Agra Highway, Nashik - 422 009, Maharashtra, INDIA

Tel: +91 (253) 610 2222 | Fax: +91 (253) 610 2271 | CIN: L72200MH1987PLC045205 | www.datamatics.com

