

# Supporting Documents for 5.2.1



Submitted to NAAC

by



Global Institute of Management (GIM)

Bhubaneswar



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### 5.2.1: Percentage of placement of outgoing students and students progressing to higher education during the last five years.

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#### Campus

Hanspal, Naharakanta, Bhubaneswar - 752 101 (Odisha)

Phone : 0674 - 2973583, 2973593

E-mail : gimctc@gmail.com, Website : www.gim.edu.in



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Acc.No. : M111234H  
www.jas-anz.org/register



**Date: 19.02.2023**

## Self Declaration

### 5.2.1

This is to certify that the following percentage of placement of outgoing students during the last five years.

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Numbers of students placed	62	87	91	82	89
Total numbers of outgoing students	74	107	110	99	107
Percentage	83.74	81.25	82.31	82.13	83.21
Average Percentage	82.7				

  
Principal

### **Campus**

Hanspal, Naharakanta, Bhubaneswar - 752 101 (Odisha)

Phone : 0674 - 2973583, 2973593

E-mail : gimcto@gmail.com, Website : www.gim.edu.in



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Acc.No. : - M311204M  
www.jas-anz.org/iglobe



# Global Institute of Management, Bhubaneswar

## Placement of outgoing students during the Academic Year 2021-22

Sr.No.	REGNO	NAME	Name of the Company	Salary per Annum
1	2006278002	ABHILASH PANI	ADITYA HYGIENE	144000
2	2006278003	ABINASH PANI	CITICON BUILDING PVT LTD	120000
3	2006278004	AEISWARYA BEHERA	Sanjukta Mobile Pvt. Ltd.	180000
4	2006278005	ANUSWAYA SETHY	DIVERSE SOLUTIONS	144000
5	2006278006	APARNA MALIK	SAAYLO FINSERVICES PVT LTD	110000
6	2006278007	BALARAM SUKLA	Eastend Technology Pvt Ltd	132000
7	2006278008	BHAGABAT BEHERA	OM ASSOCIATES	198000
8	2006278009	BHASKAR BISWAS	EMPOWERTRANS PVT. LTD	120000
9	2006278011	CHINMAYA BEHERA	Esskay Machinery Pvt Ltd	180108
10	2006278013	DEEPAK SETHI	Nina Solar	140000
11	2006278014	HAPPY MALLICK	OM ASSOCIATES	198000
12	2006278015	ITISHREE NANDA	KHAZANA ASSOCIATES	204000
13	2006278016	ITISHREE PRIYADARSINI BISWAL	Sanjukta Mobile Pvt. Ltd.	180000
14	2006278019	LAKHNA MINZ	Globe Converge Consultants LLP	204000
15	2006278020	LASIT BARAN BEHERA	GRACE RESEARCH FOUNDATION	156000
16	2006278021	LAXMIDHAR BEHERA	OM ASSOCIATES	198000
17	2006278025	NARGIS QUAMAR	KHAZANA ASSOCIATES	204000
18	2006278026	NARMADA MALLICK	SCRIMP CAPITAL	130000
19	2006278027	NAYAK SARAKA	SAAYLO FINSERVICES PVT LTD	110000
20	2006278028	NIRANJAN BARIK	ADITYA HYGIENE	144000
21	2006278029	RADHAKANTA MUDULI	CITICON BUILDING PVT LTD	120000
22	2006278030	RAHUL DALAI	AKP CONFRA PVT LTD	188000
23	2006278031	RAJKISHOR KATUAL	Eastend Technology Pvt Ltd	132000
24	2006278032	RAKESH KUMAR PARIDA	OM ASSOCIATES	198000
25	2006278036	RUPALI SETHI	KHAZANA ASSOCIATES	204000
26	2006278037	SAGAR MALLICK	EMPOWERTRANS PVT. LTD	120000
27	2006278038	SANDEEP MALLICK	OM ASSOCIATES	198000
28	2006278039	SANJAYA KUMAR MALLICK	Esskay Machinery Pvt Ltd	180108
29	2006278041	SATYAJEET JENA	Globe Converge Consultants LLP	204000
30	2006278042	SIBA PRASAD SETHI	OM ASSOCIATES	198000
31	2006278044	SNIGDHA SUPRIYA PANDA	SCRIMP CAPITAL	130000
32	2006278046	SUBHRANSHU BARIK	GRACE RESEARCH FOUNDATION	156000
33	2006278049	SUNIL KUMAR SHIAL	EMPOWERTRANS PVT. LTD	120000
34	2006278050	SURESH KUMAR ROUT	Esskay Machinery Pvt Ltd	180108
35	2006278051	SUSHREE NIBEDITA PRIYADARSHINEE MALIKA	KHAZANA ASSOCIATES	204000
36	2006278052	AMBIKA DIGAL	DIVERSE SOLUTIONS	144000
37	2006278053	TUKU DALEI	Globe Converge Consultants LLP	204000
38	2006278055	ARUN KUMAR KARUA	Grinity Solar Private Limited	271200
39	2006278056	BRAJABANDHU BEHERA	INNOSAT PROJECT PRIVATE LIMITED	210000
40	2006278059	DIBYAJYOTI SAHOO	MODULESOFT PVT. LTD	180000
41	2006278060	DIBYAJYOTI SUKLA	AKP CONFRA PVT LTD	204000



*Signature*

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PHD - PESYA



42	2006278062	GOPAL KABIR	ADITYA HYGIENE	144000
43	2006278063	HARIHAR MISHRA	AKP CONFRA PVT LTD	188000
44	2006278064	LIPANJALI SAMAL	AKP CONFRA PVT LTD	188000
45	2006278067	NANG TRISHANGI CHANGMAI	Sanjukta Mobile Pvt. Ltd.	180000
46	2006278068	NRUSINGHA RATH	Grinity Solar Private Limited	271200
47	2006278069	PHILIPO MALLICK	Nina Solar	140000
48	2006278070	SAGAR BHOI	Eastend Technology Pvt Ltd	132000
49	2006278072	SANGEETA PRADHAN	GRACE RESEARCH FOUNDATION	156000
50	2006278073	SANJEEB PRADHAN	Grinity Solar Private Limited	271200
51	2006278074	SANTANU MALIK	Grinity Solar Private Limited	271200
52	2006278075	SAROJ SETHY	Sanjukta Mobile Pvt. Ltd.	180000
53	2006278076	SIDDHARTHA RAY	ADITYA HYGIENE	144000
54	2006278077	SNEHALATA KHARA	Nina Solar	140000
55	2006278078	SNEHASISH HOTTA	Sanjukta Mobile Pvt. Ltd.	180000
56	2006278079	SOUMYA RANJAN PRUSTY	INNOSAT PROJECT PRIVATE LIMITED	210000
57	2006278080	SOUMYA SHREYANSHU BAL	Grinity Solar Private Limited	271200
58	2006278081	SOURVA KUMAR ROUT	DIVERSE SOLUTIONS	144000
59	2006278082	SUBASH CHANDRA JENA	MODULESOFT PVT. LTD	180000
60	2006278083	SWETALINA NAYAK	SCRIMP CAPITAL	130000
61	2006278084	TOFAN KUMAR BHOI	MODULESOFT PVT. LTD	180000
62	2006278085	TRUPTIRANJAN BEHERA	OM ASSOCIATES	198000
63	2006278086	AJAY KUMAR SAHOO	Nina Solar	140000
64	2006278087	AJAYA KUMAR SETHI	Grinity Solar Private Limited	271200
65	2006278089	ANIRUDHA SENAPATI	INNOSAT PROJECT PRIVATE LIMITED	210000
66	2006278090	BIJAYA KUMAR PEREI	DIVERSE SOLUTIONS	144000
67	2006278091	BISHNU PRASAD JENA	OM ASSOCIATES	198000
68	2006278092	CHHABI BARIHA	OM ASSOCIATES	198000
69	2006278093	DHANESWAR BEHERA	MODULESOFT PVT. LTD	180000
70	2006278095	GOURANGA SETHI C34:D76D42CC34:D83	Esskay Machinery Pvt Ltd	180108
71	2006278096	GYANA RANJAN NAYAK	ADITYA HYGIENE	144000
72	2006278097	JAYJIT MOHANTY	AKP CONFRA PVT LTD	188000
73	2006278099	Lambodar Malik	CITICON BUILDING PVT LTD	120000
74	2006278101	MADHUSMITA SETHY	Eastend Technology Pvt Ltd	132000
75	2006278102	MAHESWAR SAHOO	Globe Converge Consultants LLP	204000
76	2006278103	MAMA MAJHI	SAAYLO FINSERVICES PVT LTD	110000
77	2006278104	NEHA BADAIK	DIVERSE SOLUTIONS	144000
78	2006278106	PINTU SETHY	GRACE RESEARCH FOUNDATION	156000
79	2006278107	PRALAY KUMAR PRADHAN	Globe Converge Consultants LLP	204000
80	2006278108	PRIYANKA DASH	KHAZANA ASSOCIATES	204000
81	2006278109	RANJAN DAS	Grinity Solar Private Limited	271200
82	2006278111	SANTOSH KUMAR MALLICK	INNOSAT PROJECT PRIVATE LIMITED	210000
83	2006278112	SANTOSH KUMAR MALLICK	MODULESOFT PVT. LTD	180000
84	2006278113	SANTOSHINI BALIARSINGH	SAAYLO FINSERVICES PVT LTD	110000
85	2006278116	JYOTRIMAYEE MALIK	Nina Solar	140000
86	2006278117	SUBHASHREE NAYAK	SAAYLO FINSERVICES PVT LTD	110000
87	2006278118	SUDAM BEHERA	CITICON BUILDING PVT LTD	120000
88	2006278119	SUDESHNA DEO	Globe Converge Consultants LLP	204000
89	2006278120	SWAYAM PRIYA DAS	SCRIMP CAPITAL	130000



  
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# ADITYA HYGIENE

UNIT NO-428,4TH FLOOR,ESPLANADE,RASULGARH,BHUBANESWAR,ODISHA-751010

HRD/AH/O/10978/22

09/June/2022

Dear Abhilash Pani

It gives us pleasure in offering you a position with the **Aditya Hygiene**. This offer is in pursuance with the discussions we had with you recently.

## Terms & Conditions

### 1. Job Title :

You will be designated as **Executive Trainee-Operations**

### 2. Reporting:

You will be reporting to the **Area Manager**

### 3. Location:

Your first posting will be at **Nimapada MM**

### 4. Remuneration:

Your Annual Total Employment Cost to the company would be **Rs.144000.00 /-** (**Rupees One Lakhs Forty-Four Thousand Only**) the details of which are been given in the Annexure attached



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# ADITYA HYGIENE

UNIT NO-428,4TH FLOOR,ESPLANADE,RASULGARH,BHUBANESWAR,ODISHA-751010

## 5. Job Description

Your duties and responsibilities will be given separately

## 6. Posting/Transfer:

Even though your first posting will be at **Nimapada MM** during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

## 7. Probation/Confirmation:

You will be on Probation for a period of 12 months. Your performance will be evaluated after the completion of probation period. Your services will be confirmed with the company in writing, strictly on the basis of your performance during the probation period

## 8. Notice Period:

In case you decide to leave the company's services during probation period, you will be required to give 30 days' notice. The company 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 company the gross salary for the notice period so reduced/waived off.

In case you decide to leave the company's services after confirmation, you will be required to give 60 days' notice. The company 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 company

## 9. Medical Fitness:

Your offer is subject to your being found medically fit for employment.

## 10. Information:

This Offer Letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio- data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this position, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

## 11. Responsibility:

With acceptance of this letter, you are undertaking the following responsibilities



  
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# ADITYA HYGIENE

UNIT NO-428,4TH FLOOR,ESPLANADE,RASULGARH,BHUBANESWAR,ODISHA-751010

- I. You will abide by the rules and regulations/Certified Standing Orders of the Company as may be in force from time to time
- II. During your services with the Company, you will not undertake any other business or work, direct or indirect, honorary or with remuneration except with the written permission from the Management.
- III. You will not during your services with us or any time, thereafter disclose to any persons, firm or Company, information regarding the Company, the disclosure of which may damage the interest of the Company.

**12. You are advised to join us latest by: 23-June-2022**

13. You are required to sign and submit a copy of this letter as a token of your acceptance of our terms and conditions along with the following documents (if not submitted already) within 2 days from the date of this offer failing which the offer will stand void.

- Proof of age;
- Proof of educational qualification;
- Proof of work experience;
- Police Verification Certificate;
- Copy of last drawn pay slip;
- Proof of incentives drawn (if any);
- 8 stamp/passport size photographs;
- Relieving Order from the present Employer;
- ID/Address Proof;

While welcoming you to Aditya Hygiene Family, we hope you would excel in your endeavors and help make Aditya Hygiene a success story.

For Aditya Hygiene

*Rajesh Kumar*

Mr. Rajesh Kumar Mohapatra  
AVP - Human Resource



*Rajesh Kumar*  
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# ADITYA HYGIENE

UNIT N0-428,4TH FLOOR,ESPLANADE,RASULGARH,BHUBANESWAR,ODISHA-751010

<b>SALARY BREAK UP</b>		
<b>Designation</b>	<b>Executive Trainee-Operations</b>	
<b>Grade</b>	<b>OFFICER II (O II)</b>	
<b>Location</b>	<b>Nimapada MM</b>	
<b>Salary Breakup</b>	<b>Per Month</b>	<b>Per Annum</b>
Basic plus DA	8000.00	96000.00
HRA	2432.00	29184.00
Others Allowance	608.00	7296.00
Gross Salary (A)	11040.00	132480.00
<b>Deductions</b>		
Provident Fund	960.00	11520.00
Net Salary (B)	10080.00	120960.00
Provident Fund(ER Share)	960.00	11520.00
Total (C)	960.00	11520.00
Cost to The Company (A+C)	12000.00	144000.00

*\*statutory deductions applicable*

For Aditya Hygiene

*rajesh kumar*

Mr. Rajesh Kumar Mohapatra  
AVP - Human Resource



*Akshay*  
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# CITICON BUILDING PVT. LTD.

Plot No – 540, Saheed Nagar, Near Saheed Sporting Club, BBSR-7, Odisha

Ref. No. CBD/AL/562/2022

Date: 28/07/2022

Dear **ABINASH PANI**,

With reference to your application and the subsequent interview, we are pleased to offer you the position of "Operations" with Citicon Building Pvt. Ltd., for "Bhubaneswar" with immediate effect.

Please find below the terms and conditions of your employment:

This position will report to Head Marketing and CRM

### SALARY

Your annual CTC will be 1.02 Lakh/annum. Salary payable in accordance with the Company's standard payroll schedule. This salary will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time.

### HOURS AND COMPENSATION

This is a Full-time position requiring approximately 08 hours working per day.

### PROBATION:

There will be a probation period of 6 months after completion of training period (3 months) and can be extended if required.

### TERMINATION

The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice. The Company will be entitled to terminate your employment for any reason other than for just cause. The company can terminate employment anytime during the probation period.

That during the course of your employment, you will not apply or seek employment elsewhere without written permission from the Management and in case it is so detected about your seeking of employment, it will amount to breach of trust on your part.

That on cessation of your employment with us, you will be under an obligation not to join, for a period of Eighteen Months, to any competitor or any other company of the same trade of business, unless permitted by the management.

Kindly produce the following self-attested documents at the time of your joining:

1. Xerox copy of Voter ID, PAN & Aadhar Card.
2. Xerox copy of front page of Bank passbook or Cancelled Cheque, mentioning your name, account number, IFSC code.
3. Three Colour Passport Size Photographs.
4. Proof of all Educational Qualifications (Marks sheet & Certificates).
5. Pay Slips for the last three months.
6. Experience Certificate/ Release Letter/ No Objection Certificate.

You may indicate your agreement with these terms and accept this offer by signing. Upon acceptance company will provide you with necessary paperwork



*Abinash*  
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We welcome you to the Citiccn Family.

If you agree with all the T&C then please revert to this email. A hard copy will be provided upon joining. We shall treat it as acceptance of the employment offer.

Thanks,

*Rajib Das*

Mr. Rajib Kumar Das  
HR Marketing



*Kumar*  
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# Nina Solar

Plot No-A/143, Flat-401, Saheed Nagar, Bhubaneswar-751024

## OFFER LETTER

Date: 12.07.2022

DEAR AJAY KUMAR SAHOO

We are pleased to offer you a position as **Business Development Executive** on the following terms and conditions.

- Your date of appointment will be effective from **01.08.2022**
- Your initial employment location will be in Bhubaneswar. However your services are transferable to any place in the country or to any of the company's associate or sister concern or its subsidiary client location at the sole discretion of the management.
- As Per company guidelines your salary will be **Rs 12,000 (Twelve thousand only)** per month.
- Your working hours will be as follows

Mon - Sat: 1000 Am to 0600 Pm

Lunch Break: 0100 Pm to 0200 Pm

- You will be entitled to leave & other benefits in accordance with the relevant acts/company's rules applicable to you from time to time.
- Your compensation is confidential between you and the company and you are obliged to maintain absolute secrecy of the terms and conditions of your service.
- You shall be on probation/training for 6 months from the date of commencement of your service which period may be further extended at the discretion of the company. During the probation/training period, your services are terminable by the company without assigning any reason by giving 24 hours notice in writing by the company. if you wish to leave the service of the company during the probation/training period, you shall give to the company 30 days of notice in writing and the 30 days should be working period and will not considered as any sick, leave or any other issues.
- If you will leave the company without 30 days notice or didn't perform satisfactory within notice period the company has the authority to hold the salary for that month.
- You will be subject to the company's rules and regulations for the time being in force and as varied from time to time.



  
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- You will devote your whole time and attention to your employment with the company and shall discharge your duties to the best of your ability. You shall further undertake that during the period of your employment, you shall not engage yourself directly or indirectly, with or without remuneration, in any other employment, service, or calling of any nature, without written permission from the company.
- If at any time, you by your conduct render yourself incompetent to perform your duties or if you should be disobedient, irregular in attendance, commit any breach of the terms of your employment or any of the stipulations herein contained or it is found that there is a possibility of conflict of interest, the company shall, without prejudice to any of its rights under the terms herein, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and to deduct from your salary or other emoluments if any, then due to you, the amount of any loss the company may have sustained.
- The company has all the rights to claim the total amount as it paid by salary if the employee doesn't fulfill the all above requirements with any any cheque submitted or by taking any legal action against the Employee. The whole legal expenses of Employer will also paid by the Employee.
- Any dispute arising out of this agreement shall be subject to the jurisdiction of courts of Bhubaneswar only.

Regards,



Manoj Kumar Patra  
(HR Manager)



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# Grinity Solar Private Limited

Jaydev Vihar, Bhubaneswar-751015

## LETTER OF INTENT

Date: 18/07/2022

Dear AJAYA KUMAR SETHI,

Congratulations!!!

With reference to your application & the subsequent interview you had with us, we are pleased to offer you the position of 'Relationship Manager' in our organization. You would be required to join us tentatively on the 10th of August 2022.

failing which this offer will automatically stand cancelled, unless a new date is agreed to by us in writing. Your total Cost to the Company will be of Rs. 2,71,200 per annum.

Components	Fig in INR/Month
Basic	8,400
House Rent Allowance	3,600
Attendance Allowance	1,400
Transport Allowance	800
Medical Allowance	1,250
Special Allowance	4,150
Insurance	1,200
Professional Tax	200
Total Gross Salary	21,200
Insurance	1,200
Professional Tax	200
Total CTC	2,71,200

You will be on training for a period of 5 days post which you will enter the probation for a period of 3 months. A detailed Employment confirmation letter will be given to you subject to the clearance of the probation completion period criteria.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that together we can build a world leader. We assure you of our support for your professional development and growth.

For Grinity Solar Private Limited

Rajen Patwari HR

Manager



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## DIVERSE SOLUTIONS OPC PVT LTD



Registered office- Plot No- 3521/8716, palasuni, Bhubaneswar, Odisha, India  
Corporate office - Plot no- N-5/42, in front of RBI staff quarters, Nayapalli, Bhubaneswar, Odisha,  
Contact number- 8847894530/8260054398  
Email id- sipra@diversesolutions.in

### OFFER LETTER

Date: 10.08.2022

DEAR Miss. **Ambika Digal**

We are pleased to offer you a position as **HR EXECUTIVE** on the following terms and conditions.

- Your date of appointment will be effective from **16.08.2022**
- Your initial employment location will be in Bhubaneswar. However your services are transferable to any place in the country or to any of the company's associate or sister concern or its subsidiary client location at the sole discretion of the management.
- As Per company guidelines your salary will be **Rs 12,000 / (Eight thousand only)** per month.
- Minimum closing of **Rs. 40,000** should be achieved as target. The Employer has all the rights to hold the salary if the target is not fulfilled for that month.
- Your working hours will be as follows  
Mon - Sat: 0930 Am to 0600 Pm  
Lunch Break: 0100 Pm to 0145 Pm
- You will be entitled to leave & other benefits in accordance with the relevant acts/company's rules applicable to you from time to time.
- Your compensation is confidential between you and the company and you are obliged to maintain absolute secrecy of the terms and conditions of your service.
- You shall be on probation/training for 6 months from the date of commencement of your service which period may be further extended at the discretion of the company. During the probation/training period, your services are terminable by the company without assigning any reason by giving 24 hours notice in writing by the company. If you wish to leave the service of the company during the probation/training period, you shall give to the company 30 days of notice in writing and the 30 days should be working period and will not be considered as any sick, leave or any other issues.



*Ambika Digal*  
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- If you will leave the company without 30 days notice or didn't perform satisfactory within notice period the company has the authority to hold the salary for that month.
- You will be subject to the company's rules and regulations for the time being in force and as varied from time to time.
- You will devote your whole time and attention to your employment with the company and shall discharge your duties to the best of your ability. You shall further undertake that during the period of your employment, you shall not engage yourself directly or indirectly, with or without remuneration, in any other employment, service, or calling of any nature, without written permission from the company.
- If at any time, you by your conduct render yourself incompetent to perform your duties or if you should be disobedient, irregular in attendance, commit any breach of the terms of your employment or any of the stipulations herein contained or it is found that there is a possibility of conflict of interest, the company shall, without prejudice to any of its rights under the terms herein, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and to deduct from your salary or other emoluments if any, then due to you, the amount of any loss the company may have sustained.
- The company has all the rights to claim the total amount as it paid by salary if the employee doesn't fulfill the all above requirements with any any cheque submitted or by taking any legal action against the Employee. The whole legal expenses of Employer will also paid by the Employee.
- Any dispute arising out of this agreement shall be subject to the jurisdiction of courts of Bhubaneswar only.

Regards,

*Sipra Nayak*

Sipra Nayak (Director)  
Divers SR Solutions (opc) pvt ltd

Acceptance by Employee



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# INNOSAT PROJECT PRIVATE LIMITED

Rasulgarh, Bhubaneswar-751010

e-Mail-innosatproject@yahoo.co.in

Date: 19.07.2022

## Intimation Letter and Terms of Reference

Dear ANIRUDHA SENAPATI

1. Your employment with **Innosat Project Prv. Ltd.** shall be valid up to 30<sup>th</sup> February 2023. During this tenure, your services will be deputed to HDFC Asset Management Company Limited to do work pertaining to/incidental to the client's business.
2. **Joining:** Subject to your submission of complete documents you are required to join on or before 30<sup>th</sup> August, 2022 unless extended by us in writing.
3. **Location:** Your location / branch will be communicated to you shortly. You may be asked to relocate to any branch depending on business requirements.
4. **Training Period:** During the training period of one year, you will be exposed to both sales and client services role.
5. **Certification:** During the course of employment you are required to complete –
  - a. NISM VA
  - b. NISM Series (X-A , X-B & V-C) .
6. **Compensation:** During the training period you will receive compensation of Rs. 2, 10, 000/- per annum.
7. **Background Checks:** The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks.
8. **Other terms and conditions:**
  - a. You successfully complete your 2 year full time MBA programme.
  - b. You agree to submit the documents required by the organization – list annexed herewith.
  - c. You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of the employer
  - d. You hereby acknowledge and agree to abide by all internal Policies of the Company. The Company reserves the right to change these Policies at any time in its absolute discretion.
  - e. By way of accepting you agree to abide by the Prevention of Sexual Harassment Policy created by the organization and participate in all the Initiatives taken by the company in this regard.

Please acknowledge the duplicate of this letter as a token of your acceptance. Looking forward to having you on board and wishing you a successful career with us!

Yours truly,

Authorized Signatory  
Head HRSSC



PRINCIPAL  
GLOBAL INSTITUTE OF MANAGEMENT  
BHUBANESWAR

Plbl a 1, 6h N or k C in -  
25/06/2022 5/222

Date: 25/06/2022

Dear SWAYAM PRIYA DAS,

With reference to your application and the subsequent interview, we are pleased to offer you the position of "Front Office Executive" with Scrimp Capital Pvt. Ltd. for "Bhubaneswar" with immediate effect. Please find below the terms and conditions of your employment:

This position will report to HR Manager.

#### SALARY

Your annual CTC will be 1.30 Lakh/annum. Salary payable in accordance with the Company's standard payroll schedule. This salary will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time.

#### HOURS AND COMPENSATION

This is a Full-time position requiring approximately 08 hours working per day.

#### PROBATION:

There will be a probation period of 6 months after completion of training period (3 months) and can be extended if required.

#### TERMINATION

The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice. The Company will be entitled to terminate your employment for any reason other than for just cause. The company can terminate employment anytime during the probation period.

That during the course of your employment, you will not apply or seek employment elsewhere without written permission from the Management and in case it is so detected about your seeking of employment, it will amount to breach of trust on your part.

That on cessation of your employment with us, you will be under an obligation not to join, for a period of Eighteen Months, to any competitor or any other company of the same trade of business, unless permitted by the management.

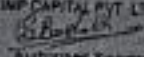
Kindly produce the following self-attested documents at the time of your joining:

1. Xerox copy of Voter ID, PAN & Aadhar Card.
2. Xerox copy of front page of Bank passbook or Cancelled Cheque, mentioning your name, account number, IFSC code.
3. Three Colour Passport Size Photographs.
4. Proof of all Educational Qualifications (Marks sheet & Certificates).
5. Pay Slips for the last three months.
6. Experience Certificate/ Release Letter/ No Objection Certificate.

You may indicate your agreement with these terms and accept this offer by signing. Upon acceptance company will provide you with necessary paperwork.

We welcome you to the Citicon Family.

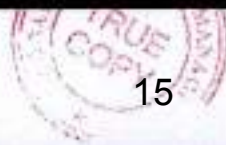
If you agree with all the T&C then please revert to this email. A hard copy will be provided upon joining. We shall treat it as acceptance of the employment offer.

SCRIMP CAPITAL PVT. LTD.  
  
Authorized Signatory



# SCRIMP CAPITAL PRIVATE LIMITED

Website : [www.scrimpcapital.com](http://www.scrimpcapital.com) / E-mail: [ccare@scrimpcapital.com](mailto:ccare@scrimpcapital.com)







# GLOBE CONVERGE CONSULTANTS LLP

Rasulgarh, Bhubaneswar-751010

e-Mail: info@gcc.co.in

Date 02/07/2022

## OFFER LETTER

To,  
Mr. TUKU DALEI

With reference to your application and subsequent discussion you had with us, we feel great pleasure to offer you the position of "**Business Development Executive**" and you shall be posted @ Bhubaneswar.

Your C.T.C as per the discussion you had with us shall be Rs.2.04Lakhs/ Annum. Office  
Time: General Shift.  
Weekly – Off: Sunday.

We will issue detailed letter soon after you join duties.

You are requested to report on Dt: 01/08/2022 @ Bhubanesar @ 9:30am. Kindly reply us in writing your acceptance of the offer.

P.S. You are requested to submit the following while joining

1. Bank Details.
2. Pan card & Aadhar card. Driving license photocopy
3. Qualification Documents Photocopy
4. One Passport Size Photograph

For M/S GLOBE CONVERGE CONSULTANTS

Ms. Barsha Dash

Human Resource Department



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BHUBANESWAR



# EMPOWERTRANS PVT. LTD.

KOKILA RESIDENCY, 1ST FLOOR, ANANTA VIHAR, POKHARIPUT, BHUBANESWAR

## Letter of Offer

REF NO: EPT/HR/0722/259

Date: 12/07/2022

**SUNIL KUMAR SHIAL**  
Bhubaneswar

Sub: Appoint for position of "Sales Officer, based at "Bhubaneswar"

Dear Mr. Shial

We are pleased to offer you the position of **Sales Officer** in our company based at **Bhubaneswar**.

Your immediate supervisor will be **Mr. Manas Kumar Rout, HR Manager**. We trust that your knowledge, skills and experience will be among our most valuable assets.

As discussed and agreed with you, you will be eligible to receive the following beginning on your joining date:

- **Salary:** Annual gross starting salary of **Rs. 120000 /-**, subject to tax and other statutory deductions
- **Sales Incentive:** As per the prevailing company scheme **30000**.
- **Business Travel allowance and reimbursements** as per company policy.

This offer letter is valid till **01.08.2022**. Please send a signed copy of this letter indicating your acceptance to join and resignation acceptance letter from your current employer to our HR.

Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in our **Bhubaneswar office**.

Please submit the following documents to HR at the time of your joining:

- (1) photocopies of your degree certificates,
- (2) certifications, if any,
- (3) experience/ relieving letters
- (4) two color passport-size photos,
- (5) latest salary slip from your previous organization and
- (6) proof of address.

We look forward to welcome you aboard.

Sincerely,

For Empowertrans Pvt. Ltd.

**Mr. Manas Kumar Rout**  
HR Manager



*Manas Rout*  
PRINCIPAL  
GLOBAL INSTITUTE OF MANAGEMENT  
Bhubaneswar





**SAAYLO  
FINSERVICES**  
FACILITATION & INVESTMENTS

GSTIN: 21BIGPP0423H1ZR

Date:28/07/2022

Dear SUBHASHREE NAYAK,

With reference to your application and the subsequent interview, we are pleased to offer you the position of "Operations" with Saaylo Finservices, for "Bhubaneswar" with immediate effect. Please find below the terms and conditions of your employment:

This position will report to Head Marketing and CRM

#### SALARY

Your annual CTC will be 1. 10 Lakh/annum. Salary payable in accordance with the Company's standard payroll schedule. This salary will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time.

#### HOURS AND COMPENSATION

This is a Full-time position requiring approximately 08 hours working per day.

#### PROBATION:

There will be a probation period of 6 month after completion of training period (3 months) and can be extended if required.

#### TERMINATION

The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice. The Company will be entitled to terminate your employment for any reason other than for just cause. The company can terminate employment anytime during the probation period.

That during the course of your employment, you will not apply or seek employment elsewhere without written permission from the Management and in case it is so detected about your seeking of employment, it will amount to breach of trust on your part.

That on cessation of your employment with us, you will be under an obligation not to join, for a period of Eighteen Months, to any competitor or any other company of the same trade of business, unless permitted by the management.

Kindly produce the following self-attested documents at the time of your joining:

1. Xerox copy of Voter ID, PAN & Aadhar Card.
2. Xerox copy of front page of Bank passbook or Cancelled Cheque; mentioning your name, account number, IFSC code.
3. Three Colour Passport Size Photographs.
4. Proof of all Educational Qualifications (Marks sheet & Certificates).
5. Pay Slips for the last three months.
6. Experience Certificate/ Release Letter/ No Objection Certificate.

You may indicate your agreement with these terms and accept this offer by signing. Upon acceptance company will provide you with necessary paperwork

*Madhusmita Saha*  
Warm regards,

SAAYLO FINSERVICES  
N1/A7, 4TH FLOOR, VIP ROAD, IRC VILLAGE, NAYAPALLI,  
BHUBANESWAR-751015

*Aruna*

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BHUBANESWAR





# MODULESOFT PVT. LTD.

B Tower, Nayapalli, Bhubaneswar, Pin- 751012

Date: 10/08/2022

Letter no: MPL/OF/003

## OFFER LETTER

Dear SUBASH CHANDRA JENA

This is with reference to your interview with us, we are pleased to offer you the position of **Marketing Officer.**

The Company shall pay during the continuation of Rs. 180000 /- per Annum and Incentive.

As you are aware, Modulesoft Pvt. Ltd. is a growing firm, so based on your performance and ability to shoulder responsibilities, you will have prospects to grow. You are requested to join your duties from **01/09/2022** at **10:00 AM** in Bhubaneswar Office.

**his offer is subject to clearance from college and other background verification.**

If in case of any misrepresentation by you at the time of interview, the offer/ appointment/ employment, will be ceased with immediate effect.

**You are requested to accept the offer on or before 14th August, 2022 from the receipt of offer letter, else this offer becomes null and void.**

Looking forward to a long-lasting relationship.

For Modulesoft Pvt. Ltd.

Authorized Signatory



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BHUBANESWAR





# Grinity Solar Private Limited

Jaydev Vihar, Bhubaneswar-751015

## LETTER OF INTENT

Date: 18/07/2022

Dear SOUMYA SHREYANSHU BAL,

Congratulations!!!

With reference to your application & the subsequent interview you had with us, we are pleased to offer you the position of 'Relationship Manager' in our organization. You would be required to join us tentatively on the 10th of August 2022.

failing which this offer will automatically stand cancelled, unless a new date is agreed to by us in writing. Your total Cost to the Company will be of Rs. 2,71,200 per annum.

Components	Fig in INR/Month
Basic	8,400
House Rent Allowance	3,600
Attendance Allowance	1,400
Transport Allowance	800
Medical Allowance	1,250
Special Allowance	4,150
Insurance	1,200
Professional Tax	200
Total Gross Salary	21,200
Insurance	1,200
Professional Tax	200
Total CTC	2,71,200

You will be on training for a period of 5 days post which you will enter the probation for a period of 3 months. A detailed Employment confirmation letter will be given to you subject to the clearance of the probation completion period criteria.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that together we can build a world leader. We assure you of our support for your professional development and growth.

For Grinity Solar Private Limited

Rajen Patwari HR

Manager



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Bhubaneswar



CONFRA PVT. LTD.  
2007A, 2<sup>ND</sup> FLOOR, LAXMIPRIYA TWIN CITY TOWER  
PAHALA, BHUBANESWAR-754001

Dear Dibyajyoti Sukla,

With reference to your application and the subsequent interview, we are pleased to offer you the position of "Business Development Executive" with AKP Confra PVT LTD, for "Bhubaneswar" with immediate effect.

Please find below the terms and conditions of your employment:

This position will report to Head Marketing and CRM

#### **SALARY**

Your annual CTC will be 2.04 Lakh/annum. Salary payable in accordance with the Company's standard payroll schedule. This salary will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time.

#### **HOURS AND COMPENSATION**

This is a Full-time position requiring approximately 10 hours working per day.

#### **PROBATION:**

There will be a probation period of 6 month after completion of training period (3 months) and can be extended if required.

#### **TERMINATION**

The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice. The Company will be entitled to terminate your employment for any reason other than for just cause. The company can terminate employment anytime during the probation period.

That during the course of your employment, you will not apply or seek employment elsewhere without written permission from the Management and in case it is so detected about your seeking of employment, it will amount to breach of trust on your part.

That on cessation of your employment with us, you will be under an obligation not to join, for a period of Eighteen Months, to any competitor or any other company of the same trade of business, unless permitted by the management.

Kindly produce the following **self-attested** documents at the time of your joining:

1. Xerox copy of Voter ID, PAN & Aadhar Card.
2. Xerox copy of front page of Bank passbook or Cancelled Cheque; mentioning your name, account number, IFSC code.
3. Three Colour Passport Size Photographs.
4. Proof of all Educational Qualifications (Marks sheet & Certificates).
5. Pay Slips for the last three months.
6. Experience Certificate/ Release Letter/ No Objection Certificate.

You may indicate your agreement with these terms and accept this offer by signing. Upon acceptance company will provide you with necessary paperwork

We welcome you to the AKP Family.

If you agree with all the T&C then please revert to this email. A hard copy will be provided upon joining. We shall treat it as acceptance of the employment offer.

Thanks,

Regd Office: Plot no-575, Mouza Choudwar, Beberasahi, Cuttack-754025

Email:- [info@akpconfra.com](mailto:info@akpconfra.com)  
GSTIN :- 21AAVCA8523C1ZT  
PAN:-AAVCA8523C



*AKM312*

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BHUBANESWAR





**Khazana Associates**  
Unlock your wealth ...with us

Date:10/08/2022

Letter no: KA/OF/003

**OFFER  
LETTER**

ITISHREE NANDA

Dear Itishree

This is with reference to your interview with us, we are pleased to offer you the position of **"Relationship Manager, Grade: Assistant Manager"** based at **"Bhubaneswar"**.

The Company shall pay during the continuation of your employment as per shown in Annexure-1.

As you are aware, Khazana Associates is a growing firm, so based on your performance and ability to shoulder responsibilities, you will have prospects to grow. You are requested to join your duties from **01/09/2022 at 10:00 AM** in Bhubaneswar Office.

Kindly submit the following documents as a part of joining formalities:

  
PRINCIPAL  
GLOBAL INSTITUTE OF MANAGEMENT  
BHUBANESWAR

Reg Off: Qr. No. EB 26, Stage 5, BDA Colony, Laxmisagar, Bhubaneswar-751006

Ph No: 0674-3569145 Mobile: +91-9873416374, +91-9315599408

Email: khazanaassociates@gmail.com www.khazanaassociates.com

GSTIN: 21AH0PB479SQ3ZP

(AMFI Registered Mutual Fund Distributor)





**Khazana Associates**  
Unlock your wealth ...with us

Sr No	Particulars
1	Curriculum Vitae
2	One set of certified Photocopies of all educational certificates (10 th Std. onwards)4
3	passport size photographs in red colour background
4	One photocopy of proof of age (Birth Certificate / School Leaving Certificate)
5	One proof of Permanent address (Voter ID card/Aadhar Card)
6	PAN Card
7	Copy Aadhar
8	Copy
9	Completion Certificate from last Educational Institute Attended
10	Blood Group Report
11	Cancelled cheque
12	Covid Vaccination Certificate
13	Consent letter for background verification.

**This offer is subject to clearance from college and other background verification.**

If in case of any misrepresentation by you at the time of interview, the offer/ appointment/ employment, will be ceased with immediate effect.

**You are requested to accept the offer on or before 14th August, 2022 from the receipt of offer letter, else this offer becomes null and void.**

Looking forward to a long-lasting relationship.

For KHAZANA ASSOCIATES

Authorized Signatory

Reg Off: Qr. No. EB 26, Stage 5, BDA Colony, Laxmisagar, Bhubaneswar-751006

Ph No: 0674-3569145 Mobile: +91-9873416374, +91-9315599408

Email: khazanaassociates@gmail.com www.khazanaassociates.com

GSTIN: 21AH0PB479SQ32P

(AMFI Registered Mutual Fund Distributor)

*Kumar*  
PRINCIPAL  
KHAZANA INSTITUTE OF MANAGEMENT  
Bhubaneswar







# Khazana Associates

Unlock your wealth ...with us

## Annexure -

I

MONTHLY COMPONENTS	PER MONTH	PER ANNUM (FY2022-23)
Salary	17000	204000
Mobile	Corporate Connection	Corporate Connection
Conveyance	₹ 500	₹ 3500
Performance Linked Incentive*	On Actuals	On Actuals

*\*Performance Linked Incentive (PLI) Variable- is solely based on management discretion. In case, if you resign or separate or exit from the firm for whatsoever reason, on or before release of payment of PLI, you will not be eligible for the benefit of PLI, and it shall not be paid. PLI amount for financial year of joining, will be based on prorate basis. PLI will be paid annually and is variable component based on rating and evaluation.*

*\*\* Calculation is shown considering full February month, actually the calculation of remuneration will be prorate as per DOJ.*

*Note: \* TDS, other taxes will be applicable from time to time and any other deductions will be applicable as per policy.*

  
PRINCIPAL  
GLOBAL INSTITUTE OF MANAGEMENT  
BHUBANESWAR

Reg Off: Qr. No. EB 26, Stage 5, BDA Colony, Laxmisagar, Bhubaneswar-751006

Ph No: 0674-3569145 Mobile: +91-9873416374, +91-9315599408

Email: khazanaassociates@gmail.com www.khazanaassociates.com

GSTIN: 21AH0PB479SQ3ZP

(AMFI Registered Mutual Fund Distributor)



# OM ASSOCIATES

Sole channel partner of Procter & Gamble and Gillette for Odisha  
Plot No. 582/959, Lane - 4, Near DAV Public School  
Pokhariput, Bhubaneswar - 21, Odisha. Ph. : 0674-2382022  
Email : omassociatesfinance@gmail.com

PERSONAL AND CONFIDENTIAL

Date: 16/08/2022

## Offer cum Appointment Letter

Dear Happy Malick,

Congratulations!!

Further to the discussion & Interview you had with us, we are pleased to offer you the position of DSE in our organization.

The terms and conditions governing your probation are given below:-

- CTC Salary:** Your Annual CTC Rs. 1,98,000/- (Rupees One Lakh Ninety Eight Thousand Only) will be paid to you. You will be entitled to Leave, PF, ESIC and other Benefits in accordance with the Relevant Acts/Company's rules applicable to you from time to time. Your Compensation is confidential between you and the Company and you are obliged to maintain absolute secrecy of the terms and conditions of your service. Your Compensation package includes the following:

**Salary Components:**

Pay Descriptions	Per Month	Per Annum
Basic	4800	57600
HRA	1920	23040
Other Allowance	5739	68868
Local Fuel Allowance	1000	12000
Fixed Gross Salary	13459	161508
Employee Deductions	Per Month	Per Annum
PF 12% On Basic	576	6912
ESIC 0.75% of Gross	101	1212
Total Deductions -Employee's	677	8124
Net Take Home	12782	153384
Employer Contributions	Per Month	Per Annum
PF (12% On Basic)	576	6912
ESIC (3.25% of Gross)	437	5244
Bonus Contribution (11% of Basic payable yearly)	528	6336
Total Contributions -Employer's	1541	18492
Locational Allowance (for specific )	1500	18000
Cost To Company	16500	198000

Variable Components:

- Travelling Allowance (TA): Shall be reimbursed at actual on monthly basis as per policy.



*(Signature)*  
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GLOBAL INSTITUTE OF MANAGEMENT  
BHUBANESWAR







1HR/Off/15-22/10

Date: 15<sup>th</sup> July, 2022  
Mr. GOURANGA SETHI

Dear Mr. Sethi

### Offer of Appointment

We are pleased to offer you an employment in the capacity of **Store Supervisor** in grade S3 in our organisation on the following terms and conditions.

1. Your date of joining shall be **30<sup>th</sup> July 2022** or earlier and this offer will be valid till such date.
2. Your initial place of posting will be at our Bhubaneswar situated at Hotel Silver Star Building, Ground Floor, Waghavadi Road, (near Kalpara) Makret Building, PIN- 754021, Odisha and you will report to our DGM— Retail Operations or his delegate/s.
3. Your probationary period will be initially for a period of 6 months.
4. Your remuneration will be as per the discussion held between us and agreed upon by you. Detailed break-up of your CTC will be given to you upon your joining.
5. Detailed Appointment letter will be given to you at the time of joining, subject to handing over the following documents :-
  - a) All testimonials/ certificates/ mark sheets pertaining to qualifications.
  - b) Voters ID card/ Passport.
  - c) Ration Card.
  - d) Age Proof Certificate/ DOB Certificate.
  - e) 3 Passport size coloured photographs.
  - f) PAN Card if any.
  - g) Address Proof document.
  - h) 2 copies of Post Card size photograph with dependants (Father, Mother, Wife & Children).
  - i) Release Letter / Accepted copy of Resignation letter from previous employer.
  - j) Blood Group Report.
  - k) UAN allotted by the previous employer.
  - l) ESI no allotted by the previous employer.

Upon joining, please report to undersigned or his delegates at our Bhubaneswar Retail situated at P-127, Ashok Nagar, Janapath, Unit-11, Bhubaneswar - 751009 by the date as mentioned in this letter under clause no 1.

In case above terms and conditions are acceptable to you please sign the duplicate copy of this letter as a token of your acceptance of the offer and return the same to us. Please note that this offer may be revoked if it is found that your past records is objectionable or if it is found that any information/declaration given by you is false or you have wilfully suppressed any material information given by you.

Thanking you,  
Yours faithfully,  
Esskay Machinery

Dipankar Roy  
Manager- HRM

Accepted



*Ambar*  
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BHUBANESWAR



# Esskay Machinery Pvt Ltd.

Mancheswar Industrial Estate, Bhubaneswar-751010,

Designation	Store Supervisor	
D.O.J	30th July 2012	
Employee Grade	S3	
	Monthly	Yearly
Basic	4,950.00	59,400.00
HRA	2,475.00	29,700.00
Conveyance Allowance	300.00	3,600.00
Special Allowance	5,130.00	61,560.00
Gross Pay	12,855.00	1,54,260.00
PF	594.00	7,128.00
E.S.I.	225.00	2,700.00
P. Tax *	110.00	1,320.00
Total Deduction	929.00	11,148.00
Net Pay	11,926.00	1,43,112.00
P.F.	594.00	7,128.00
E.S.I.	611.00	7,332.00
Bonus / Exgratia**	743.00	8,916.00
Gratuity	206.00	2,472.00
CTC	15,009.00	1,80,108.00



*Kamal K.*  
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GLOBAL INSTITUTE OF MANAGEMENT  
BHUBANESWAR





# INNOSAT PROJECT PRIVATE LIMITED

Rasulgarh, Bhubaneswar-751010

e-Mail-[innosatproject@yahoo.co.in](mailto:innosatproject@yahoo.co.in)

Date: 19.07.2022

## Intimation Letter and Terms of Reference

Dear BRAJABANDHU BEHERA

1. Your employment with **Innosat Project Prv. Ltd.** shall be valid up to 30<sup>th</sup> February 2023. During this tenure, your services will be deputed to HDFC Asset Management Company Limited to do work pertaining to/incidental to the client's business.
2. **Joining:** Subject to your submission of complete documents you are required to join on or before 30<sup>th</sup> August, 2022 unless extended by us in writing.
3. **Location:** Your location / branch will be communicated to you shortly. You may be asked to relocate to any branch depending on business requirements.
4. **Training Period:** During the training period of one year, you will be exposed to both sales and client services role.
5. **Certification:** During the course of employment you are required to complete –
  - a. NISM VA
  - b. NISM Series (X-A, X-B & V-C).
6. **Compensation:** During the training period you will receive compensation of Rs. 2, 10, 000/- per annum.
7. **Background Checks:** The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks.
8. **Other terms and conditions:**
  - a. You successfully complete your 2 year full time MBA programme.
  - b. You agree to submit the documents required by the organization – list annexed herewith.
  - c. You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of the employer
  - d. You hereby acknowledge and agree to abide by all internal Policies of the Company. The Company reserves the right to change these Policies at any time in its absolute discretion.
  - e. By way of accepting you agree to abide by the Prevention of Sexual Harassment Policy created by the organization and participate in all the initiatives taken by the company in this regard.

Please acknowledge the duplicate of this letter as a token of your acceptance. Looking forward to having you on board and wishing you a successful career with us!

Yours truly,

Authorized Signatory  
Head HRSSC



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BHUBANESWAR





**SAAYLO  
FINSERVICES**  
FACILITATION & INVESTMENTS

GSTIN: 21BIGPP0423H1ZR

Date:28/07/2022

Dear NAYAK SARAKA,

With reference to your application and the subsequent interview, we are pleased to offer you the position of "Operations" with Saaylo Finservices, for "Bhubaneswar" with immediate effect. Please find below the terms and conditions of your employment:

This position will report to Head Marketing and CRM

#### SALARY

Your annual CTC will be 1. 10 Lakh/annum. Salary payable in accordance with the Company's standard payroll schedule. This salary will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time.

#### HOURS AND COMPENSATION

This is a Full-time position requiring approximately 08 hours working per day.

#### PROBATION:

There will be a probation period of 6 month after completion of training period (3 months) and can be extended if required.

#### TERMINATION

The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice. The Company will be entitled to terminate your employment for any reason other than for just cause. The company can terminate employment anytime during the probation period.

That during the course of your employment, you will not apply or seek employment elsewhere without written permission from the Management and in case it is so detected about your seeking of employment, it will amount to breach of trust on your part.

That on cessation of your employment with us, you will be under an obligation not to join, for a period of Eighteen Months, to any competitor or any other company of the same trade of business, unless permitted by the management.

Kindly produce the following self-attested documents at the time of your joining:

1. Xerox copy of Voter ID, PAN & Aadhar Card.
2. Xerox copy of front page of Bank passbook or Cancelled Cheque; mentioning your name, account number, IFSC code.
3. Three Colour Passport Size Photographs.
4. Proof of all Educational Qualifications (Marks sheet & Certificates).
5. Pay Slips for the last three months.
6. Experience Certificate/ Release Letter/ No Objection Certificate.

You may indicate your agreement with these terms and accept this offer by signing. Upon acceptance company will provide you with necessary paperwork

*Madhusmita Saha*  
Warm regards,

SAAYLO FINSERVICES

N1/A7, 4TH FLOOR, VIP ROAD, IRC VILLAGE, NAYAPALLI,  
BHUBANESWAR-751015



*Kanishk*  
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BHUBANESWAR





Eastend Technology Pvt. Ltd.

# Eastend Technology Pvt. Ltd.

Near Mayfair Hotel, Jayadev Vihar, Bhubaneswar

## OFFER LETTER

Date: 02.06.2022

DEAR **SAGAR BHOI**

We are pleased to offer you a position as **Operations** on the following terms and conditions.

- Your date of appointment will be effective from **16.06.2022**
- Your initial employment location will be in Bhubaneswar. However your services are transferable to any place in the country or to any of the company's associate or sister concern or its subsidiary client location at the sole discretion of the management.
- As Per company guidelines your salary will be **Rs 11,000 Eleven thousand only** per month.
- Your working hours will be as follows

Mon - Sat: 0930 Am to 0600 Pm

Lunch Break: 0100 Pm to 0145 Pm

- You will be entitled to leave & other benefits in accordance with the relevant acts/company's rules applicable to you from time to time.
- Your compensation is confidential between you and the company and you are obliged to maintain absolute secrecy of the terms and conditions of your service.
- You shall be on probation/training for 6 months from the date of commencement of your service which period may be further extended at the discretion of the company. During the probation/training period, your services are terminable by the company without assigning any reason by giving 24 hours notice in writing by the company. if you wish to leave the service of the company during the probation/training period, you shall give to the company 30 days of notice in writing and the 30 days should be working period and will not considered as any sick, leave or any other issues.
- If you will leave the company without 30 days notice or didn't perform satisfactory within notice period the company has the authority to hold the salary for that month.
- You will be subject to the company's rules and regulations for the time being in force and as varied from time to time.
- You will devote your whole time and attention to your employment with the company and shall discharge your duties to the best of your ability. You shall further undertake that during the period of your employment, you shall not engage yourself directly or indirectly, with or without remuneration, in any other employment, service, or calling of any nature, without written permission from the company.
- If at any time, you by your conduct render yourself incompetent to perform your duties or if you should be disobedient, irregular in attendance, commit any breach of the terms of your employment or any of the stipulations herein contained or it is found that there is a possibility of conflict of interest, the company shall, without prejudice to any of its rights under the terms herein, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and to deduct from your salary or other emoluments if any, then due to you, the amount of any loss the company may have sustained.



30

*Kamal K.*  
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- The company has all the rights to claim the total amount as it paid by salary if the employee doesn't fulfill the all above requirements with any any cheque submitted or by taking any legal action against the Employee. The whole legal expenses of Employer will also paid by the Employee.
- Any dispute arising out of this agreement shall be subject to the jurisdiction of courts of Bhubaneswar only.

Regards,  
Sweta Mishra (HR Manager)



*Sweta Mishra*  
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Date: 31<sup>st</sup> August 2022

To,  
Mr. PINTU SETHY

Sub-Joining letter of Mr. PINTU SETHY

Dear Mr. LASIT BARAN BEHERA

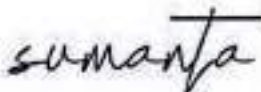
Welcome to **Grace Research Foundation**, Bhubaneswar. We are pleased to confirm your acceptance of our offer for the fulltime permanent position for **Back Office EXECUTIVE**. Your starting gross salary will be **Rs. 13,000 /-** to be paid on a monthly pay schedule and you will serve a 30 days of Probationary period.

**We are delighted for your association with us and your role as Office Executive R EXECUTIVE is critical in fulfilling in the mission of Bhubaneswa..**

We look forward to your arrival on **01.09.2022 by 10:00 AM** at our office (DLF Cyber City, Infocity, Patia, Bhubaneswar). Please report to exact location and ask for **Sumanta Kumar Das , HR MANAGER** to help you, prepare for your first day. We have enclosed the following information for your review. Your position and Job description is mentioned on your appointment letter.

During your first few week, you will meet many co-workers, supervisors, managers and Human Resource staff. We are all here to support you! These individuals are available to serve as a resource, so please let them know what you need to accomplish your new responsibilities. We are excited about your joining with us and want to ensure that you will be successful in your new role. Please don't hesitate to contact us with any questions or concerns. We look forward to a positive working relationship!!!!

Sincerely



Sumanta Kumar Das  
HR Manager



*Kamal*  
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BHUBANESWAR



# Grinity Solar Private Limited

Jaydev Vihar, Bhubaneswar-751015

## LETTER OF INTENT

Date: 18/07/2022

Dear NRUSINGHA RATH,

Congratulations!!!

With reference to your application & the subsequent interview you had with us, we are pleased to offer you the position of 'Relationship Manager' in our organization. You would be required to join us tentatively on the 10th of August 2022.

failing which this offer will automatically stand cancelled, unless a new date is agreed to by us in writing. Your total Cost to the Company will be of Rs. 2,71,200 per annum.

Components	Fig in INR/Month
Basic	8,400
House Rent Allowance	3,600
Attendance Allowance	1,400
Transport Allowance	800
Medical Allowance	1,250
Special Allowance	4,150
Insurance	1,200
Professional Tax	200
Total Gross Salary	21,200
Insurance	1,200
Professional Tax	200
Total CTC	2,71,200

You will be on training for a period of 5 days post which you will enter the probation for a period of 3 months. A detailed Employment confirmation letter will be given to you subject to the clearance of the probation completion period criteria.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that together we can build a world leader. We assure you of our support for your professional development and growth.

For Grinity Solar Private Limited

  
Rajen Patwari HR  
Manager



  
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# Global Institute of Management, Bhubaneswar

## Placement of outgoing students during the Academic Year 2020-21

Sr.No.	REGNO	NAME	Name of the Company	Salary per Annum
1	1906278001	ABHISHEK CHOUDHURY	MODULESOFT PVT. LTD	156000
2	1906278002	ADARSHA ABHISEK MOHANTY	NM EDUCATIONAL & CHARITABLE TRUST	138000
3	1906278003	ADITI MAHANTO	NM EDUCATIONAL & CHARITABLE TRUST	138000
4	1906278004	AHALYA BHUMIJA	WINTECH PROJECT	120000
5	1906278005	AJAY BAR	THOOMRI PVT.LTD	168000
6	1906278006	ALIVA PARIDA	WINTECH PROJECT	120000
7	1906278008	AMIT KESHARI BEHERA	NM EDUCATIONAL & CHARITABLE TRUST	138000
8	1906278010	ANNAPURNA MAJHI	SAAYLO FINSERVICES PVT LTD	144000
9	1906278016	BALARAM SETHI	ADITYA HYGIENE	120000
10	1906278017	BANISHREE RATH	MODULESOFT PVT. LTD	156000
11	1906278018	BARNALI MOHANTY	Grinity Solar Private Limited	161400
12	1906278019	BHARAT KUMAR BEHERA	SAAYLO FINSERVICES PVT LTD	144000
13	1906278020	BIDUSMITA DIGAL	WINTECH PROJECT	120000
14	1906278021	BIKRAM RANA	WINTECH PROJECT	120000
15	1906278022	BIRAJA PRASAD THATOI	Globe Converge Consultants LLP	144000
16	1906278024	BISWAJIT SAHU	Pinnacle Human Resource Pvt. Ltd	180000
17	1906278025	BISWARAJESH BEHERA	Pinnacle Human Resource Pvt. Ltd	144000
18	1906278027	CHINMAYEE ROUT	WINTECH PROJECT	120000
19	1906278029	DAYANIDHI MALIK	Pinnacle Human Resource Pvt. Ltd	180000
20	1906278030	DEBASIS PANDA	THOOMRI PVT.LTD	168000
21	1906278032	DEWARANJAN PRADHAN	Grinity Solar Private Limited	161400
22	1906278033	DILLIP KUMAR SAMAL	EMPOWERTRANS PVT. LTD	96000
23	1906278034	DRUPAD KUMAR PATTANAIK	EMPOWERTRANS PVT. LTD	96000
24	1906278035	ELINA SAMAL	MODULESOFT PVT. LTD	156000
25	1906278037	GOBINDA GOND	Esskay Machinery Pvt Ltd	132960
26	1906278038	GOURAB KUMAR ROUT	SEARCHING YARD	162000
27	1906278039	GURU PRASAD HOTA	THOOMRI PVT.LTD	168000
28	1906278040	JAGABANDHU NAYAK	AKP CONFRA PVT LTD	144000
29	1906278042	JASADA DEVI DAS	AKP CONFRA PVT LTD	144000
30	1906278043	JATIN PRADHAN	AKP CONFRA PVT LTD	144000
31	1906278044	KALPANA MALLICK	CITICON BUILDING PVT LTD	144000
32	1906278046	KANHA AGRAWALLA	SEARCHING YARD	162000
33	1906278047	KAUSHIKEE DWIVEDI	KHAZANA ASSOCIATES	144000
34	1906278048	KIRTIDIPA MOHAPATRA	Shilpa Infra Projects PVT. LTD.	151400
35	1906278051	LEEZA SWAIN	CITICON BUILDING PVT LTD	144000
36	1906278052	LIPSARANI SAMANTRAY	Esskay Machinery Pvt Ltd	132960
37	1906278054	MAHESWAR MUKHI	Globe Converge Consultants LLP	144000
38	1906278056	MANISHA SAMAL	SAAYLO FINSERVICES PVT LTD	144000
39	1906278058	MILI BHOI	KHAZANA ASSOCIATES	144000
40	1906278059	MRIYASMITA JENA	Sanjukta Mobile Pvt. Ltd.	144000
41	1906278060	NALINIKANTA BASANTIA	SEARCHING YARD	162000
42	1906278062	NILANCHALA BEHERA	EMPOWERTRANS PVT. LTD	96000
43	1906278063	NIRMAL KUMAR DAS	GRACE RESEARCH FOUNDATION	156000



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44	1906278064	PANKAJINI MUNDARY	AKP CONFRA PVT LTD	144000
45	1906278065	PHUL CHAND GOUD	KHAZANA ASSOCIATES	144000
46	1906278066	PIPA MALLICK	Sanjukta Mobile Pvt. Ltd.	144000
47	1906278068	PRAKASH KUMAR BEHERA	AKP CONFRA PVT LTD	144000
48	1906278069	PRAKASH PRADHAN	CITICON BUILDING PVT LTD	144000
49	1906278070	PRANAYA RANJAN MAHALA	NM EDUCATIONAL & CHARITABLE TRUST	138000
50	1906278071	PRATIMA MALLICK	EMPOWERTRANS PVT. LTD	96000
51	1906278073	PRIYANKA SETHY	Esskay Machinery Pvt Ltd	132960
52	1906278075	PUSPALATA BEHERA	CITICON BUILDING PVT LTD	144000
53	1906278077	RAJASHREE SAMAL	ADITYA HYGIENE	120000
54	1906278078	RAJKISHORE BEHERA	Shilpa Infra Projects PVT. LTD.	151400
55	1906278079	RAKESH SETHI	NM EDUCATIONAL & CHARITABLE TRUST	138000
56	1906278080	RANJIT KUMAR MAJHI	Grinity Solar Private Limited	161400
57	1906278082	RASMITA PURTY	KHAZANA ASSOCIATES	144000
58	1906278083	REBIKA PRADHAN	Esskay Machinery Pvt Ltd	132960
59	1906278085	ROHINI SETHY	Grinity Solar Private Limited	161400
60	1906278086	ROJALIN SAHOO	MODULESOFT PVT. LTD	156000
61	1906278087	SACHIN PRADHAN	NM EDUCATIONAL & CHARITABLE TRUST	138000
62	1906278088	SAMPAD KUMAR BEHERA	Sanjukta Mobile Pvt. Ltd.	180000
63	1906278089	SANDHYARANI MALLICK	ADITYA HYGIENE	120000
64	1906278090	SANGHAMITRA SAHOO	Shilpa Infra Projects PVT. LTD.	151400
65	1906278091	SANGITA MAJHY	EMPOWERTRANS PVT. LTD	96000
66	1906278092	SANGRAM BEHERA	Pinnacle Human Resource Pvt. Ltd	180000
67	1906278094	SANJIB KUMAR BHOI	Sanjukta Mobile Pvt. Ltd.	180000
68	1906278095	SANKET SUBHANKAR ROUT	ADITYA HYGIENE	120000
69	1906278098	SARASWATI DEMTA	GRACE RESEARCH FOUNDATION	156000
70	1906278102	SHILPA MISTRY	Shilpa Infra Projects PVT. LTD.	151400
71	1906278103	SHUBHAM KUANR	Shilpa Infra Projects PVT. LTD.	151400
72	1906278106	SMRUTIRANJAN MAHARANA	Esskay Machinery Pvt Ltd	132960
73	1906278107	SMRUTIREKHA MALLICK	SAAYLO FINSERVICES PVT LTD	144000
74	1906278109	SUBHAM PRADHAN	THOOMRI PVT.LTD	168000
75	1906278110	SUBRATA PADHI	Pinnacle Human Resource Pvt. Ltd	180000
76	1906278111	SUJIT KUMAR BEHERA	GRACE RESEARCH FOUNDATION	156000
77	1906278113	SURYA PRASAD PAIKRAY	SEARCHING YARD	162000
78	1906278114	SUSHOVAN BEHERA	GRACE RESEARCH FOUNDATION	156000
79	1906278115	SUSHREE SANGITA SAHOO	SEARCHING YARD	144000
80	1906278116	SWARUP SAMAL	Globe Converge Consultants LLP	144000
81	1906278118	TAPAN TUDU	THOOMRI PVT.LTD	168000
82	1906278120	USHARANI BEHERA	GRACE RESEARCH FOUNDATION	156000



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# MODULESOFT PVT. LTD.

B Tower, Nayapalli, Bhubaneswar, Pin- 751012

Date: 20/07/2021

Letter no: MPL/OF/105

## OFFER LETTER

Dear ABHISHEK CHOUDHURY

This is with reference to your interview with us, we are pleased to offer you the position of **Front Office Executive.**

The Company shall pay during the continuation of Rs. 156000 /- per Annum and Incentive.

As you are aware, Modulesoft Pvt. Ltd. is a growing firm, so based on your performance and ability to shoulder responsibilities, you will have prospects to grow. You are requested to join your duties from **10/08/2021 at 10:00 AM** in Bhubaneswar Office.

**his offer is subject to clearance from college and other background verification.**

If in case of any misrepresentation by you at the time of interview, the offer/ appointment/ employment, will be ceased with immediate effect.

**You are requested to accept the offer on or before 25th July, 2021 from the receipt of offer letter, else this offer becomes null and void.**

Looking forward to a long-lasting relationship.

For Modulesoft Pvt. Ltd.

Authorized Signatory



*A. K. Mishra*  
PRINCIPAL  
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BHUBANESWAR



**NM EDUCATIONAL & CHARITABLE TRUST**  
Bhimatangi, Bhubaneswar-751002

Date: 05.05.2021

Dear  
Mr. ADARSHA ABHISEK MOHANTY

On behalf of **NM Educational & Charitable Trust**, it is my pleasure to confirm an appointment with our organization as **Office Executive**.

**Compensation:** Your total CTC Rs 138000 /- (annual CTC amount) payable in monthly instalments and will be subject to statutory and other deductions as per company policy.

**Probation Period:** there will be an initial probation period of Six months from the date of employment, which may be extended by **NM Educational & Charitable Trust**, as its discretion.

**Working Hours:** The working hours are going to be from 9.30 Am to 05.30 PM. The company works typically Six days a week. You will be expected to work in the shift assigned to you by your supervisors. You will be required to work Six days a week and your weekly off may not necessarily be on Sunday.

**Leaves:** You will be entitled to get 15 annual leaves and 12 casual leaves every year. All leave requests must be submitted to your supervisor in writing in prior to the period of time requested.

**Place of employment:** Your initial place of employment will be City Office, Bhubaneswar. However, based on the needs of the company you may be transferred to any of the branches of the company.

**Notice Period:** You are required to provide a notice period of 90 days. Company may accept the resignation immediately or in a time period of less than 1 month to 3 months based on the priorities.

Yours truly,  
NM Educational & Charitable Trust

Authorized Signatory.



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Date: 19.06.2021

## Offer of Appointment

Dear AHALYA BHUMIJA

1. Your employment with **Wintech Project** shall be valid up to 30<sup>th</sup> August 2022.
2. **Joining:** Subject to your submission of complete documents you are required to join on or before 15<sup>th</sup> July, 2021 unless extended by us in writing.
3. **Location:** Your location / branch will be communicated to you shortly. You may be asked to relocate to any branch depending on business requirements.
4. **Training Period:** During the training period of one year, you will be exposed to both sales and client services role.
5. **Compensation:** During the training period you will receive compensation of Rs. 1, 20, 000/- per annum.
6. **Background Checks:** The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks.
7. **Other terms and conditions:**
  - a. You successfully complete your 2 year full time MBA programme.
  - b. You agree to submit the documents required by the organization – list annexed herewith.
  - c. You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of the employer
  - d. You hereby acknowledge and agree to abide by all internal Policies of the Company. The Company reserves the right to change these Policies at any time in its absolute discretion.
  - e. By way of accepting you agree to abide by the Prevention of Sexual Harassment Policy created by the organization and participate in all the initiatives taken by the company in this regard.

Please acknowledge the duplicate of this letter as a token of your acceptance. Looking forward to having you on board and wishing you a successful career with us!

Yours truly,



Authorized Signatory  
Manager-HR



  
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BHUBANESWAR

Date:15/06/2021

## APPOINTMENT ORDER

\*\*\*

Mr. AJAY BAR is appointed as Front Office Executive in the department of Human Resource at Thoomri Pvt. Ltd. Bhubaneswar. This appointment takes effect from the date of his joining. He shall attend to all duties as assigned by institutional authorities from time to time.

An annual CTC of Rs14000/- will be paid to him/her which will subject to statutory deductions as per company policy.

This appointment is governed by the Service, Conduct, and Leave Rules of the Institution in force from time to time and is terminable with three months notice on either side or notice pay in lieu thereof.

He has to submit the certified copies of all his/her certificates relating to qualifications and previous company experience besides original relieving certificates issued by the previous institution where he worked if any should be submitted.

For the Thoomri Pvt. Ltd,

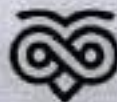


Authorized Signatory.



  
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**SAAYLO**  
**FINSERVICES**  
FACILITATION & INVESTMENTS

GSTIN: 21BIGPP0423H1ZR

Date: 15/05/2021

Dear ANNAPURNA MAJHI,

With reference to your application and the subsequent interview, we are pleased to offer you the position of "Front Office Executive" with Saaylo Finservices, for "Bhubaneswar" with immediate effect. Please find below the terms and conditions of your employment:

This position will report to Head Marketing and CRM

#### SALARY

Your annual CTC will be 1.44 Lakh/annum. Salary payable in accordance with the Company's standard payroll schedule. This salary will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time.

#### HOURS AND COMPENSATION

This is a Full-time position requiring approximately 08 hours working per day.

#### PROBATION:

There will be a probation period of 6 month after completion of training period (3 months) and can be extended if required.

#### TERMINATION

The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice. The Company will be entitled to terminate your employment for any reason other than for just cause. The company can terminate employment anytime during the probation period.

That during the course of your employment, you will not apply or seek employment elsewhere without written permission from the Management and in case it is so detected about your seeking of employment, it will amount to breach of trust on your part.

That on cessation of your employment with us, you will be under an obligation not to join, for a period of Eighteen Months, to any competitor or any other company of the same trade of business, unless permitted by the management.

Kindly produce the following self-attested documents at the time of your joining:

1. Xerox copy of Voter ID, PAN & Aadhar Card.
2. Xerox copy of front page of Bank passbook or Cancelled Cheque; mentioning your name, account number, IFSC code.
3. Three Colour Passport Size Photographs.
4. Proof of all Educational Qualifications (Marks sheet & Certificates).
5. Pay Slips for the last three months.
6. Experience Certificate/ Release Letter/ No Objection Certificate.

You may indicate your agreement with these terms and accept this offer by signing. Upon acceptance company will provide you with necessary paperwork

*Madhusmita Sahu*  
Warm regards,

SAAYLO FINSERVICES  
N1/A7, 4TH FLOOR, VIP ROAD, IRC VILLAGE, NAYAPALLI,  
BHUBANESWAR-751015



*Arundh*  
PRINCIPAL  
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BHUBANESWAR

N-1/A7, 4th Floor, VIP Road, IRC Village, Nayapalli, Bhubaneswar - 751015  
Mob: 7894500999, 7894700999 Email: saaylofinservices@gmail.com



# Grinity Solar Private Limited

Jaydev Vihar, Bhubaneswar-751015

## LETTER OF INTENT

Date: 02/08/2021

Dear BARNALI MOHANTY,

Congratulations!!!

With reference to your application & the subsequent interview you had with us, we are pleased to offer you the position of 'Relationship Manager' in our organization. You would be required to join us tentatively on the 01st of September 2021.

failing which this offer will automatically stand cancelled, unless a new date is agreed to by us in writing. Your total Cost to the Company will be of Rs. 1,200 per annum.

Components	Fig in INR/Month
Basic	6,400
House Rent Allowance	1,600
Attendance Allowance	1,200
Transport Allowance	800
Medical Allowance	1,000
Special Allowance	2,150
Insurance	1,000
Professional Tax	200
Total Gross Salary	14,350
Insurance	800
Professional Tax	100
Total CTC	1,61,400

You will be on training for a period of 5 days post which you will enter the probation for a period of 3 months. A detailed Employment confirmation letter will be given to you subject to the clearance of the probation completion period criteria.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that together we can build a world leader. We assure you of our support for your professional development and growth.

For Grinity Solar Private Limited

Rajen Patwari

HR Manager



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BHUBANESWAR





# GLOBE CONVERGE CONSULTANTS LLP

Rasulgarh, Bhubaneswar-751010

e-Mail: info@gcc.co.in

Date 15/08/2021

## OFFER LETTER

To,  
Mr. BIRAJA PRASAD THATOI

With reference to your application and subsequent discussion you had with us, we feel great pleasure to offer you the position of "Office Executive" and you shall be posted @ Bhubaneswar.

Your C.T.C as per the discussion you had with us shall be Rs.1.44Lakhs/ Annum. Office  
Time: General Shift.  
Weekly – Off: Sunday.

We will issue detailed letter soon after you join duties.

You are requested to report on Dt: 01/09/2022 @ Bhubaneswar @ 9:30am. Kindly reply us in writing your acceptance of the offer.

P.S. You are requested to submit the following while joining

1. Bank Details.
2. Pan card & Aadhar card. Driving license photocopy
3. Qualification Documents Photocopy
4. One Passport Size Photograph

For M/S GLOBE CONVERGE CONSULTANTS

Ms. Barsha Dash

Human Resource Department



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GLOBAL INSTITUTE OF MANAGEMENT  
BHUBANESWAR

Date: 15/06/2021.

Dear Mr. BISWAJIT SAHU

Sub: Letter of Appointment.

With referring to your application seeking employment with **Pinnacle Human Resource** and also the subsequent interviews you had with us. We are happy to offer you employment with our organization as **Accounts Executive** in Grade **G7**.

**Appointment:** Your appointment as **Accounts Executive** commenced from 01/07/2021 and you will be on probation for a period of six (6) months from the date of your appointment.

**Salary:** Your monthly salary is **Rs 15,000** /-

**Place of work:** Your initial place of work will be the Organization's Unit located in Bhubaneswar, Odisha. However, considering Organizational requirements, you may be transferred to any other location.

We welcome you to **Pinnacle Human Resource** family and wish all success in your assignment with us.

Yours sincerely,

For Pinnacle Human Resource,



Authorized Signatory

### Acceptance & Declaration

I hereby acknowledge the terms and conditions of this Letter and I further confirm & declare that I shall abide by the above terms and conditions.

Employee Signature.



  
PRINCIPAL  
GLOBAL INSTITUTE OF MANAGEMENT  
BHUBANESWAR



Date: 15/06/2021.

Dear Mr. DAYANIDHI MALIK

Sub: Letter of Appointment.

With referring to your application seeking employment with **Pinnacle Human Resource** and also the subsequent interviews you had with us. We are happy to offer you employment with our organization as **Accounts Executive** in Grade **G7**.

**Appointment:** Your appointment as **Accounts Executive** commenced from 01/07/2021 and you will be on probation for a period of six (6) months from the date of your appointment.

**Salary:** Your monthly salary is **Rs 15,000** /-

**Place of work:** Your initial place of work will be the Organization's Unit located in Bhubaneswar, Odisha. However, considering Organizational requirements, you may be transferred to any other location.

We welcome you to **Pinnacle Human Resource** family and wish all success in your assignment with us.

Yours sincerely,

For Pinnacle Human Resource,



Authorized Signatory

### Acceptance & Declaration

I hereby acknowledge the terms and conditions of this Letter and I further confirm & declare that I shall abide by the above terms and conditions.

Employee Signature.



  
PRINCIPAL  
GLOBAL INSTITUTE OF MANAGEMENT  
BHUBANESWAR

Date:15/06/2021

## APPOINTMENT ORDER

\*\*\*

Mr. DEBASIS PANDA is appointed as Front Office Executive in the department of Human Resource at Thoomri Pvt. Ltd. Bhubaneswar. This appointment takes effect from the date of his joining. He shall attend to all duties as assigned by institutional authorities from time to time.

An annual CTC of Rs14000/- will be paid to him/her which will subject to statutory deductions as per company policy.

This appointment is governed by the Service, Conduct, and Leave Rules of the Institution in force from time to time and is terminable with three months notice on either side or notice pay in lieu thereof.

He has to submit the certified copies of all his/her certificates relating to qualifications and previous company experience besides original relieving certificates issued by the previous institution where he worked if any should be submitted.

For the Thoomri Pvt. Ltd,



Authorized Signatory.



  
PRINCIPAL  
GLOBAL INSTITUTE OF MANAGEMENT  
BHUBANESWAR





# Esskay Machinery Pvt Ltd.

Mancheswar Industrial Estate, Bhubaneswar-751010,

HR/OFF/14-21/21

Date: 14<sup>th</sup> June, 2021

Dear GOBINDA GOND

### Offer of Appointment

We are pleased to offer you an employment in the capacity of **Office Executive** in grade S4 in our organisation on the following terms and conditions.

1. Your date of joining shall be 14<sup>th</sup> June 2021 or earlier and this offer will be valid till such date.
2. Your initial place of posting will be at our Bhubaneswar situated at Hotel Silver Star Building, Ground Floor, Waghavadi Road, (near Kalpara) Market Building, PIN- 754021, Odisha and you will report to our DGM— Retail Operations or his delegate/s.
3. Your probationary period will be initially for a period of 6 months.
4. Your remuneration will be as per the discussion held between us and agreed upon by you. Detailed break-up of your CTC will be given to you upon your joining.
5. Detailed Appointment letter will be given to you at the time of joining, subject to handing over the following documents :-
  - a) All testimonials/ certificates/ mark sheets pertaining to qualifications.
  - b) Voters ID card/ Passport.
  - c) Ration Card.
  - d) Age Proof/ Certificate/ DOB Certificate.
  - e) 3 Passport size colored photographs.
  - f) PAN Card if any.
  - g) Address Proof document.
  - h) 2 copies of Post Card size photograph with dependants (Father, Mother, Wife & Children).
  - i) Release Letter/ Accepted copy of Resignation letter from previous employer.
  - j) Blood Group Report.
  - k) UAN allotted by the previous employer.
  - l) ESI no allotted by the previous employer.

Upon joining, please report to undersigned or his delegates at our Bhubaneswar Retail situated at P-127, Ashok Nagar, Jaspur, Unit-11, Bhubaneswar - 751009 by the date as mentioned in this letter under clause no 1.

In case above terms and conditions are acceptable to you please sign the duplicate copy of this letter as a token of your acceptance of the offer and return the same to us. Please note that this offer may be revoked if it is found that your past records is objectionable or if it is found that any information/declaration given by you is false or you have willfully suppressed any material information given by you.

Thanking you,  
Yours faithfully,  
Esskay Machinery

Dipankar Roy  
Manager- HRM

Accepted



*Kamini*  
PRINCIPAL  
GLOBAL INSTITUTE OF MANAGEMENT  
BHUBANESWAR



# Esskay Machinery Pvt Ltd.

Mancheswar Industrial Estate, Bhubaneswar-751010,

Designation	Store Supervisor	
D.O.J	30th July 2022	
Employee Grade	S3	
	Monthly	Yearly
Basic	3,950.00	47,400.00
HRA	3,475.00	41,700.00
Conveyance Allowance	300.00	3,600.00
Special Allowance	3,130.00	37,560.00
Gross Pay	9,855.00	1,18,260.00
P.F	594.00	7,128.00
E.S.I.	225.00	2,700.00
P. Tax *	110.00	1,320.00
Total Deduction	929.00	11,148.00
Net Pay	8926.00	1,07,112.00
P.F.	594.00	7,128.00
E.S.I.	611.00	7,332.00
Bonus / Exgratia**	743.00	8,916.00
Gratuity	206.00	2,472.00
CTC	11,080.00	1,32,960.00



*Kamal K*  
PRINCIPAL  
GLOBAL INSTITUTE OF MANAGEMENT  
BHUBANESWAR



Date: 06/06/2021

Dear GOURAB KUMAR ROUT

Appointment to the position of Office Executive.

With reference to your application for employment and subsequent interview with us, we are pleased to appoint you as Office Executive in our organization on the following terms and conditions.

1. The effective date of your appointment is 01/07/2021.
2. You will serve a probationary period of six months before being confirmed in your position of employment based on satisfactory performance. During this period termination of service may be at short notice of 15 days.
3. After confirmation the employment may be terminated by either side giving notice of one month or payment equivalent to one month's salary in lieu of notice.
4. Your gross monthly salary will be Rs 13500/- which will be subjected to the statutory deductions as per the state's law. However, management may exercise the option to review it depending on your performance and conduct.
5. You will be entitled to 15 days of earned leaves only after one year of the uninterrupted service. Sick and casual leaves will be treated on as it comes basis.
6. This contract shall be deemed to be terminated at incidences of gross misconduct of the employee or underperformance during your probation period.

We heartly congratulate and welcome you to the family of Searching Yard.

Yours truly,

For Searching Yard,



Authorized signatory,



  
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BHUBANESWAR



# CITICON BUILDING PVT. LTD.

Plot No – 540, Saheed Nagar, Near Saheed Sporting Club, BBSR-7, Odisha

Ref. No. CBD/AL/214/2021

Date:06/09/2021

Dear KALPANA MALLICK,

With reference to your application and the subsequent interview, we are pleased to offer you the position of "Office Executive" with Citicon Building Pvt. Ltd., for "Bhubaneswar" with immediate effect.

Please find below the terms and conditions of your employment:

This position will report to Head Marketing and CRM

## SALARY

Your annual CTC will be 1.44 Lakh/annum. Salary payable in accordance with the Company's standard payroll schedule. This salary will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time.

## HOURS AND COMPENSATION

This is a Full-time position requiring approximately 08 hours working per day.

## PROBATION:

There will be a probation period of 6 month after completion of training period (3 months) and can be extended if required.

## TERMINATION

The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice. The Company will be entitled to terminate your employment for any reason other than for just cause. The company can terminate employment anytime during the probation period.

That during the course of your employment, you will not apply or seek employment elsewhere without written permission from the Management and in case it is so detected about your seeking of employment, it will amount to breach of trust on your part.

That on cessation of your employment with us, you will be under an obligation not to join, for a period of Eighteen Months, to any competitor or any other company of the same trade of business, unless permitted by the management.

Kindly produce the following self-attested documents at the time of your joining:

1. Xerox copy of Voter ID, PAN & Aadhar Card.
2. Xerox copy of front page of Bank passbook or Cancelled Cheque; mentioning your name, account number, IFSC code.
3. Three Colour Passport Size Photographs.
4. Proof of all Educational Qualifications (Marks sheet & Certificates).
5. Pay Slips for the last three months.
6. Experience Certificate/ Release Letter/ No Objection Certificate.

You may indicate your agreement with these terms and accept this offer by signing. Upon acceptance company will provide you with necessary paperwork



*Kamalika*  
PRINCIPAL  
GLOBAL INSTITUTE OF MANAGEMENT  
BHUBANESWAR



We welcome you to the Citicon Family.

If you agree with all the T&C then please revert to this email. A hard copy will be provided upon joining. We shall treat it as acceptance of the employment offer.

Thanks,

*Rajib Das*

Mr. Rajib Kumar Das  
HR Marketing



*Rajib Das*  
PRINCIPAL  
GLOBAL INSTITUTE OF MANAGEMENT  
BHUBANESWAR



**Khazana Associates**

Unlock your wealth ...with us

Date:09/07/2021

Letter no: KAVOF/101

**OFFER  
LETTER**

Dear PHUL CHAND GOUD

This is with reference to your interview with us, we are pleased to offer you the position of "Office Executive" based at "Bhubaneswar".

The Company shall pay during the continuation of your employment as per shown in Annexure-1.

As you are aware, Khazana Associates is a growing firm, so based on your performance and ability to shoulder responsibilities, you will have prospects to grow. You are requested to join your duties from 01/09/2021 at 10:00 AM in Bhubaneswar Office.

Kindly submit the following documents as a part of joining formalities:



*Khazana*  
PRINCIPAL  
GLOBAL INSTITUTE OF MANAGEMENT  
BHUBANESWAR

Reg Off: Qr. No. EB 26, Stage 5, BDA Colony, Laxmisagar, Bhubaneswar-751006

Ph No: 0674-3569145 Mobile: +91-9873416374, +91-9315599408

Email: khazanaassociates@gmail.com www.khazanaassociates.com

GSTIN: 21AH0PB479SQ3ZP

(AMFI Registered Mutual Fund Distributor)





**Khazana Associates**

Unlock your wealth ...with us

Sr No	Particulars
1	Curriculum Vitae
2	One set of certified Photocopies of all educational certificates (10 th Std. onwards)4
3	passport size photographs in red colour background
4	One photocopy of proof of age (Birth Certificate / School Leaving Certificate)
5	One proof of Permanent address (Voter ID card/Aadhar Card)
6	PAN Card
7	CopyAadhar
8	Copy
9	Completion Certificate from last Educational Institute Attended
10	Blood Group Report
11	Cancelled cheque
12	Covid Vaccination Certificate
13	Consent letter for background verification.

**This offer is subject to clearance from college and other background verification.**

If in case of any misrepresentation by you at the time of interview, the offer/ appointment/ employment, will be ceased with immediate effect.

**You are requested to accept the offer on or before 01th September, 2021 from the receipt of offer letter, else this offer becomes null and void.**

Looking forward to a long-lasting relationship.

For KHAZANA ASSOCIATES

Authorized Signatory



Reg Off: Qr. No. EB 26, Stage 5, BDA Colony, Laxmisagar, Bhubaneswar-751006

Ph No: 0674-3569145 Mobile: +91-9873416374, +91-9315599408

Email: khazanaassociates@gmail.com www.khazanaassociates.com

CSTIN: 21AH0P8479SQ3ZP

(AMFI Registered Mutual Fund Distributor)

**PRINCIPAL  
GLOBAL INSTITUTE OF MANAGEMENT  
BHUBANESWAR**



**Khazana Associates**

Unlock your wealth ...with us

**Annexure -I**

MONTHLY COMPONENTS	PER MONTH	PER ANNUM (FY2022-23)
Salary	12000	144000
Mobile	Corporate Connection	Corporate Connection
Conveyance	₹ 500	₹ 3500
Performance Linked Incentive*	On Actuals	On Actuals

*\*Performance Linked Incentive (PLI) Variable- is solely based on management discretion. In case, if you resign or separate or exit from the firm for whatsoever reason, on or before release of payment of PLI, you will not be eligible for the benefit of PLI, and it shall not be paid. PLI amount for financial year of joining, will be based on prorata basis. PLI will be paid annually and is variable component based on rating and evaluation.*

*\*\* Calculation is shown considering full February month, actually the calculation of remuneration will be prorata as per DOJ.*

*Note: \* TDS, other taxes will be applicable from time to time and any other deductions will be applicable as per policy.*



*K. Anand*  
PRINCIPAL  
GLOBAL INSTITUTE OF MANAGEMENT  
BHUBANESWAR

Reg Off: Qr. No. EB 26, Stage 5, BDA Colony, Laxmisagar, Bhubaneswar-751006

Ph No: 0674-3569145 Mobile: +91-9873416374, +91-9315599408

Email: khazanaassociates@gmail.com www.khazanaassociates.com

GSTIN: 21AH0PB4795Q3ZP

(AMFI Registered Mutual Fund Distributor)





**NM EDUCATIONAL & CHARITABLE TRUST**  
Bhimatangi, Bhubaneswar-751002

Date: 05.05.2021

Dear  
Mr. PRANAYA RANJAN MAHALA

On behalf of **NM Educational & Charitable Trust**, it is my pleasure to confirm an appointment with our organization as **Office Executive**.

**Compensation:** Your total CTC Rs 138000 /- (annual CTC amount) payable in monthly instalments and will be subject to statutory and other deductions as per company policy.

**Probation Period:** there will be an initial probation period of Six months from the date of employment, which may be extended by **NM Educational & Charitable Trust**, as its discretion.

**Working Hours:** The working hours are going to be from 9.30 Am to 05.30 PM. The company works typically Six days a week. You will be expected to work in the shift assigned to you by your supervisors. You will be required to work Six days a week and your weekly off may not necessarily be on Sunday.

**Leaves:** You will be entitled to get 15 annual leaves and 12 casual leaves every year. All leave requests must be submitted to your supervisor in writing in prior to the period of time requested.

**Place of employment:** Your initial place of employment will be City Office, Bhubaneswar. However, based on the needs of the company you may be transferred to any of the branches of the company.

**Notice Period:** You are required to provide a notice period of 90 days. Company may accept the resignation immediately or in a time period of less than 1 month to 3 months based on the priorities.

Yours truly,  
NM Educational & Charitable Trust

Authorized Signatory.



*Kamla*  
PRINCIPAL  
GLOBAL INSTITUTE OF MANAGEMENT  
BHUBANESWAR

Date:15/06/2021

## APPOINTMENT ORDER

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Mr. TAPAN TUDU is appointed as Front Office Executive in the department of Human Resource at Thoomri Pvt. Ltd. Bhubaneswar. This appointment takes effect from the date of his joining. He shall attend to all duties as assigned by institutional authorities from time to time.

An annual CTC of Rs14000/- will be paid to him/her which will subject to statutory deductions as per company policy.

This appointment is governed by the Service, Conduct, and Leave Rules of the Institution in force from time to time and is terminable with three months notice on either side or notice pay in lieu thereof.

He has to submit the certified copies of all his/her certificates relating to qualifications and previous company experience besides original relieving certificates issued by the previous institution where he worked if any should be submitted.

For the Thoomri Pvt. Ltd,



Authorized Signatory.



*Nimala*  
Principal  
GLOBAL INSTITUTE OF MANAGEMENT  
BHUBANESWAR





# GLOBE CONVERGE CONSULTANTS LLP

Rasulgarh, Bhubaneswar-751010

e-Mail: info@gcc.co.in

Date 15/08/2021

## OFFER LETTER

To,  
**Mr. SWARUP SAMAL**

With reference to your application and subsequent discussion you had with us, we feel great pleasure to offer you the position of "**Office Executive**" and you shall be posted @ Bhubaneswar.

Your C.T.C as per the discussion you had with us shall be Rs.1.44Lakhs/ Annum. Office  
Time: General Shift.  
Weekly – Off: Sunday.

We will issue detailed letter soon after you join duties.

You are requested to report on Dt: 01/09/2022 @ Bhubanesar @ 9:30am. Kindly reply us in writing your acceptance of the offer.

P.S. You are requested to submit the following while joining

1. Bank Details.
2. Pan card & Aadhar card. Driving license photocopy
3. Qualification Documents Photocopy
4. One Passport Size Photograph

For MIS GLOBE CONVERGE CONSULTANTS

Ms. Barsha Dash

Human Resource Department



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BHUBANESWAR



# Global Institute of Management, Bhubaneswar

## Placement of outgoing students during the Academic Year 2019-20

Sr.No.	REGNO	NAME	Name of the Company	Salary per Annum
1	1806278001	AJIT KAUSALYA	WINTech PROJECT	132000
2	1806278002	AJIT NAYAK	THOOMRI PVT.LTD	156000
3	1806278003	AMIT ANJAN PRADHAN	Shilpa Infra Projects PVT. LTD.	144000
4	1806278004	AMIT KUMAR NAYAK	SEARCHING YARD	162000
5	1806278005	AMRUTA KUMAR	Pinnacle Human Resource Pvt. Ltd	120000
6	1806278009	ASISH KUMAR PANDA	NM EDUCATIONAL & CHARITABLE TRUST	121000
7	1806278011	BADRINARAYAN TRIPATHY	Nina Solar	144000
8	1806278012	BARSARANI DAS	MODULESOFT PVT. LTD	132000
9	1806278013	BARSARANI MAHAPATRA	Khazaana	144000
10	1806278015	BHANUPRIYA PATTANAIK	INNOSAT PROJECT PRIVATE LIMITED	96000
11	1806278016	BHARAT SETHI	Grinity Solar Private Limited	108000
12	1806278017	BIBEKANANDA BEHERA	GRAND MARK INFRASTRUCTURE PRIVATE LTD	120000
13	1806278018	BIBHURANJAN MAHALI	GRACE RESEARCH FOUNDATION	144000
14	1806278019	BIDYUT KUMAR MISHRA	Globe Converge Consultants LLP	132000
15	1806278020	BIGHNARAJ PRADHAN	Esskay Machinery Pvt Ltd	108000
16	1806278021	BIKASH CHANDRA NAIK	EMPOWERTRANS PVT. LTD	960000
17	1806278022	BIKASH KUMAR BEHERA	Eastend Technology Pvt Ltd	120000
18	1806278023	BIKASH KUMAR DALAI	CITICON BUILDING PVT LTD	132000
19	1806278026	BISWAJEET PANDA	Aditya Hygiene	120000
20	1806278027	BISWAJIT NAYAK	Sanjukta Mobile	138000
21	1806278028	BRUNDABAN DEHURI	Scrim Capital	150000
22	1806278029	BRUNDABAN SIA	Saaylo Finservices	132000
23	1806278030	CHINMAYA SAHOO	WINTech PROJECT	132000
24	1806278033	DASARATHA PRADHAN	THOOMRI PVT.LTD	156000
25	1806278034	DEEPAK KUMAR MAHALIK	Shilpa Infra Projects PVT. LTD.	144000
26	1806278035	DEEPAK MALIK	SEARCHING YARD	162000
27	1806278036	DHANANJAYA MALLIK	Pinnacle Human Resource Pvt. Ltd	120000
28	1806278037	DHANANJAYA SAMANTRAY	NM EDUCATIONAL & CHARITABLE TRUST	121000
29	1806278038	DHARITRI BEHERA	Nina Solar	144000
30	1806278039	ESRAEL DALABEHERA	MODULESOFT PVT. LTD	132000
31	1806278040	GANESH KUMAR PRUSTY	Khazaana	144000
32	1806278042	GOURI SANKAR JALLY	INNOSAT PROJECT PRIVATE LIMITED	96000
33	1806278044	HIMANSU BEHERA	Grinity Solar Private Limited	108000
34	1806278046	JOSEPH SABAR	GRAND MARK INFRASTRUCTURE PRIVATE LTD	120000
35	1806278048	JYOTI PRAKASH SAHOO	GRACE RESEARCH FOUNDATION	144000
36	1806278049	JYOTIRMAYEE KUMBHAR	Globe Converge Consultants LLP	132000
37	1806278051	K PRABEEN KUMAR PRUSTY	Esskay Machinery Pvt Ltd	108000
38	1806278052	KAHNU CHARANA SETHY	EMPOWERTRANS PVT. LTD	960000
39	1806278053	KAPILA MANDAL	Eastend Technology Pvt Ltd	120000
40	1806278054	KAPILASH PRADHAN	CITICON BUILDING PVT LTD	132000
41	1806278055	KISWARA MANDALA	Aditya Hygiene	120000





42	1806278056	MADHU HEMBRAM	Sanjukta Mobile	138000
43	1806278058	MAMALI PARIDA	Scrim Capital	150000
44	1806278061	MANITA NAIK	Saaylo Finservices	132000
46	1806278063	MANORANJAN BEHERA	THOOMRI PVT.LTD	156000
47	1806278064	MD SAJID HUSSAIN	Shiipa Infra Projects PVT. LTD.	144000
48	1806278065	MONALISHA JENA	SEARCHING YARD	162000
49	1806278066	MUKESH BHOI	Pinnacle Human Resource Pvt. Ltd	120000
50	1806278067	N.G UDYAENI SINGH	NM EDUCATIONAL & CHARITABLE TRUST	121000
51	1806278068	NARESH KUMAR NAIK	Nina Solar	144000
52	1806278069	NAUSHAD ALI KHAN	MODULESOFT PVT. LTD	132000
53	1806278071	NITISH KUMAR MAHAPATRA	Khazaana	144000
54	1806278072	PABITRA PATRA	INNOSAT PROJECT PRIVATE LIMITED	96000
55	1806278074	POORNIMA HUIKA	Grinity Solar Private Limited	108000
56	1806278075	PRABHAT KUMAR MUNDA	GRAND MARK INFRASTRUCTURE PRIVATE LTD	120000
57	1806278076	PRADIPTA NAYAK	GRACE RESEARCH FOUNDATION	144000
58	1806278077	PRAKASH BEHERA	Globe Converge Consultants LLP	132000
59	1806278078	PRITAM KUMAR BEHERA	Esskay Machinery Pvt Ltd	108000
60	1806278079	PRIYABRATA BARIK	EMPOWERTRANS PVT. LTD	960000
61	1806278082	PUSPALATA PRADHAN	Eastend Technology Pvt Ltd	120000
62	1806278084	RAJESH KUMAR DAS	CITICON BUILDING PVT LTD	132000
63	1806278085	RAJESH KUMAR SAMAL	Aditya Hygiene	120000
64	1806278086	RASMITA SARDAR	Sanjukta Mobile	138000
65	1806278088	RUDRA PRASAD BEHERA	Scrim Capital	150000
66	1806278089	SAGAR KUMAR PANI	Saaylo Finservices	132000
67	1806278090	SANDEEP PRAMANIK	WINTech PROJECT	132000
68	1806278092	SANJAYA KUMAR KADRAKA	THOOMRI PVT LTD	156000
69	1806278093	SAROJ KUMAR BISWAL	Shiipa Infra Projects PVT. LTD.	144000
70	1806278094	SAROJ KUMAR NAYAK	SEARCHING YARD	162000
71	1806278095	SASMITA NAYAK	Pinnacle Human Resource Pvt. Ltd	120000
72	1806278096	SATYAJIT SAHOO	NM EDUCATIONAL & CHARITABLE TRUST	121000
73	1806278097	SAWAN KUMAR	Nina Solar	144000
74	1806278098	SHANKARSHAN MALIK	MODULESOFT PVT. LTD	132000
75	1806278099	SHEKHAR KUMAR ACHARJYA	Khazaana	144000
76	1806278100	SINA GURU	INNOSAT PROJECT PRIVATE LIMITED	96000
77	1806278101	SMITARANI NAYAK	Grinity Solar Private Limited	108000
78	1806278102	SNEHALATA MALLIK	GRAND MARK INFRASTRUCTURE PRIVATE LTD	120000
79	1806278103	SNIGDHASHREE SAHOO	GRACE RESEARCH FOUNDATION	144000
80	1806278104	SOUMYA RANJAN DAS	Globe Converge Consultants LLP	132000
81	1806278106	SUBHASAGAR SATPATHY	Esskay Machinery Pvt Ltd	108000
82	1806278108	SUBHASHMITA BEHERA	EMPOWERTRANS PVT. LTD	960000
83	1806278109	SUCHISMITA PADHAN	Eastend Technology Pvt Ltd	120000
84	1806278110	SUCHITRA SAHOO	CITICON BUILDING PVT LTD	132000
85	1806278111	SUDHANSU SAMAL	Aditya Hygiene	120000
86	1806278112	SUKANTA KUMAR BEHERA	Sanjukta Mobile	138000
87	1806278113	SUMAN PATRA	Scrim Capital	150000
88	1806278116	SUNITA MOHANTY	Saaylo Finservices	132000
89	1806278117	SURIYA KISHOR NAYAK	SEARCHING YARD	162000
90	1806278118	SWAGATIKA NAYAK	Pinnacle Human Resource Pvt. Ltd	120000
91	1806278120	TULASI DAS	NM EDUCATIONAL & CHARITABLE TRUST	121000
45	2006278062	MANOJ KUMAR MALLICK	WINTech PROJECT	132000



*Kamala*  
PRINCIPAL  
GLOBAL INSTITUTE OF MANAGEMENT  
BHUBANESWAR





WINTECH PROJECT

# WINTECH PROJECT

Patia, Bhubaneswar-751031

Date: 10.09.2020

## Offer of Appointment

Dear AMBIKA PRASAD NAYAK

1. Your employment with **Wintech Project** shall be valid up to 30<sup>th</sup> September, 2020.
2. **Joining:** Subject to your submission of complete documents you are required to join on or before 30<sup>th</sup> September, 2020 unless extended by us in writing.
3. **Location:** Your location / branch will be communicated to you shortly. You may be asked to relocate to any branch depending on business requirements.
4. **Training Period:** During the training period of one year, you will be exposed to both sales and client services role.
5. **Compensation:** During the training period you will receive compensation of Rs. 96, 000/- per annum.
6. **Background Checks:** The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks.
7. **Other terms and conditions:**
  - a. You successfully complete your 2 year full time MBA programme.
  - b. You agree to submit the documents required by the organization – list annexed herewith.
  - c. You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of the employer
  - d. You hereby acknowledge and agree to abide by all internal Policies of the Company. The Company reserves the right to change these Policies at any time in its absolute discretion.
  - e. By way of accepting you agree to abide by the Prevention of Sexual Harassment Policy created by the organization and participate in all the initiatives taken by the company in this regard.

Please acknowledge the duplicate of this letter as a token of your acceptance. Looking forward to having you on board and wishing you a successful career with us!

Yours truly,

Authorized Signatory  
Manager-HR



PRINCIPAL  
GLOBAL INSTITUTE OF MANAGEMENT  
BHUBANESWAR



Date:12/10/2020

## APPOINTMENT ORDER

\*\*\*

Mr. AJIT NAYAK is appointed as Front Office Executive in the department of Human Resource at Thoomri Pvt. Ltd. Bhubaneswar. This appointment takes effect from the date of his joining. He shall attend to all duties as assigned by institutional authorities from time to time.

An annual CTC of Rs144000/- will be paid to him/her which will subject to statutory deductions as per company policy.

This appointment is governed by the Service, Conduct, and Leave Rules of the Institution in force from time to time and is terminable with three months notice on either side or notice pay in lieu thereof.

He has to submit the certified copies of all his/her certificates relating to qualifications and previous company experience besides original relieving certificates issued by the previous institution where he worked if any should be submitted.

For the Thoomri Pvt. Ltd,



Authorized Signatory.



  
PRINCIPAL  
GLOBAL INSTITUTE OF MANAGEMENT  
BHUBANESWAR



**SHILPA INFRA PROJECTS PRIVATE LIMITED**

PLOT NO. A/14, SURYA NAGAR, UNIT VII BHUBANESWAR-751003

Date:20.11.2020

AMIT ANJAN PRADHAN,

With reference to your application for employment and subsequent interviews held at our office, we have the pleasure to inform you that the management has decided to appoint you as Office Executive on the following terms and conditions.

**Compensation:** You will get an annual CTC of Rs 136800 /- (One Lakh Thirty-Six Thousand Eight Hundred only) the details of which is been given in the Annexure attached below.

**Period of Probation:** You will be on a probation period of six months from your date of appointment. Based on your performance your services will be confirmed with the company in written after six months.

**Leaves:** You will be eligible to benefits of the company's leave rules on your confirmation in the company's service. Absence for a continuous period of 10 days without prior approval of your supervisor will result in termination of your employment without any further notice.

**Location of work:** Your present place of work will be at Bhubaneswar, but during the course of the service, you shall be liable to be posted or transferred to anywhere to serve the company's projects at the sole discretion of the management.

**Working hours:** The working hours are going to be from 09.30 am to 06.30 pm. You will be required to work five days a week, and your weekly offs may not necessarily be Saturday and Sunday. The company reserve the right to change your working days and hours.

**Notice Period:** After confirmation of your employment notice of termination of employment will be three(3) months' notice in writing or three (3) month's salary in lieu of notice from either party.

We welcome you Shilpa Infra Projects Pvt. Ltd. and looking forward to collaborate with you.

Yours sincerely,

For the Shilpa Infra Projects Pvt. Ltd.,

Authorized Signatory.



*Kamini*  
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**SHILPA INFRA PROJECTS PRIVATE LIMITED**

PLOT NO. A/14, SURYA NAGAR, UNIT VII BHUBANESWAR-751003

**ANNEXURE TO LETTER OF EMPLOYMENT - STAFF**

Name	AMIT ANJAN PRADHAN		
Designation	Office Executive		
Department	Accounts	Date of Joining	22-05-2021
Component		Current CTC	Remarks
<b>For Fixed Salary</b>		<b>10000.00</b>	
Basic Salary		7000.00	
HRA		1000.00	
Transport ( Conveyance)		800.00	
Medical Allowances		700.00	
Other Allowance		500.00	
<b>1) TOTAL GROSS SALARY PER MONTH</b>		<b>10000.00</b>	
2) PF – Employer Contribution		1200.00	12% of Basic Salary
3) Medical Insurance		200.00	
<b>4) TOTAL CTC PER MONTH (1+2+3)</b>		<b>114000.00</b>	
<b>Total CTC PER ANNUM</b>		<b>136800.00</b>	



*Amit*  
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Date: 05/01/2021

Dear AMIT KUMAR NAYAK

Appointment to the position of Operations.

With reference to your application for employment and subsequent interview with us, we are pleased to appoint you as Tele Caller in our organization on the following terms and conditions.

1. The effective date of your appointment is 01/02/2021.
2. You will serve a probationary period of six months before being confirmed in your position of employment based on satisfactory performance. During this period termination of service may be at short notice of 15 days.
3. After confirmation the employment may be terminated by either side giving notice of one month or payment equivalent to one month's salary in lieu of notice.
4. Your gross monthly salary will be Rs 13000 /- which will be subjected to the statutory deductions as per the state's law. However, management may exercise the option to review it depending on your performance and conduct.
5. You will be entitled to 15 days of earned leaves only after one year of the uninterrupted service. Sick and casual leaves will be treated on as it comes basis.
6. This contract shall be deemed to be terminated at incidences of gross misconduct of the employee or underperformance during your probation period.

We heartly congratulate and welcome you to the family of Searching Yard.

Yours truly,

For Searching Yard,



Authorized signatory.



  
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Date: 02/01/2021.

Dear Mr. AMRUTA KUMAR

Sub: Letter of Appointment.

With referring to your application seeking employment with **Pinnacle Human Resource** and also the subsequent interviews you had with us. We are happy to offer you employment with our organization as **Operations** in Grade **G5**.

**Operations Executive** commenced from 05/02/2021 and you will be on probation for a period of six (6) months from the date of your appointment.

**Salary:** Your monthly salary is **Rs 10,000** /-

**Place of work:** Your initial place of work will be the Organization's Unit located in Bhubaneswar, Odisha. However, considering Organizational requirements, you may be transferred to any other location.

We welcome you to **Pinnacle Human Resource** family and wish all success in your assignment with us.

Yours sincerely,

For Pinnacle Human Resource,



Authorized Signatory



*Kanshik*  
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Bhubaneswar



# NM EDUCATIONAL & CHARITABLE TRUST

Bhimatangi, Bhubaneswar-751002

Date: 05.12.2020

Dear  
Mr. ASISH KUMAR PANDA

On behalf of **NM Educational & Charitable Trust**, it is my pleasure to confirm an appointment with our organization as **Office Executive**.

**Compensation:** Your total CTC Rs 121000 /- (annual CTC amount) payable in monthly instalments and will be subject to statutory and other deductions as per company policy.

**Probation Period:** there will be an initial probation period of Six months from the date of employment, which may be extended by **NM Educational & Charitable Trust**, as its discretion.

**Working Hours:** The working hours are going to be from 9.30 Am to 05.30 PM. The company works typically Six days a week. You will be expected to work in the shift assigned to you by your supervisors. You will be required to work Six days a week and your weekly off may not necessarily be on Sunday.

**Leaves:** You will be entitled to get 15 annual leaves and 12 casual leaves every year. All leave requests must be submitted to your supervisor in writing in prior to the period of time requested.

**Place of employment:** Your initial place of employment will be City Office, Sambalpur. However, based on the needs of the company you may be transferred to any of the branches of the company.

**Notice Period:** You are required to provide a notice period of 90 days. Company may accept the resignation immediately or in a time period of less than 1 month to 3 months based on the priorities.

Yours truly,  
NM Educational & Charitable Trust

Authorized Signatory.



*Amal*  
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# Nina Solar

Plot No-A/143, Flat-401, Saheed Nagar, Bhubaneswar-751024

## OFFER LETTER

Date: 10.012.2020

DEAR **BADRINARAYAN TRIPATHY**

We are pleased to offer you a position as **Business Development Executive** on the following terms and conditions.

- Your date of appointment will be effective from **02.01.2021**
- Your initial employment location will be in Bhubaneswar. However your services are transferable to any place in the country or to any of the company's associate or sister concern or its subsidiary client location at the sole discretion of the management.
- As Per company guidelines your salary will be **Rs 12,000 (Twelve thousand only)** per month.
- Your working hours will be as follows

Mon - Sat: 1000 Am to 0600 Pm

Lunch Break: 0100 Pm to 0200 Pm

- You will be entitled to leave & other benefits in accordance with the relevant acts/company's rules applicable to you from time to time.
- Your compensation is confidential between you and the company and you are obliged to maintain absolute secrecy of the terms and conditions of your service.
- You shall be on probation/training for 6 months from the date of commencement of your service which period may be further extended at the discretion of the company. During the probation/training period, your services are terminable by the company without assigning any reason by giving 24 hours notice in writing by the company. if you wish to leave the service of the company during the probation/training period, you shall give to the company 30 days of notice in writing and the 30 days should be working period and will not considered as any sick, leave or any other issues.
- If you will leave the company without 30 days notice or didn't perform satisfactory within notice period the company has the authority to hold the salary for that month.
- You will be subject to the company's rules and regulations for the time being in force and as varied from time to time.



  
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- You will devote your whole time and attention to your employment with the company and shall discharge your duties to the best of your ability. You shall further undertake that during the period of your employment, you shall not engage yourself directly or indirectly, with or without remuneration, in any other employment, service, or calling of any nature, without written permission from the company.
- If at any time, you by your conduct render yourself incompetent to perform your duties or if you should be disobedient, irregular in attendance, commit any breach of the terms of your employment or any of the stipulations herein contained or it is found that there is a possibility of conflict of interest, the company shall, without prejudice to any of its rights under the terms herein, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and to deduct from your salary or other emoluments if any, then due to you, the amount of any loss the company may have sustained.
- The company has all the rights to claim the total amount as it paid by salary if the employee doesn't fulfill the all above requirements with any any cheque submitted or by taking any legal action against the Employee. The whole legal expenses of Employer will also paid by the Employee.
- Any dispute arising out of this agreement shall be subject to the jurisdiction of courts of Bhubaneswar only.

Regards,

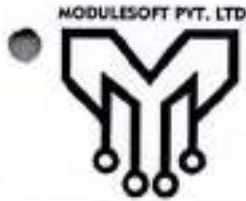


Manoj Kumar Patra  
(HR Manager)



  
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# MODULESOFT PVT. LTD.

B Tower, Nayapalli, Bhubaneswar, Pin- 751012

Date:25/10/2020

Letter no: MPL/OF/1089

## OFFER LETTER

Dear BARSARANI DAS

This is with reference to your interview with us, we are pleased to offer you the position of **Front Office Executive.**

The Company shall pay during the continuation of Rs. 132000 /- per Annum and Incentive.

As you are aware, Modulesoft Pvt. Ltd. is a growing firm, so based on your performance and ability to shoulder responsibilities, you will have prospects to grow. You are requested to join your duties from **01/12/2020 at 10:00 AM** in Bhubaneswar Office.

**his offer is subject to clearance from college and other background verification.**

If in case of any misrepresentation by you at the time of interview, the offer/ appointment/ employment, will be ceased with immediate effect.

**You are requested to accept the offer on or before 10th October, 2020 from the receipt of offer letter, else this offer becomes null and void.**

Looking forward to a long-lasting relationship.

For Modulesoft Pvt. Ltd.

Authorized Signatory



*Amal*  
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# INNOSAT PROJECT PRIVATE LIMITED

Rasulgarh, Bhubaneswar-751010

e-Mail-[innosatproject@yahoo.co.in](mailto:innosatproject@yahoo.co.in)

Date: 02.05.2020

## Intimation Letter and Terms of Reference

Dear BHANUPRIYA PATTANAIK

1. Your employment with **Innosat Project Prv. Ltd.** shall be valid up to 15th May 2020. During this tenure, your services will be deputed to HDFC Asset Management Company Limited to do work pertaining to/incidental to the client's business.
2. **Joining:** Subject to your submission of complete documents you are required to join on or before 30<sup>th</sup> July, 2020 unless extended by us in writing.
3. **Location:** Your location / branch will be communicated to you shortly. You may be asked to relocate to any branch depending on business requirements.
4. **Training Period:** During the training period of one year, you will be exposed to both sales and client services role.
5. **Certification:** During the course of employment you are required to complete –
  - a. NISM VA
  - b. NISM Series (X-A , X-B & V-C) .
6. **Compensation:** During the training period you will receive compensation of Rs. 2, 10, 000/- per annum.
7. **Background Checks:** The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks.
8. **Other terms and conditions:**
  - a. You successfully complete your 2 year full time MBA programme.
  - b. You agree to submit the documents required by the organization – list annexed herewith.
  - c. You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of the employer
  - d. You hereby acknowledge and agree to abide by all Internal Policies of the Company. The Company reserves the right to change these Policies at any time in its absolute discretion.
  - e. By way of accepting you agree to abide by the Prevention of Sexual Harassment Policy created by the organization and participate in all the initiatives taken by the company in this regard.

Please acknowledge the duplicate of this letter as a token of your acceptance. Looking forward to having you on board and wishing you a successful career with us!

Yours truly,

Authorized Signatory  
Head HRSSC



*Kamla*  
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## LETTER OF INTENT

Date: 20/09/2020

Dear RANJIT KUMAR MAJHI,

Congratulations!!!

With reference to your application & the subsequent interview you had with us, we are pleased to offer you the position of Operations in our organization. You would be required to join us tentatively on the 01st of October 2020.

falling which this offer will automatically stand cancelled, unless a new date is agreed to by us in writing. Your total Cost to the Company will be of Rs. 96,000 per annum.

Components	Fig in INR/Month
Basic	5,400
House Rent Allowance	600
Attendance Allowance	200
Transport Allowance	800
Medical Allowance	1,000
Special Allowance	0
Insurance	500
Professional Tax	0
Total Gross Salary	8500
Insurance	500
Professional Tax	0
Total CTC	9000

You will be on training for a period of 5 days post which you will enter the probation for a period of 3 months. A detailed Employment confirmation letter will be given to you subject to the clearance of the probation completion period criteria.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that together we can build a world leader. We assure you of our support for your professional development and growth.

For Grinity Solar Private Limited

  
Rajen Patwari  
HR Manager



  
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# Global Institute of Management, Bhubaneswar

## Placement of outgoing students during the Academic Year 2018-19

Sr.No.	REGNO	NAME	Name of the Company	Salary per Annum
1	1706278001	GOUTAMI BAG	Aditya Hygiene	96000
2	1706278002	DEBASIS KUMAR SETHI	CITICON BUILDING PVT LTD	120000
3	1706278003	SOMESH KADRAKA	Eastend Technology Pvt Ltd	108000
4	1706278004	RAJU BEHERA	EMPOWERTRANS PVT. LTD	96000
5	1706278005	SAGAR DAS	Esskay Machinery Pvt Ltd	120000
6	1706278006	PRASANTA NAYAK	Globe Converge Consultants LLP	108000
7	1706278007	SATYABRATA GHOSH	GRACE RESEARCH FOUNDATION	132000
8	1706278009	MILLAN KUMAR BHUYAN	GRAND MARK INFRASTRUCTURE PRIVATE LTD	96000
9	1706278010	SRIKANTA SAHU	Grinity Solar Private Limited	108000
10	1706278011	PRAVAT NAYAK	INNOSAT PROJECT PRIVATE LIMITED	120000
11	1706278012	SAROJ KUMAR MAHALI	Khazaana	120000
12	1706278014	DEBARAJ BEHERA	MODULESOFT PVT. LTD	132000
13	1706278016	AMIYA KUMAR BHOI	Nina Solar	96000
14	1706278019	AJAYA KUMAR MALLICK	NM EDUCATIONAL & CHARITABLE TRUST	108000
15	1706278020	PARESH HALDAR	Pinnacle Human Resource Pvt. Ltd	120000
16	1706278021	ABHISEK PATRA	SEARCHING YARD	120000
17	1706278022	SUSHAMA SARKAR	Shilpa Infra Projects PVT. LTD.	96000
18	1706278025	DEBASISH MISHRA	THOOMRI PVT.LTD	1320000
19	1706278026	HRUSHIKESH SWAIN	WINTech PROJECT	1440000
20	1706278028	DUSMANTA SAMAL	SCRIMP CAPITAL	96000
21	1706278029	ASHUTOSH PRAJNADIPTA SETHY	OM ASSOCIATES	96000
22	1706278030	SAMBHU MALLIK	Aditya Hygiene	96000
23	1706278031	CHANDAN KUMAR BEHERA	CITICON BUILDING PVT LTD	120000
24	1706278032	RAJENDRA KUMAR SETHI	Eastend Technology Pvt Ltd	108000
25	1706278036	DIBYA PRASAD	EMPOWERTRANS PVT. LTD	96000
26	1706278037	OMPOOJA SHARMA	Esskay Machinery Pvt Ltd	120000
27	1706278038	MILAN KUJUR	Globe Converge Consultants LLP	108000
28	1706278039	BINAYAK HEMBRAM	GRACE RESEARCH FOUNDATION	132000
29	1706278040	DIPIKA KANHAR	GRAND MARK INFRASTRUCTURE PRIVATE LTD	96000
30	1706278041	SUSHREE SANGITA MAJHI	Grinity Solar Private Limited	108000
31	1706278046	BISHAL DASH	INNOSAT PROJECT PRIVATE LIMITED	120000
32	1706278047	SUSMITA PANDA	Khazaana	120000
33	1706278049	BIBHUTI KUMAR MALLICK	MODULESOFT PVT. LTD	132000
34	1706278050	PRASANTA KUMAR MALIK	Nina Solar	96000
35	1706278052	DEBENDRA DEEP	NM EDUCATIONAL & CHARITABLE TRUST	108000
36	1706278053	NARAYANA SETHI	Pinnacle Human Resource Pvt. Ltd	120000
37	1706278054	ROSAN SABAR	SEARCHING YARD	120000
38	1706278055	NARENDRA SUNA	Shilpa Infra Projects PVT. LTD.	96000
39	1706278056	JITENDRA KUMAR SENAPATI	THOOMRI PVT.LTD	1320000
40	1706278058	SUSHANTA KUMAR PRADHAN	WINTech PROJECT	1440000
41	1706278059	SUDHIR BANARA	SCRIMP CAPITAL	96000



*Kanbir*  
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42	1706278062	SAGAR MARNDI	OM ASSOCIATES	96000
43	1706278063	JOGADISH BANSINGH	Aditya Hygiene	96000
44	1706278066	SUMITRA DEHURY	CITICON BUILDING PVT LTD	120000
45	1706278068	SWARNALATA BEHERA	Eastend Technology Pvt Ltd	108000
46	1706278069	MONIKA SWAIN	EMPOWERTRANS PVT. LTD	96000
47	1706278070	JAYANTI MANDAL	Esskay Machinery Pvt Ltd	120000
48	1706278071	RAJESH BEHERA	Globe Converge Consultants LLP	108000
49	1706278072	RAJU SABAR	GRACE RESEARCH FOUNDATION	132000
50	1706278073	MONIKA RATH	GRAND MARK INFRASTRUCTURE PRIVATE LTD	96000
51	1706278074	ABHISEK BEHERA	Grinity Solar Private Limited	108000
52	1706278075	ZEESHAN MALIK	INNOSAT PROJECT PRIVATE LIMITED	120000
53	1706278077	AVIJIT TRIPATHY	Khazaana	120000
54	1706278081	MAMATA SAHOO	MODULESOFT PVT. LTD	132000
55	1706278082	RAKESH KUMAR MAJHI	Nina Solar	96000
56	1706278083	GOUTAM SETHI	NM EDUCATIONAL & CHARITABLE TRUST	108000
57	1706278084	HARAPRIYA MISHRA	Pinnacle Human Resource Pvt. Ltd	120000
58	1706278087	SANJUKTA JENA	SEARCHING YARD	120000
59	1706278088	SOUMYARANJAN SETHY	Shilpa Infra Projects PVT. LTD.	96000
60	1706278089	DAITARY MALIK	THOOMRI PVT.LTD	1320000
61	1706278090	SRADHANJALI BEHERA	WINTECH PROJECT	1440000
62	1706278091	DIGAMBAR SETHI	SCRIMP CAPITAL	96000
63	1706278092	ABHILIPSA SAHOO	OM ASSOCIATES	96000
64	1706278093	ASHISH RANJAN BARIK	Aditya Hygiene	96000
65	1706278094	SANJAYA KHUNTIA	CITICON BUILDING PVT LTD	120000
66	1706278095	SUBHENDU KUMAR MOHANTY	Eastend Technology Pvt Ltd	108000
67	1706278096	PRAKASH CHANDRA SAHOO	EMPOWERTRANS PVT. LTD	96000
68	1706278097	KARTIKA BEHERA	Esskay Machinery Pvt Ltd	120000
69	1706278098	SINGO HEMBRAM	Globe Converge Consultants LLP	108000
70	1706278099	PRAMOD KUMAR DALEI	GRACE RESEARCH FOUNDATION	132000
71	1706278192	LOKANATH BEHERA	GRAND MARK INFRASTRUCTURE PRIVATE LTD	96000
72	1706278193	RIYANKA SWEETLY BEHERA	Grinity Solar Private Limited	108000
73	1706278194	RAJ KUMAR NAYAK	INNOSAT PROJECT PRIVATE LIMITED	120000
74	1706278195	SANGHAMITRA BHOI	Khazaana	120000
75	1706278196	SUDARSAN NAIK	MODULESOFT PVT. LTD	132000
76	1706278198	BIBEK BADAIK	Nina Solar	96000
77	1706278199	AJAYA KUMAR PALAI	NM EDUCATIONAL & CHARITABLE TRUST	108000
78	1706278200	DEBANANDA CHHATRIA	Pinnacle Human Resource Pvt. Ltd	120000
79	1706278202	PINKILATA BEHERA	SEARCHING YARD	120000
80	1706278203	SEBATI BASKEY	Shilpa Infra Projects PVT. LTD.	96000
81	1706278204	TAPAN KUMAR MALLICK	THOOMRI PVT.LTD	1320000
82	1706278206	RAJALAXMI TARAI	WINTECH PROJECT	1440000
83	1706278207	MANJU ROHIDAS	SCRIMP CAPITAL	96000
84	1706278208	RASHMI RANJAN DALEI	OM ASSOCIATES	96000
85	1706278209	SURAJ KUMAR RAITA	Nina Solar	96000
86	1706278210	PRIYABRATA BEHERA	NM EDUCATIONAL & CHARITABLE TRUST	108000
87	1706278211	SOUMYARANJAN SETHI	Pinnacle Human Resource Pvt. Ltd	120000







# ADITYA HYGIENE

UNIT N0-428,4TH FLOOR,ESPLANADE,RASULGARH,BHUBANESWAR,ODISHA-751010

HRD/AH/O/0632/19

15/Nov/2019

Dear Rajashree Samal

It gives us pleasure in offering you a position with the **Aditya Hygiene**. This offer is in pursuance with the discussions we had with you recently.

## Terms & Conditions

### 1. Job Title :

You will be designated as **Office Executive**

### 2. Reporting:

You will be reporting to the **Area Manager**

### 3. Location:

Your first posting will be at **Bhubaneswar**

### 4. Remuneration:

Your Annual Total Employment Cost to the company would be **Rs.108000.00** /- (**Rupees One Lakhs Twenty Thousand Only**) the details of which are been given in the Annexure attached

### 5. Job Description

Your duties and responsibilities will be given separately

### 6. Posting/Transfer:

Even though your first posting will be at **Bhubaneswar** during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

### 7. Probation/Confirmation:

You will be on Probation for a period of 12 months. Your performance will be evaluated after the completion of probation period. Your services will be confirmed with the company in writing, strictly on the basis of your performance during the probation period



*Rajashree*  
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# ADITYA HYGIENE

UNIT NO-428,4TH FLOOR,ESPLANADE,RASULGARH,BHUBANESWAR,ODISHA-751010

## 8. Notice Period:

In case you decide to leave the company's services during probation period, you will be required to give 30 days' notice. The company 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 company the gross salary for the notice period so reduced/waived off.

In case you decide to leave the company's services after confirmation, you will be required to give 60 days' notice. The company 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 company

## 9. Medical Fitness:

Your offer is subject to your being found medically fit for employment.

## 10. Information:

This Offer Letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio- data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this position, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

## 11. Responsibility:

With acceptance of this letter, you are undertaking the following responsibilities

You will abide by the rules and regulations/Certified Standing Orders of the Company as may be in force from time to time

During your services with the Company, you will not undertake any other business or work, direct or indirect, honorary or with remuneration except with the written permission from the Management.

You will not during your services with us or any time, thereafter disclose to any persons, firm or Company, information regarding the Company, the disclosure of which may damage the interest of the Company.



*A. K. Mishra*  
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# ADITYA HYGIENE

UNIT NO-428,4TH FLOOR,ESPLANADE,RASULGARH,BHUBANESWAR,ODISHA-751010

12. You are advised to join us latest by: **23-June-2022**

13. You are required to sign and submit a copy of this letter as a token of your acceptance of our terms and conditions along with the following documents (if not submitted already) within 2 days from the date of this offer failing which the offer will stand void.

- Proof of age;
- Proof of educational qualification;
- Proof of work experience;
- Police Verification Certificate;
- Copy of last drawn pay slip;
- Proof of incentives drawn (if any);
- 8 stamp/passport size photographs;
- Relieving Order from the present Employer;
- ID/Address Proof;

While welcoming you to Aditya Hygiene Family, we hope you would excel in your endeavors and help make Aditya Hygiene a success story.

For Aditya Hygiene

*rajesh kumar*

Mr. Rajesh Kumar Mohapatra  
AVP- Human Resource



*Rajesh Kumar*  
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# CITICON BUILDING PVT. LTD.

Plot No – 540, Saheed Nagar, Near Saheed Sporting Club, BBSR-7, Odisha

Ref. No. CBD/AL/124/2019

Date:10/10/2019

Dear **DEBASIS KUMAR SETHI,**

With reference to your application and the subsequent interview, we are pleased to offer you the position of "Office Executive" with Citicon Building Pvt. Ltd., for "Bhubaneswar" with immediate effect.

Please find below the terms and conditions of your employment:

This position will report to Head Marketing and CRM

### SALARY

Your annual CTC will be **1.20 Lakh/annum**. Salary payable in accordance with the Company's standard payroll schedule. This salary will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time.

### HOURS AND COMPENSATION

This is a Full-time position requiring approximately **08 hours** working per day.

### PROBATION:

There will be a probation period of 6 month after completion of training period (3 months) and can be extended if required.

### TERMINATION

The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice. The Company will be entitled to terminate your employment for any reason other than for just cause. The company can terminate employment anytime during the probation period.

That during the course of your employment, **you will not apply or seek** employment elsewhere without written permission from the Management and in case it is so detected about your seeking of employment, it will amount to breach of trust on your part.

That on cessation of your employment with us, you will be under **an obligation not to join**, for a period of **Eighteen Months**, to any competitor or any other company of the same trade of business, unless permitted by the management.

Kindly produce the following self-attested documents at the time of your joining:

1. Xerox copy of Voter ID, PAN & Aadhar Card.
2. Xerox copy of front page of Bank passbook or Cancelled Cheque; mentioning your name, account number, IFSC code.
3. Three Colour Passport Size Photographs.
4. Proof of all Educational Qualifications (Marks sheet & Certificates).
5. Pay Slips for the last three months.
6. Experience Certificate/ Release Letter/ No Objection Certificate.

You may indicate your agreement with these terms and accept this offer by signing. Upon acceptance company will provide you with necessary paperwork



*Km3/r2*  
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BHUBANESWAR

We welcome you to the Citicon Family.

If you agree with all the T&C then please revert to this email. A hard copy will be provided upon joining. We shall treat it as acceptance of the employment offer.

Thanks,



Ms. Priadarshini Ballasingh  
HR Marketing



  
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BIBUBANESWAR





Eastend Technology Pvt. Ltd.

# Eastend Technology Pvt. Ltd.

Near Mayfair Hotel, Jayadev Vihar, Bhubaneswar

## OFFER LETTER

Date: 10.10.2019

DEAR **SOMESH KADRAKA**

We are pleased to offer you a position as **Operations** on the following terms and conditions.

- Your date of appointment will be effective from **30.11.2019**
- Your initial employment location will be in Bhubaneswar. However your services are transferable to any place in the country or to any of the company's associate or sister concern or its subsidiary client location at the sole discretion of the management.
- As Per company guidelines your salary will be **Rs 9,000 (Nine thousand only)** per month.
- Your working hours will be as follows

Mon - Sat: 0930 Am to 0600 Pm

Lunch Break: 0100 Pm to 0145 Pm

- You will be entitled to leave & other benefits in accordance with the relevant acts/company's rules applicable to you from time to time.
- Your compensation is confidential between you and the company and you are obliged to maintain absolute secrecy of the terms and conditions of your service.
- You shall be on probation/training for 6 months from the date of commencement of your service which period may be further extended at the discretion of the company. During the probation/training period, your services are terminable by the company without assigning any reason by giving 24 hours notice in writing by the company. If you wish to leave the service of the company during the probation/training period, you shall give to the company 30 days of notice in writing and the 30 days should be working period and will not be considered as any sick, leave or any other issues.
- If you will leave the company without 30 days notice or didn't perform satisfactorily within notice period the company has the authority to hold the salary for that month.
- You will be subject to the company's rules and regulations for the time being in force and as varied from time to time.
- You will devote your whole time and attention to your employment with the company and shall discharge your duties to the best of your ability. You shall further undertake that during the period of your employment, you shall not engage yourself directly or indirectly, with or without remuneration, in any other employment, service, or calling of any nature, without written permission from the company.
- If at any time, you by your conduct render yourself incompetent to perform your duties or if you should be disobedient, irregular in attendance, commit any breach of the terms of your employment or any of the stipulations herein contained or it is found that there is a possibility of conflict of interest, the company shall, without prejudice to any of its rights under the terms herein, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and to deduct from your salary or other emoluments if any, then due to you, the amount of any loss the company may have sustained.



*Kamshir*  
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- The company has all the rights to claim the total amount as it paid by salary if the employee doesn't fulfill the all above requirements with any any cheque submitted or by taking any legal action against the Employee. The whole legal expenses of Employer will also paid by the Employee.
- Any dispute arising out of this agreement shall be subject to the jurisdiction of courts of Bhubaneswar only.

Regards,  
Rajalaxmi Rout (HR Manager)



*Kamala*  
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# EMPOWERTRANS PVT. LTD.

KOKILA RESIDENCY, 1ST FLOOR, ANANTA VIHAR, POKHARIPUT, BHUBANESWAR

## Letter of Offer

REF NO: EPT/HR/0729/101

Date: 12/07/2019

Dear Raju Behera

Sub: Appoint for position of "Sales Officer, based at "Bhubaneswar"

We are pleased to offer you the position of **Sales Officer** in our company based at **Bhubaneswar**.

Your immediate supervisor will be **Mr. Rahul Nilambar Behera, HR Manager**. We trust that your knowledge, skills and experience will be among our most valuable assets.

As discussed and agreed with you, you will be eligible to receive the following beginning on your joining date:

- **Salary:** Annual gross starting salary of **Rs. 96000 /-**, subject to tax and other statutory deductions
- **Sales Incentive:** As per the prevailing company scheme **20000**.
- Business Travel allowance and reimbursements as per company policy.

This offer letter is valid till **01.08.2019**. Please send a signed copy of this letter indicating your acceptance to join and resignation acceptance letter from your current employer to our HR.

Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in our **Bhubaneswar office**.

Please submit the following documents to HR at the time of your joining:

- (1) photocopies of your degree certificates,
- (2) certifications, if any,
- (3) experience/ relieving letters
- (4) two color passport-size photos,
- (5) latest salary slip from your previous organization and
- (6) proof of address.

We look forward to welcome you aboard.

Sincerely,

For Empowertrans Pvt. Ltd.

**Mr. Rahul Nilambar Behera**

HR Manager



*Rahul Behera*  
PRINCIPAL  
GLOBAL INSTITUTE OF MANAGEMENT  
BHUBANESWAR



# GLOBE CONVERGE CONSULTANTS LLP

Rasulgarh, Bhubaneswar-751010

e-Mail: info@gcc.co.in

Date 07/07/2019

## OFFER LETTER

To,  
Mr. PRASANTA NAYAK

With reference to your application and subsequent discussion you had with us, we feel great pleasure to offer you the position of "Office Executive" and you shall be posted @ Bhubaneswar.

Your C.T.C as per the discussion you had with us shall be Rs.1.08Lakhs/ Annum. Office  
Time: General Shift.  
Weekly – Off: Sunday.

We will issue detailed letter soon after you join duties.

You are requested to report on Dt: 01/08/2022 @ Bhubaneswar @ 9:30am. Kindly reply us in writing your acceptance of the offer.

P.S. You are requested to submit the following while joining

1. Bank Details.
2. Pan card & Aadhar card. Driving license photocopy
3. Qualification Documents Photocopy
4. One Passport Size Photograph

For M/S GLOBE CONVERGE CONSULTANTS

Ms. Barsha Dash

Human Resource Department



*Barsha*  
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BHUBANESWAR



Date: 15<sup>th</sup> August 2019

Dear Mr. SATYABRATA GHOSH

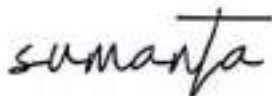
Welcome to **Grace Research Foundation**, Bhubaneswar. We are pleased to confirm your acceptance of our offer for the fulltime permanent position for **Back Office EXECUTIVE**. Your starting gross salary will be **Rs. 11,000 /-** to be paid on a monthly pay schedule and you will serve a 30 days of Probationary period.

We are delighted for your association with us and your role as **Office Executive R EXECUTIVE** is critical in fulfilling in the mission of Bhubaneswar.

We look forward to your arrival on **01.09.2019 by 10:00 AM** at our office (DLF Cyber City, Infocity, Patia, Bhubaneswar). Please report to exact location and ask for **Sumanta Kumar Das**, **HR MANAGER** to help you, prepare for your first day. We have enclosed the following information for your review. Your position and Job description is mentioned on your appointment letter.

During your first few week, you will meet many co-workers, supervisors, managers and Human Resource staff. We are all here to support you! These individuals are available to serve as a resource, so please let them know what you need to accomplish your new responsibilities. We are excited about your joining with us and want to ensure that you will be successful in your new role. Please don't hesitate to contact us with any questions or concerns. We look forward to a positive working relationship!!!!

Sincerely



Sumanta Kumar Das  
HR Manager



  
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BHUBANESWAR

## LETTER OF INTENT

Dear SRIKANTA SAHU,

Date: 08/08/2019

Congratulations!!!

With reference to your application & the subsequent interview you had with us, we are pleased to offer you the position of Operations in our organization. You would be required to join us tentatively on the 01st of September 2019,

failing which this offer will automatically stand cancelled, unless a new date is agreed to by us in writing. Your total Cost to the Company will be of Rs. 108,000 per annum.

Components	Fig in INR/Month
Basic	5,400
House Rent Allowance	600
Attendance Allowance	200
Transport Allowance	800
Medical Allowance	1,000
Special Allowance	0
Insurance	500
Professional Tax	0
Total Gross Salary	8500
Insurance	500
Professional Tax	0
Total CTC	9000

You will be on training for a period of 5 days post which you will enter the probation for a period of 3 months. A detailed Employment confirmation letter will be given to you subject to the clearance of the probation completion period criteria.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that together we can build a world leader. We assure you of our support for your professional development and growth.

For Grinity Solar Private Limited



Rajen Patwari

HR Manager



  
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BHUBANESWAR





# INNOSAT PROJECT PRIVATE LIMITED

Rasulgarh, Bhubaneswar-751010

e-Mail-[innosatproject@yahoo.co.in](mailto:innosatproject@yahoo.co.in)

Date: 05.07.2019

## Intimation Letter and Terms of Reference

Dear PRAVAT NAYAK

1. Your employment with **Innosat Project Prv. Ltd.** shall be valid up to 30th August 2019. During this tenure, your services will be deputed to HDFC Asset Management Company Limited to do work pertaining to/incidental to the client's business.
2. **Joining:** Subject to your submission of complete documents you are required to join on or before 30<sup>th</sup> July, 2020 unless extended by us in writing.
3. **Location:** Your location / branch will be communicated to you shortly. You may be asked to relocate to any branch depending on business requirements.
4. **Training Period:** During the training period of one year, you will be exposed to both sales and client services role.
5. **Certification:** During the course of employment you are required to complete –
  - a. NISM VA
  - b. NISM Series (X-A , X-B & V-C) .
6. **Compensation:** During the training period you will receive compensation of Rs. 2, 10, 000/- per annum.
7. **Background Checks:** The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks.
8. **Other terms and conditions:**
  - a. You successfully complete your 2 year full time MBA programme.
  - b. You agree to submit the documents required by the organization – list annexed herewith.
  - c. You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of the employer
  - d. You hereby acknowledge and agree to abide by all Internal Policies of the Company. The Company reserves the right to change these Policies at any time in its absolute discretion.
  - e. By way of accepting you agree to abide by the Prevention of Sexual Harassment Policy created by the organization and participate in all the initiatives taken by the company in this regard.

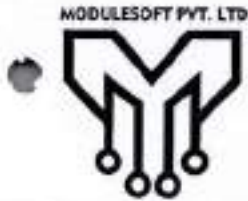
Please acknowledge the duplicate of this letter as a token of your acceptance. Looking forward to having you on board and wishing you a successful career with us!

Yours truly,

Authorized Signatory  
Head HRSSC



*K. Ananta*  
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Bhubaneswar



# MODULESOFT PVT. LTD.

B Tower, Nayapalli, Bhubaneswar, Pin- 751012

Date: 15/09/2018

Letter no: MPL/OF/1076

## OFFER LETTER

Dear DEBARAJ BEHERA

This is with reference to your interview with us, we are pleased to offer you the position of **Office Executive.**

The Company shall pay during the continuation of Rs. 132000 /- per Annum and Incentive.

As you are aware, Modulesoft Pvt. Ltd. is a growing firm, so based on your performance and ability to shoulder responsibilities, you will have prospects to grow. You are requested to join your duties from **01/10/2019 at 10:00 AM** in Bhubaneswar Office.

**his offer is subject to clearance from college and other background verification.**

If in case of any misrepresentation by you at the time of interview, the offer/ appointment/ employment, will be ceased with immediate effect.

**You are requested to accept the offer on or before 10th October, 2018 from the receipt of offer letter, else this offer becomes null and void.**

Looking forward to a long-lasting relationship.

For Modulesoft Pvt. Ltd.

  
Authorized Signatory



  
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# Global Institute of Management, Bhubaneswar

## Placement of outgoing students during the Academic Year 2017-18

Sr.No	REGNO	NAME	Name of the Company	Salary per Annum
1	1606278002	BABAN SETHY	Pinnacle Human Resource Pvt. Ltd	120000
2	1606278003	BAPINA BEHERA	NM EDUCATIONAL & CHARITABLE TRUST	96000
3	1606278004	BIBHUTI BHUSAN PATTANAIK	MODULESOFT PVT. LTD	102000
4	1606278007	LALU PRASAD SETHY	Eastend Technology Pvt Ltd	108000
5	1606278008	MITA MALLIK	WINTech PROJECT	96000
6	1606278009	RABI NARAYAN BHOI	Khazaana	156000
7	1606278011	S BALAJI RAO	EMPOWERTRANS PVT. LTD	96000
8	1606278012	S SUDHAKAR RAO	CITICON BUILDING PVT LTD	96000
9	1606278014	SOMANATH BEHERA	SEARCHING YARD	156000
10	1606278017	ANJALI SAHU	WINTech PROJECT	96000
11	1606278018	ARCHANA PANIGRAHI	Shilpa Infra Projects PVT. LTD.	144000
12	1606278020	DEEPTI MAYEE DASH	Grinity Solar Private Limited	144000
13	1606278021	DIBYA RANJAN SAHOO	GRAND MARK INFRASTRUCTURE PRIVATE LTD	120000
14	1606278022	DILLIP KUMAR BHOI	Canon	96000
15	1606278024	KRUSHNA KINKAR JAGADEB	EMPOWERTRANS PVT. LTD	96000
16	1606278026	MITHUN SETHI	THOOMRI PVT.LTD	132000
17	1606278027	NAMITA SETHY	Shilpa Infra Projects PVT. LTD.	144000
18	1606278029	PRABHULAL DEHURY	SEARCHING YARD	156000
19	1606278030	PRAGATI RANJAN DAS	Pinnacle Human Resource Pvt. Ltd	120000
20	1606278032	PRIYANKA DAS	Go speed Go	168000
21	1606278033	PRIYANKA PARICHHA	Go speed Go	168000
22	1606278034	PRIYANKA SWAIN	Nina Solar	108000
23	1606278035	RAJENDRA PRASAD SETHI	INNOSAT PROJECT PRIVATE LIMITED	132000
24	1606278036	RASHMI REKHA BISWAL	GRAND MARK INFRASTRUCTURE PRIVATE LTD	120000
25	1606278037	RASMIRANJAN SAHOO	GRACE RESEARCH FOUNDATION	96000
26	1606278038	RASMITA SAGAR	Go speed Go	168000
27	1606278039	S RAHUL	Eastend Technology Pvt Ltd	108000
28	1606278040	SHAKTI RANJAN SAHU	Go speed Go	168000
29	1606278041	SIMA BADASETH	Aditya Hygiene	120000
30	1606278042	SIRIPURAM AMANI	WINTech PROJECT	96000
31	1606278043	SUCHITRA SANTRA	Go speed Go	168000
32	1606278044	SUPRAVA SAHOO	Nina Solar	108000
33	1606278045	SURAJ MOHAPATRA	MODULESOFT PVT. LTD	102000
34	1606278046	SURAVI PATTNAIK	Khazaana	156000
35	1606278047	SURESH KUMAR MRIDHA	INNOSAT PROJECT PRIVATE LIMITED	132000
36	1606278048	SURYAKANTA SAHOO	Canon	96000
37	1606278049	SWAGATIKA SETHY	Grinity Solar Private Limited	144000
38	1606278050	VISHAL MERANI	GRACE RESEARCH FOUNDATION	96000
39	1606278051	PRATIKSHYA BEHERA	NM EDUCATIONAL & CHARITABLE TRUST	96000
40	1606278053	SRABAN KUMAR BEHERA	Go speed Go	168000
41	1606278054	AMBIKA PRASAD NAYAK	Go speed Go	168000



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42	1606278055	ASHISH KUMAR PANDE	SEARCHING YARD	156000
43	1606278058	CHANDAN MUDULI	Khazaana	156000
44	1606278059	CHASANANDA MALLICK	Go speed Go	168000
45	1606278061	JYOTI RANJAN MOHAPATRA	Esskay Machinery Pvt Ltd	120000
46	1606278062	MADHUSMITA MOHANANDIA	Aditya Hygiene	120000
47	1606278063	SNEHASIS BISWAL	Shilpa Infra Projects PVT. LTD.	144000
48	1606278065	ANNAPURNA SETHI	THOOMRI PVT.LTD	132000
49	1606278066	DUKHIRAM BADASETH	GRACE RESEARCH FOUNDATION	96000
50	1606278068	LINGARAJ DIGAL	CITICON BUILDING PVT LTD	96000
51	1606278071	RAJENDRA ROHITA	Grinity Solar Private Limited	144000
52	1606278073	RINA KHATUA	Globe Converge Consultants LLP	156000
53	1606278074	RITUPURNA SETHI	Esskay Machinery Pvt Ltd	120000
54	1606278076	SUBRAT PANIGRAHY	NM EDUCATIONAL & CHARITABLE TRUST	96000
55	1606278078	BHAGAWAN PRADHAN	Nina Solar	108000
56	1606278079	BHAVNA MOHANTY	Go speed Go	168000
57	1606278080	DALESWAR PATRA	INNOSAT PROJECT PRIVATE LIMITED	132000
58	1606278081	FHAKIR MOHAN SETHI	Globe Converge Consultants LLP	156000
59	1606278082	PURNA CHANDRA JANI	MODULESOFT PVT. LTD	102000
60	1606278084	SMITARANI SETHI	THOOMRI PVT.LTD	132000
61	1606278085	SOURAV KUMAR RATH	Pinnacle Human Resource Pvt. Ltd	120000
62	1606278087	TIKUN KUMAR SAHU	GRAND MARK INFRASTRUCTURE PRIVATE LTD	120000



*Handwritten signature*  
 PRINCIPAL  
 GLOBAL INSTITUTE OF MANAGEMENT  
 BHUGANESWAR





To,  
 Mr Dilip Kumar Bhoi  
 Bhoi Nagar, Unit-9  
 Road No-2, House No 2RA-119  
 Bhubaneswar, Khurdha  
 Odisha

December 14, 2017

Subject : Appointment Letter

Dear Mr Dilip,

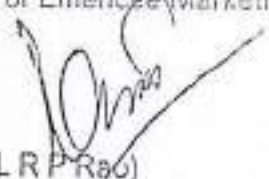
This is in reference to you resume dated 05.12.2017, on behalf of Emencee Marketing, 84, Jharpada, Bhubaneswar, Premium Partner of Canon India Pvt Ltd for the State of Odisha, I am pleased to offer you the position of "Marketing Research Executive". Your total salary shall be Rs 8,000.00 paid in monthly basis in cash on 7<sup>th</sup> of next month. You will be paid conveyance as per actual which will not exceed beyond Rs 2,000.00.

You are a member of Emencee Marketing, will report directly to Mr Narendra Kumar Lenka, Business Development Manager, at all times. Your date of joining shall be on 15<sup>th</sup> December 2017. Your service in this capacity is subject to review after "Three Months Period" from the date of joining and service extension thereafter is under sole discretion of Emencee Marketing.

This offer of employment does not imply any commitment to your continued employment.

Please return a duly signed copy of this letter as a token of acceptance of this offer along with terms and conditions mentioned, from your side. A copy of this letter is enclosed for your records.

Thanking you,  
 For Emencee Marketing

  
 (LRP Rao)  
 Manager (Admin,



Encl: As Stated



Emencee Marketing  
 84, Jharpada, Bhubaneswar-751 006  
 Tel. : 91-674-2571757  
 Fax : 91-674-2575929  
 Email : canonsales@emencee.in  
 canonservice@emencee.in

  
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 BHUBANESWAR



Canon

EMENCEE

To  
Mr Suryakanta Sahoo  
AMPO - Chanarou  
Via - Alanahat  
PS- Baskuda, Jagatsinghpur  
Odisha

December 14/2017

Subject: Appointment Letter

Dear Mr. Suryakant,

This is in reference to your resume dated 05.12.2017 on behalf of Emencee Marketing, B4, Jharpada, Bhubaneswar, Promote Partner of Canon India Pvt Ltd for the State of Odisha. I am pleased to offer you the position of Marketing Research Executive. Your total salary shall be Rs 8,000.00 per month on monthly basis in cash on 7<sup>th</sup> of next month. You will be paid conveyance as per actual which will not exceed beyond Rs 2,000.00.

You are a member of Emencee Marketing, will report directly to Mr Narendra Kumar Lenka, Business Development Manager, at all times. Your date of joining shall be on 15<sup>th</sup> December 2017. Your service will be subject to review after 'Three Months Period' from the date of joining and service extension thereafter is under sole discretion of Emencee Marketing.

This offer of employment does not imply any commitment to your continued employment.

Please return a duly signed copy of this letter as a token of acceptance of this offer along with terms and conditions mentioned from your side. A copy of this letter is enclosed for your records.

Thanking you  
For Emencee Marketing

(L.R.P. Sahoo)  
Manager (Admin)

Encl: As Stated

Emencee Marketing  
B4, Jharpada, Bhubaneswar-751 051  
Tel : 91-674-2571737  
Fax : 91-674-2575928  
Email : [emencee@emencee.in](mailto:emencee@emencee.in)  
[canonservice@emencee.in](mailto:canonservice@emencee.in)  
[www.emencee.in](http://www.emencee.in)



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BHUBANESWAR





A Unit of HIFERK TECHNOLOGIES PVT LTD

Date: 4<sup>th</sup> Dec. 2017

OFFER LETTER

Dear Suchitra,

With reference to the campus placement drive held on 30<sup>th</sup> Nov. 2017 at Global Institute of Management, Bhubaneswar, we are pleased to offer you employment in our organization, on terms and conditions mentioned in this offer letter.

**1. Date of joining**

This appointment will commence from the date of your joining i.e. 2<sup>nd</sup> May 2018 provided that you indicate your acceptance to the same by signing and returning to duplicate a copy of this offer letter within three working days.

Further in case you have any objections with the terms and conditions of the letter the same should be communicated to us within three (3) days of receiving the letter failing which the entire terms and conditions will be deemed to have been accepted by you. The Appointment date shall not be varied except if so intimated by the Company in writing.

**2. Designation**

You shall be designated as "Management Trainee" in the department of "Human Resources". You will be required to perform such duties and functions, as may be entrusted to you by the management from time to time.

You shall be on a probation period of six (6) months. Once you are confirmed, you will be entitled for an employee benefits as per company policy. The probation period may be extended at the discretion of the Management & a confirmation extension letter will be issued to you. A confirmation letter will be issued to you after satisfactory completion of probation period.

**3. Remuneration**

Your cost to company shall be Rs.1,50,000-(One Lakh Fifty Thousands only) per annum your salary and other benefits, if, any, shall be subject to the deduction of Government and local taxes, contribution, etc as required to be made under the law of land and shall be further subject to deductions on account of any unauthorized absence, authorized absence for any period beyond the leave entitlement, damage to any property of the company and all other matters as governed by the Company's policy.

GO SPEEDY GO, B-36, Chandaka Industrial Estate, Bhubaneswar, Khordha, Orissa, India, 751024.  
[www.go-speedy-go.com](http://www.go-speedy-go.com), Email: [hr@go-speedy-go.com](mailto:hr@go-speedy-go.com), Mob-7064838888



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A Unit of HIFERN TECHNOLOGIES PVT LTD

#### 4. Place of Posting

- a. Presently, you shall be posted at Bhubaneswar, Odisha. Your place of work may change in case of any relocation of the company's offices. You are further liable to be transferred to any part within the country/overseas as decided by the management in the interest of the company.
- b. The management may place/transfer you temporarily/permanently in any department/associate concern of the company in or out of India as it may consider necessary at its discretion from time to time.

#### 5. Conduct and Discipline

- a. You are expected to maintain fairly high standard assignments of conduct and excellence in all.
- b. You shall discharge your duties and responsibilities faithfully and to the best of your ability and talent.
- c. As a company personnel, you are full time employee and will not undertake any other business, work or public office honorary or enumerating post/assignment whether with or without consideration except with the written permission of the management in each case.
- d. You will be governed by service rules and regulations, administrative order(s), any such other rules/orders of the company now in force and that may be enforce from time to time.

#### 6. Privacy of Information of remuneration

The remuneration payable to you would be a matter of confidence between the management and yourself, and you shall not divulge any details thereof to any one inside or outside the organization.

#### 7. General Rules

In all matters including those not specifically covered by this letter, such as PF, Bonus, Incentives, Medical, and LTA will be governed as per rules of the Company.

- a. You will intimate in writing to the management any change of address within a week from the change of the same, failing that any communication sent on your last recorded shall be deemed to have served on you.
- b. You will hand over the charge, the property and the material etc of the company in your possession in the time of cessation of your employment with the company.

GO SPEEDY GO, B-36, Chandaka Industrial Estate, Bhubaneswar, Khordha, Orissa, India, 751024.  
[www.go-speedy-go.com](http://www.go-speedy-go.com), Email: [hr@go-speedy-go.com](mailto:hr@go-speedy-go.com), Mob: 964888888



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**A Unit of HIFERIK TECHNOLOGIES PVT LTD**

- c. You will be liable to damage(s) to the company for the loss caused by you directly or indirectly, in additional legal remedies, which may be required for violating any of the provisions of this letter/ agreement etc and the courts of Bhubaneswar will have exclusive jurisdiction over the appointment consequent to this letter and all matters arising there from.

**8. Termination of Permanent Services**

Before tendering resignation, you are required to provide 1 month/month's end prior notice in writing to the company, if such resignation is during your probation and prior notice in writing such resignation is after confirmation or in the alternative you shall be liable to pay to the company salary in lieu thereof.

- a. The management reserves the right to terminate your services by giving one day notice or 1 day salary in lieu thereof for failure to the minimum performance parameters stipulate and communicated to you from time to time or for misconduct, without being exhaustive and without prejudice to the general meaning of the term misconduct, in case of reasonable suspicion misconduct, negligence of duty, disloyalty, dishonesty, misrepresentation, indiscipline, disobedience, irregular attendance, absence from duty or inefficiency or unsatisfactory performance or any other indulgence of excess or any detrimental to the interest of the company.
- b. You will automatically retire from the service of the company of attaining the superannuating age of 60 years.
- c. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
  - i. Return to work within 7 days of the commencement of such absence, and
  - ii. Give an explanation to the satisfaction of the management regarding such absence.
- d. The management shall have the right to ask yourself medically examined, vaccinated or inoculated by any registered medical practitioner at any time when the management feels it service will be liable to be terminated on being found physically or mentally unfit by a registered medical practitioner, nominated by the company.

**9. Verification**

This offer is based on the information supplied by you to us in your application/ personal data form and otherwise, and will be considered null and void if a material error is discovered therein at any time, and your employment shall be terminated without any notice or salary lieu of.

GO SPEEDY GO, B-36, Chandaka Industrial Estate, Bhubaneswar, Khordha, Orissa, India, 751024.  
www.go-speedy-go.com, Email: hr@go-speedy-go.com, Mob-7067312988



*Akshay*  
PRINCIPAL  
GLOBAL INSTITUTE OF MANAGEMENT  
BHUBANESWAR



A Unit of HIFERK TECHNOLOGIES PVT LTD

Please sign the duplicate copy of this letter and return the same in confirmation of your acceptance of the offer letter and all other terms and conditions as stated therein.

Wishing you all the best, and welcoming you to our organization for a long standing relationship.

Sincerely,  
GO SPEEDY GO  
HUMAN RESOURCES

I, hereby, agree to abide by the terms and conditions of this offer letter.

Signature of the Employee



*Akshay*  
PRINCIPAL  
GLOBAL INSTITUTE OF MANAGEMENT  
BHUBANESWAR





A Unit of HIFERK TECHNOLOGIES PVT LTD

Date: 4<sup>th</sup> Dec. 2017

OFFER LETTER

Dear Rasmita,

With reference to the campus placement drive held on 30<sup>th</sup> Nov. 2017 at Global Institute of Management, Bhubaneswar, we are pleased to offer you employment in our organization, on terms and conditions mentioned in this offer letter.

**1. Date of joining**

This appointment will commence from the date of your joining i.e. 3<sup>rd</sup> May 2018 provided that you indicate your acceptance to the same by signing and returning to duplicate a copy of this offer letter within three working days.

Further in case you have any objections with the terms and conditions of the letter the same should be communicated to us within three (3) days of receiving the letter failing which the entire terms and conditions will be deemed to have been accepted by you. The Appointment date shall not be varied except if so intimated by the Company in writing.

**2. Designation**

You shall be designated as "Management Trainee" in the department of "Marketing". You will be required to perform such duties and functions, as may be entrusted to you by the management from time to time

You shall be on a probation period of six (6) months. Once you are confirmed, you will be entitled for an employee benefits as per company policy. The probation period may be extended at the discretion of the Management & a confirmation extension letter will be issued to you. A confirmation letter will be issued to you after satisfactory completion of probation period.

**3. Remuneration**

Your cost to company shall be Rs.1,18,000-(One Lak's Sixty-Eight Thousands only) per annum your salary and other benefits, if any, shall be subject to the deduction of Government and local taxes, contribution, etc as required to be made under the law of land and shall be further subject to deductions on account of any unauthorized absence, authorized absence for any period beyond the leave entitlement, damage to any property of the company and all other matters as governed by the Company's policy.

*Kamala*  
PRINCIPAL

GLOBAL INSTITUTE OF MANAGEMENT  
BHUBANESWAR

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[www.go-speedy-go.com](http://www.go-speedy-go.com), Email: [hr@go-speedy-go.com](mailto:hr@go-speedy-go.com), Mob-9661868388



A UNIT OF CHIFFERK TECHNOLOGIES PRIVATE LIMITED

Date: 4<sup>th</sup> Nov. 2017

OFFER LETTER

Dear Priyanka,

With reference to the campus placement drive held on 30<sup>th</sup> Nov. 2017 at Global Institute of Management, Bhubaneswar, we are pleased to offer you employment in our organization, on terms and conditions mentioned in this offer letter.

**1. Date of joining**

This appointment will commence from the date of your joining i.e. 3<sup>rd</sup> May 2018 provided that you indicate your acceptance to the same by signing and returning to duplicate a copy of this offer letter within three working days.

Further in case you have any objections with the terms and conditions of the letter the same should be communicated to us within three (3) days of receiving the letter failing which the entire terms and conditions will be deemed to have been accepted by you. The Appointment date shall not be varied except if so intimated by the Company in writing.

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You shall be on a probation period of six (6) months. Once you are confirmed, you will be entitled for an employee benefits as per company policy. The probation period may be extended at the discretion of the Management & a confirmation extension letter will be issued to you. A confirmation letter will be issued to you after satisfactory completion of probation period.

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[www.go-speedy-go.com](http://www.go-speedy-go.com), Email: [hr@go-speedy-go.com](mailto:hr@go-speedy-go.com), Mob-700-1881



*Handwritten signature*

PRINCIPAL

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BHUBANESWAR





# SEARCHING YARD

Satya Sai Enclave, House No- MIG III 423 AMRI Hosp Road, Khandagiri Bhubaneswar

Date: 07/07/2017

Dear ASHISH KUMAR PANDE

Appointment to the position of Operations.

With reference to your application for employment and subsequent interview with us, we are pleased to appoint you as Tele Caller in our organization on the following terms and conditions.

1. The effective date of your appointment is 01/08/2017.
2. You will serve a probationary period of six months before being confirmed in your position of employment based on satisfactory performance. During this period termination of service may be at short notice of 15 days.
3. After confirmation the employment may be terminated by either side giving notice of one month or payment equivalent to one month's salary in lieu of notice.
4. Your gross monthly salary will be Rs 13000 /- which will be subjected to the statutory deductions as per the state's law. However, management may exercise the option to review it depending on your performance and conduct.
5. You will be entitled to 15 days of earned leaves only after one year of the uninterrupted service. Sick and casual leaves will be treated on as it comes basis.
6. This contract shall be deemed to be terminated at incidences of gross misconduct of the employee or underperformance during your probation period.

We heartly congratulate and welcome you to the family of Searching Yard.

Yours truly,

For Searching Yard,

Authorized signatory.



*Amrita*  
PRINCIPAL  
GLOBAL INSTITUTE OF MANAGEMENT  
BHUBANESWAR



**SHILPA INFRA PROJECTS PRIVATE LIMITED**

PLOT NO. A/14, SURYA NAGAR, UNIT VII BHUBANESWAR-751003

Date:11.11.2017

ASHISH KUMAR PANDE,

With reference to your application for employment and subsequent interviews held at our office, we have the pleasure to inform you that the management has decided to appoint you as Office Executive on the following terms and conditions.

**Compensation:** You will get an annual CTC of Rs 120000 /- (One Lakh Twenty Thousand only) the details of which is been given in the Annexure attached below.

**Period of Probation:** You will be on a probation period of six months from your date of appointment. Based on your performance your services will be confirmed with the company in written after six months.

**Leaves:** You will be eligible to benefits of the company's leave rules on your confirmation in the company's service. Absence for a continuous period of 10 days without prior approval of your supervisor will result in termination of your employment without any further notice.

**Location of work:** Your present place of work will be at Bhubaneswar, but during the course of the service, you shall be liable to be posted or transferred to anywhere to serve the company's projects at the sole discretion of the management.

**Working hours:** The working hours are going to be from 09.30 am to 06.30 pm. You will be required to work five days a week, and your weekly offs may not necessarily be Saturday and Sunday. The company reserve the right to change your working days and hours.

**Notice Period:** After confirmation of your employment notice of termination of employment will be three(3) months' notice in writing or three (3) month's salary in lieu of notice from either party.

We welcome you Shilpa Infra Projects Pvt. Ltd. and looking forward to collaborate with you.

Yours sincerely,

For the Shilpa Infra Projects Pvt. Ltd.,

Authorized Signatory.



*Kanika*  
PRINCIPAL  
GLOBAL INSTITUTE OF MANAGEMENT  
BHUBANESWAR



Date:12/10/2017

## APPOINTMENT ORDER

\*\*\*

Mr. ANNAPURNA SETHI is appointed as Front Office Executive in the department of Human Resource at Thoomri Pvt. Ltd. Bhubaneswar. This appointment takes effect from the date of his joining. He shall attend to all duties as assigned by institutional authorities from time to time.

An annual CTC of Rs132000/- will be paid to him/her which will subject to statutory deductions as per company policy.

This appointment is governed by the Service, Conduct, and Leave Rules of the Institution in force from time to time and is terminable with three months notice on either side or notice pay in lieu thereof.

He has to submit the certified copies of all his/her certificates relating to qualifications and previous company experience besides original relieving certificates issued by the previous institution where he worked if any should be submitted.

For the Thoomri Pvt. Ltd,



Authorized Signatory.



  
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BHUBANESWAR

Date: 15.10.2017

## Offer of Appointment

Dear ANJALI SAHU

1. Your employment with **Wintech Project** shall be valid up to 01<sup>th</sup> November, 2019.
2. **Joining:** Subject to your submission of complete documents you are required to join on or before 01<sup>st</sup> November, 2017 unless extended by us in writing.
3. **Location:** Your location / branch will be communicated to you shortly. You may be asked to relocate to any branch depending on business requirements.
4. **Training Period:** During the training period of one year, you will be exposed to both sales and client services role.
5. **Compensation:** During the training period you will receive compensation of Rs. 96, 000/- per annum.
6. **Background Checks:** The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks.
7. **Other terms and conditions:**
  - a. You successfully complete your 2 year full time MBA programme.
  - b. You agree to submit the documents required by the organization – list annexed herewith.
  - c. You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of the employer
  - d. You hereby acknowledge and agree to abide by all internal Policies of the Company. The Company reserves the right to change these Policies at any time in its absolute discretion.
  - e. By way of accepting you agree to abide by the Prevention of Sexual Harassment Policy created by the organization and participate in all the initiatives taken by the company in this regard.

Please acknowledge the duplicate of this letter as a token of your acceptance. Looking forward to having you on board and wishing you a successful career with us!

Yours truly,



Authorized Signatory  
Manager-HR



  
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BHUBANESWAR