

Ref: Appt/MLI/NSQF/2023/510

4th September 2023

Khalid Zafeer Saqui

Ayathmulla, Bandipora

Jammu & Kashmir 193502

Dear Khalid,

With reference to your application and the subsequent interview, we are pleased to offer you position of **Vocational Trainer (Tourism & Hospitality) - NSQF J&K with Mind Leaders Learning India Pvt Ltd.**

The terms and conditions of your appointment are as follows: -

1. APPOINTMENT, TENURE AND INTIAL POSTING: -

- 1.1 You will have to join on or before **11th September 2023** and offer stands withdrawn in case does not join by given date. After joining your appointment will be valid till **30th September 2023**. However, the same may be extended in writing basis mutual agreement.
- 1.2 The terms and conditions of appointment shall be effective from your date of joining.
- 1.3 You will initially be posted at **Govt. High School Ahamsharief, Bandipora, J&K.**
- 1.4 You will be on assignment under the supervision of Principal of **Govt. High School Ahamsharief**, and shall be reporting to **Ms. Tania Mahajan - Vocational Coordinator** of MindLeaders Learning India Pvt Ltd; your reporting is subject to change at the discretion of the company.

2. EMOLUMENTS AND TAXES: -

- 2.1 You will be paid Salary as per Annexure A attached hereto.
- 2.2 You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source.

3. TERMINATION:

- 3.1 Your employment with MindLeaders Learning India Private Limited will automatically come to an end on **30th September 2023** without any further notice, unless extended in writing.

Corporate Headquarters:

Mind Leaders Learning India Private Limited

Add.: Lemon Tree Premier – Delhi Airport, Asset No. 6, Aerocity Hospitality District, New Delhi – 110037

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3.2 The Company may terminate your employment even before the above date of completion of employment, by giving one month's written notice or Salary in lieu thereof without assigning any reasons. Similarly, you can leave the services of the Company after giving one months' notice in writing or by paying Salary in lieu thereof.

3.3 Your employment shall stand terminated forthwith on the happening of the following:

- If you are held guilty of any offence involving moral turpitude; or
- If you do not join within the stipulated date, unless extended in writing.

3.4 Upon termination of your employment, you (or your legal heirs as the case may be) shall immediately return to the Company, any and all documents, manuals, documented confidential information (without making any copies thereof and/ or extracts there from), kits and other property belonging to the Company that may be entrusted to and/ or placed in your possession by virtue of and/ or during the course of your employment with the Company. You (or your legal heirs as the case may be) shall also deliver to the Company immediately all notes, analyses, summaries and working papers relating thereto.

4. TRANSFER: -

4.1 At the sole discretion of the Company, you will be liable to be transferred /deputed from one place to another anywhere in India or abroad and/or from one department to another or from one establishment to another and/or to any other concern including to any of Company's affiliates, associates, group companies and/or entities in which the Company may be having any interest whether existing or which may be set up in future.

4.2 You will also work, if required, for the Company's affiliates/associates/group companies. The Salary and emoluments mentioned herein cover your service for MindLeaders Learning India Private Ltd, as well as for any of its affiliates/associates / group companies.

5. GENERAL EMPLOYMENT OBLIGATIONS: -

5.1 During your employment with us, you shall not be engaged, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever (either for remuneration or on a honorary basis), and shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

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- 5.2 You shall be governed by the service rules and regulations of the Company, as amended by its Management, from time to time including the Code of Conduct, the terms of which are hereby incorporated by reference. You shall abide by and carry out operational instructions/procedures as contained in the Company's guidelines and other administrative instructions as may be issued by the Management from time to time.
- 5.3 The work product generated by you while performing the services during the term of your employment, including all electronic data, papers, worksheets, logs, records, reports, documents, training material and other materials developed or prepared by you, shall be the sole and exclusive property of the Company. Without limiting the generality of the foregoing, the Company will own all intellectual property rights in any work, invention, discovery, improvement or design, which you make or conceive:
- i. While employed by the Company and in connection with the business of the Company or a related body corporate; or
 - ii. By using the resources, facilities, or confidential information of the Company or its affiliates/associates/group companies.

For the purposes of this clause, intellectual property rights include, but are not limited to, rights in relation to or arising from patents, design registrations, trademarks and copyright. You undertake to execute necessary documents and do all such acts, at the request of the Company that may be required to give effect to this provision. You shall return to the Company such materials upon the termination of your employment or at the request of the Company at any time during the term of your employment.

- 5.4 You will be responsible for the safe custody of all documents, manuals and kits and other property belonging to the Company that may be entrusted to and/ or placed in your possession by virtue of and/ or during the course of your employment with the Company.
- 5.5 You shall keep the Management informed of your latest postal address at all times and intimate in writing in case of change of address. Any communication sent to you by the management on your last known address (as intimated by you) shall be deemed to have been duly served notwithstanding the fact that you have changed your address.
- 5.6 You have to take Compliance Report (as per defined documents list) from HM/Principal/HOI of school. In case you fail to provide the Compliance Report, your contract will be terminated automatically within 15 days.
- 5.7 Salary payment is subject to the submission of Attendance sheet duly validated and verified by the Principal of the School.
- 5.8 During vacations/other instructions provided by the authorities, Salary will be credited as per Samagra Shiksha-J&K decision.

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- 5.9 The disbursement of Salary and/or any other benefits is depending on the receipt of payments made by the respective state authorities to the company. This, being a government sponsored project, only those expenses or benefits are passed on which are disbursed / paid by the state authorities.
- 5.10 Delay in reimbursement of Salary by the Government Project Authority would result in delayed payment of your Salary and the same will be cleared only after receipt of reimbursement by the Government Project Authority.
- 5.11 Your engagement is purely of contractual in nature and shall be coterminous with closure of scheme or any violation of the conditions of the Agreement, details of which has been shared with you.

6. CONFIDENTIALITY: -

- 6.1 You shall not, except as authorized or required by your obligations in terms hereof, reveal to any person or entity any of the trade secrets, secret or confidential information, information contained in any manuals or dealings or any information concerning the organization, business, finances, transactions or affairs of the Company and/or its affiliates/associates/group companies ('confidential information'), which may come to your knowledge and/ or be imparted to you by the Company during his employment hereunder.
- 6.2 You shall hold in strict confidence, all such confidential information. This restriction shall survive termination of your employment with the Company without limit in point of time but shall cease to apply to information or knowledge which may come into the public domain without any of fault on your part.
- 6.3 You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, notes or memoranda relating to the business and/ or transactions of the Company and/or its affiliates/associates/group companies which may come to your knowledge and/ or possession by virtue of his employment with the Company for any purpose other than for the benefit of the Company.
- 6.4 You acknowledge that the violation of any of the provisions of Clause 6 hereof will cause irreparable loss and harm to the Company which cannot be reasonably or adequately compensated by damages in an action at law, and accordingly, the Company will be entitled, to injunctive and other equitable relief to prevent or cure any breach or threatened breach thereof, but no action for any such relief shall be deemed to waive the right of the Company to an action for damages.

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7. LEAVES AND OTHER SERVICE BENEFITS: -

- 7.1 You will be entitled to avail 15 Casual leaves and 10 days Medical Leave in the calendar year. You can avail upto 2 leaves only in a month after approval from HM and your Supervisor from the Company.
- 7.2 The company reserves the right to terminate your association with it (without giving any notice) in case you are absent from duty for more than 7 working days in a stretch without intimation or 10 working days with Approval from HM and Company.

8. CONTINUATION OF EMPLOYMENT: -

- 8.1 It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment process. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary action against you for the same.
- 8.2 Your appointment and its continuation is subject to your being medically fit and the Company reserves its right to ask you to undergo medical examination, as and when deemed necessary.

9. GOVERNING LAW AND JURISDICTION: -

This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and Company will be subject to exclusive jurisdiction of courts of [Delhi] whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

In case this offer of employment is acceptable to you, please sign the duplicate copy of this letter and return to us immediately as a token of your acceptance of the terms and conditions of employment offered to you. You are also requested to indicate the date on which you are willing to join the Company.

10. You will not accept any Private tutorial offers from the trainees or beneficiaries undergoing our training program.

11. REQUIRED DOCUMENTS:-

11.1 Your appointment is based on details furnished by you and the appointment can be terminated if any of the details are found incorrect. On your date of Joining please bring the following documents:

- 6 passport size photographs.
- PAN and Aadhar with photocopies
- Form 16 from the previous Employer
- Proof of Age certificate along with a photocopy.
- Proof of all Academic and Professional/Technical qualifications along with the photocopies.
- Experience Certificate from all previous organizations along with photocopies.
- Relieving letter from the current employer or a copy of the Resignation letter duly stamped by the Authorized signatory.
- Cost to company certificate from the current employer.

Yours sincerely,

For MindLeaders Learning India Private Limited



Thomas Mathew
Authorized Signatory

I have gone through the aforesaid terms and conditions / terms of appointment and have fully understood the same. I hereby accept the above appointment on the terms and conditions stated herein above.

Dated:

Signature:

Name:

Annexure "A"		
Salary Structure		
Applicable w.e.f. DOJ		
Name: Khalid Zafeer Saqui		
Band: S2		
Total Cost to the Company: INR Two Lac Forty Thousand Only Per Annum		
Salary and Allowances	Rs. / Month	Rs. / Annum
Basic Salary	7000	84000
House Rent Allowance	2800	33600
Special Allowance	9006	108072
Statutory Bonus	583	6996
Gross Monthly (A)	19389	232668
ESI (Employer share)	611	7332
Total Retiral Benefits (B)	611	7332
Total (A + B)	20000	240000
Gross Monthly Salary	19389	232668
Less ESI	141	1692
In hand per month	19248	230976
CTC (A+B)	20000	240000

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INDIAN HOLIDAY PVT. LTD.

08th January 2024

To,
Mr. Aajaz Mukhtar
208/A-1, G/F,
Village Munirka
New Delhi- 110067

LETTER OF APPOINTMENT

Dear Mr. Aajaz Mukhtar,

With reference to your application and subsequent interview you had with us, we are pleased to offer you an appointment in our organization as "Airport Representative" on the following terms and conditions with effect from 08th January 2024.

1. You will be paid total salary (cost to Company) of Rs. 28,000- p.m. (Rupees Twenty Eight Thousand Only) inclusive of Basic Salary, other Monthly allowances. (Refer Annexure 'A').
2. You will be initially on probation for a period of **Six Months** from the date of your joining the organization. The probation may be extended further at the sole discretion of the company. You will be deemed to be on probation till such time that you receive a letter of confirmation in writing from the management. During this period (either original or extended) you will not be entitled to any other allowances, which may be applicable to the permanent employees of your category.
3. During the period of probation, either side can terminate this contract without assigning any reasons, after giving fifteen days notice or salary in lieu thereof. After confirmation of your services, either side can terminate this contract without assigning any reasons, by giving 45 days' notice in writing or by giving salary in lieu thereof.
4. If you wish to resign with immediate effect – by surrendering salary in lieu of notice period (during the period of probation or after confirmation) the company will relieve you after proper handing over of the work and responsibilities to a person authorized by the company up to the full satisfaction of the management.
5. Your resignation, once accepted, will become effective and final notwithstanding the fact that the communication of acceptance does not reach you. However, in case of any disciplinary proceedings are either contemplated or pending against you, the company will have the right not to accept the resignation. You cannot unilaterally withdraw resignation, once accepted.
6. No notice or resignation would be effective if same is given during the leave period and you would not be entitled to proceed on leave after resignation as well as during the notice period.
7. The management reserves the right to terminate and bring employment to an end without any notice or compensation in lieu thereof, in case you act in any manner, which is detrimental or prejudicial to the interest of the organization or you are charged with any act of misconduct.
8. Upon the termination of this Agreement / your services, for any reason whatsoever, you shall not participate as partner/owner/shareholder/investor in any new Company/Venture doing business which is similar to the business of the Company, at least for a period of 12 months from the date of termination.
9. Upon the termination of this Agreement / your services, for any reason whatsoever, you shall not be entitled to deal with or form a business interest with the customers/clients of the Company directly, or in association with a third party, at least for period of 24 months from the date of termination.
10. If you resign / terminate your services within three months of being given a salary increase, or within three months of disbursal of the dues toward the salary increase, you would not be entitled to any arrears from that salary increase. If any arrears are received, you would be required to return those to the Company.
11. You would be entitled to payment of the Bonus, as and when declared, as per the provision of the Bonus Act and gratuity as per the provision of Gratuity Act. However, the company may forfeit Bonus or gratuity, otherwise payable to you, to recover any losses that the company may suffer on account of your misconduct or moral turpitude.



70, L.G.F, World Trade Centre, Barakhamba Lane, New Delhi - 110001(India)

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Ticketing : +91-11 - 4777 3434 (Multilines), Fax : +91-11 - 4777 3400 E-mail : travel@indianholiday.com

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12. Your present place of posting is New Delhi however, you are liable to be transferred to any other department/ branch office / to any establishment in which the company has interest or to its affiliates, associates or subsidiaries. The management may place you on any assignment, in any shift, unit or department, as it may consider necessary from time to time, for which the management will be sole judge.
13. You may be called on duty on any holiday or your weekly off can be interchanged, keeping in view the requirement of the job.
14. You will be entitled to leaves and holidays as admissible under the applicable law/rules of the company in force from time to time. However, sanction of the leave is purely at the discretion of the management.
15. In case of unauthorized leave or if you extend leaves on your own beyond originally granted leaves or you absent yourself from duty without information, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company.
16. During your employment with us, you will not work anywhere else, directly or indirectly or conduct any business, part time or otherwise.
17. In your role in the Company, you have to ensure that there would be no monetary loss to the company – either by cash / value. Also no loss or shortage due to acceptance of counterfeit / forged instruments or dishonor of cheque / values accepted by you in the course of your duties. In case of any such eventuality, you would be required to make good the loss to the company.
18. Any and all information, know-how, data and secrecy and the like, of / relating to the business activities and operations of the company and/or its affiliates or associate persons, firms, companies or bodies corporate and/or their business, activities and operations including customers and clientele is extremely valuable, and also secret and proprietary. Hence, you shall not during the period of your service or at any time after the determination thereof, directly or indirectly make any use thereof or any part thereof for any purpose except for the fulfillment of the terms and conditions of your service and shall not directly or indirectly disclose or divulge to any third party any knowledge, information or data to which you shall have or may have had access in any manner relating to the company and /or its affiliates or associate persons, firms, companies or bodies corporate and/or their business, activities and operations including customers and clientele.
19. Any and all matters/ information which come to your knowledge during the course of your employment with the company relating to products, business plans, rate contracts, secrets, strategies etc., will be treated as strictly confidential and you will not divulge or communicate any such information to any person, firm or company. Breach of the confidence/trust, on this account may cause termination of your service with immediate effect besides disciplinary action. Even after you leave the employment of the company or your services are terminated for any reason whatsoever, you shall not put such technical data, know how or information to any commercial use, whether by yourself or on behalf of or any other person or body corporate. For the purpose of ensuring compliance with the provisions of this clause and/or better defining the scope thereof, the company may require you to enter into non disclosure agreements from time to time. You agree to enter into any such agreement at the relevant times and it is agreed that such agreements, as and when they are entered into, would be deemed to form part of this contract.

Similarly, you will agree that all intellectual property of this company shall remain with the company. All computer software, patents, commercial processes developed by you or under your control in the period of your employment shall remain the property of the company.

20. Force Majeure -If during the term of this Agreement, due to occurrence of acts of war, whether declared or undeclared, sabotage, embargo, acts of terrorism, riot or other civil commotion, failure in transportation, act of any government or any court or administrative agency thereof, acts of God, fire, explosion, flood, earthquake, strike, act of government or other catastrophes, pandemic , epidemics, outbreak of disease or quarantine restrictions, or other cause(s) beyond the reasonable control of Indian Holiday Pvt. Ltd. ("Force Majeure"), the Company is unable to utilize Employee's services, the Company shall have the right to suspend Employee's services for the duration of such Force Majeure, or for any part thereof, and no compensation will be paid or accrue to Employee during any such period of suspension.
21. During your employment with the Company, due to special need of company-which may be due to economic condition of the Company or society as a whole, you can be sent on furlough/sabbatical leave. The period of furlough/sabbatical leave will be decided by the Company.
22. You shall not remove or send, from the office premises, any documents (Hard copy or in electronic form) or property of the company without the prior written permission from the company.



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23. Misuse of the company e-mail, Internet systems / addresses would result into immediate termination of your service. Any use of company e-mail / Internet systems for leaking of confidential information or harming / slandering the reputation of the company shall result into termination of your service with immediate effect.
24. You shall always have your postal address or communication address kept with the Company. In the event of change of address, you shall intimate the change immediately in writing to the management. Any communication or notice forwarded by the company at such address given by you shall be deemed to be complete compliance by the company having communicated to you the said communication or notice, notwithstanding the postal authorities returning the communication for any reason whatsoever.
25. You would undergo training programme as and when and in the manner as required by the Company. If you leave within a month of having received any training, you would be liable to repay the costs incurred for the said training to the company.
26. You would adhere to the dress code/uniform (if any) as prescribed by Company from time to time during course of the employment. You may be given a uniform for use by the office and the maintenance / upkeep of this uniform would be your responsibility. If you terminate this agreement within 1 year of receiving this uniform, you would be liable for refund to Company the cost of said uniform.
27. In case you are resigning or leaving the job, you will not be relieved till you settle all accounts with us and obtain a "No Due Certificate" from our Accounts Department.
28. During your employment with the company, you will be governed by the rules, regulations and service conditions as formulated by the management from time to time.
29. It is understood that this appointment is being offered to you on the basis of particulars submitted by you in your application for employment. However, if at any time it should emerge that the particulars furnished by you are false or incorrect, or any relevant information has been concealed, this appointment will be considered ineffective and irregular and your services would be liable to be terminated by the Company forthwith without notice. This will be without prejudice to the right of the Company to take disciplinary action against you for the same.
30. Your job description will be provided to you by the Manager or Your Divisional Head / Department Head, which you shall carry out to the best of your ability.
31. Your annual increment will be determined by the management on the basis of satisfactory appraisal of your performance, your conduct as well as overall performance of the Company.
32. The appointment and its continuance, is subject to your being found/remaining medically (Physically and mentally) fit in the opinion of company's medical officer.

Kindly confirm your acceptance of the appointment, by signing on the duplicate copy of this letter, in token of having understood and accepted the terms and conditions referred above.

Yours sincerely,

For Indian Holiday Pvt Ltd



Authorized Signatory

I have read and understood the terms and conditions and hereby sign in token of my acceptance for the same in toto.

Signature _____

Date _____

17th April'2024

Ohmehra Jan
Vocational Trainer
Jammu & Kashmir

Subject: Employment Contract Extension Letter

Dear Ohmehra,

We are pleased to inform you that your employment contract is being extended and the same will be valid till **30th June 2024** and will stand terminated unless extended in writing. Kindly note:

1. During vacations/other instructions provided by the authorities, Professional Fees will be credited as per **Samagra Shiksha-J&K decision**.
2. Salary payment is subjected to the submission of Attendance sheet duly validated and verified by the Principal of the School.
3. The disbursement of professional fees and/or any other benefits is depending on the receipt of payments made by the respective state authorities to the company. This, being a government sponsored project, only those expenses or benefits are passed on which are disbursed / paid by the state authorities.
4. Delay in reimbursement of professional fees by the Government Project Authority would result in delayed payment of your professional fees and the same will be cleared only after receipt of reimbursement by the Government Project Authority.
5. This is a project-based assignment, professional fees payment, duration is dependent on the terms as existing now and revised by the project owner **Samagra Shiksha-J&K**.
6. Notwithstanding anything contrary contained herein, your employment will automatically get terminated with immediate effect, if the project for which you have been hired is called off, stopped or suspended for any reason whatsoever including calling off of the project in exercise of commercial decision making process of the Company or termination/suspension of the project contract by the client with or without reason/s, and in such case you will not be entitled to claim any compensation from the Company. Requirement of 'notice for termination' or payment in lieu thereof will be deemed to be completely waived of in case of automatic termination as stipulated herein.
7. You will be entitled to avail only 15 Casual leaves and 10 days Medical leaves in the calendar year. You can avail upto 2 leaves only in a month after approval from HM and your Supervisor from the Company.
8. The company reserves the right to terminate your association with it (without giving any notice) in case you are absent from duty for more than 7 working days in a stretch without intimation or 10 working days with Approval from HM and Company.

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All other terms and conditions of your appointment remains the same.

Looking forward to your continued contribution and wishing you all the best.

Sincerely,

For MindLeaders Learning India Private Limited



Thomas Mathew

Authorized Signatory

Corporate Headquarters:

Mind Leaders Learning India Private Limited

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25th March, 2023
Mrs. Duha Ibrahim
Deewan Colony, Ishber, Srinager,
Jammu & Kashmir

Gupt Ganga, Ishber Nishat
Srinagar-191 121, Jammu and Kashmir
Tel: +91-194-2464100 Fax: +91-194-2463892
E-mail: heevan@fortunehotels.in
Website: www.fortunehotels.in

LETTER OF OFFER

Dear Ms.Duha,

This is with reference to your application and subsequent interviews with us. We are pleased to offer you the position of **Guest Relation Executive** in **Front Office Department**.

Your initial place of posting will be at Fortune Resort Heevan Srinagar-Member ITC's Group of Hotels (J&K).

You shall be on probation for a period of **Six Month** from the date of your Joining with a monthly **Net In-Hand Salary of Rs. 12,000** /-. After successful completion of your probation, you will get the final Letter of Appointment. Following the successful completion of the Probationary period, your employment will be deemed to be for an unlimited period, during which either party may terminate this agreement by providing **Two (2) Months' Notice** in writing or **Salary in lieu** thereof.

Your date of joining at Fortune Resort Heevan will be on **11 April 2023**, by **9.30 A.M.**

Your employment with the company is subject to transfer on any assignment in any other establishment under the company.

This offer is subject to your undergoing a successful positive background verification and confirmation of the information as provided by you.

This letter of offer is not be construed as a Letter of Appointment.

Please sign on the duplicate of this letter as acknowledgement thereof.

Yours Sincerely,

General Manager
Fortune Resort Heevan
Gupt Ganga Ishber Nishat, Srinagar

Employee Clearance Form

Name of Employee: Duha Ibrahim

Department: Front office

Designation: Guest Relation Executive

Date of Clearance: 21st November-2023

Tenure: 11th April -2023 to 21st November-2023

Front Office

Returned Keys

Yes

No

Returned Work Materials

Yes

No

Name & Signature of HOD- Mr. Suhail Azmi

[Signature]
21/11/23

Housekeeping: Uniform Room & Accommodation

Returned Uniform and Bedding

Yes

No

Cost of Material not returned / returned damaged _____ Rs. _____

Rs.

Returned Work Materials

Yes

No

Name & Signature of HOD- Mr. Abdul Majid Dar

[Signature]
21/11/23

Finance

The above mentioned employee owes the hotel Rs. _____ from his salary.

_____ which shall be deducted

Credit-
Payable-

21 days Salary.

Name & Signature of HOD- Mr. Musaver Rashid

[Signature]
Person

IT & Systems

Returned Work Materials

Yes

Name & Signature of HOD- Mr. Rajinder Singh

[Signature]
Rajinder Singh

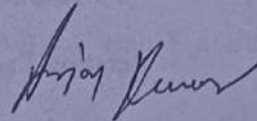
F&B Service

Returned Work Materials

Yes

No

Name & Signature of HOD- Mr. Anjay Kumar



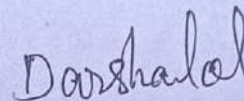
F&B Production

Returned Work Materials

Yes

No

Name & Signature of HOD- Mr. Darshan Lal



Human Resources & Management

Returned Name Tag

Yes

No

Returned Employee Handbook

Yes

No

Returned Employee Locker/Room Keys

Yes

No

Returned ID / Attendance Card

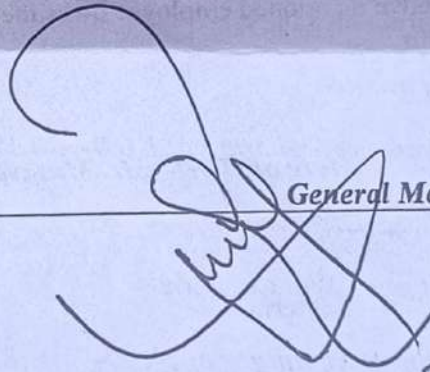
Yes

No

Other _____

Cost of Material not returned: _____ Rs. _____


Manager-Human Resource


General Manager

21/11/23

Salary Slip for the month of September-2023

Name :	Duha Ibrahim			Days in the Month:	30
Designation :	Guest Relation Executive			Paid Days:	30
Deptt :	Front Office			PF A/c. No.:	
S No.	Earnings	Amount (Rs.)	S No.	Deductions	Amount (Rs.)
1	Basic	₹ 5,400.00	1	Provident Fund	₹ -
2	Arrear - Basic	₹ -	2	Arrear - PF	₹ -
3	HRA	₹ -	3	Income Tax	₹ -
4	Arrear - HRA	₹ -	4	S(C)I Account	₹ -
5	Conveyance Allowances	₹ 5,000.00	5	ESI	₹ -
6	Arrear -Conv. Allowances	₹ -			
7	Other Allowances	₹ 1,600.00			
8	Arrears of OA	₹ -			
	Total	₹ 12,000.00			₹ -

Net Salary Payable: ₹ 12,000.00

Payment Mode: Cash / Bank Account No. : IDFC Bank- 10138794151

Authorized Signatory

Date:07/10/2023



Ref: Appt/MLI/NSQF/2023/580

14th November 2023

Ms. Bareera Yousuf

Tak Mohalla, Bijbehara, Anantnag, Jammu & Kashmir 192124

Jammu & Kashmir

Dear Bareera,

With reference to your application and the subsequent interview, we are pleased to offer you position of **Vocational Trainer (Tourism & Hospitality) - NSQF J&K with Mind Leaders Learning India Pvt Ltd.**

The terms and conditions of your appointment are as follows: -

1. APPOINTMENT, TENURE AND INTIAL POSTING: -

- 1.1 You will have to join on or before **21st November 2023** and offer stands withdrawn in case does not join by given date. After joining your appointment will be valid till **30th November 2023**. However, the same may be extended in writing basis mutual agreement.
- 1.2 The terms and conditions of appointment shall be effective from your date of joining.
- 1.3 You will initially be posted at **HS Kanelwan, Anantnag, J&K.**
- 1.4 You will be on assignment under the supervision of Principal of **HS Kanelwan** and shall be reporting to **Ms. Parul Sharma - Vocational Coordinator** of MindLeaders Learning India Pvt Ltd; your reporting is subject to change at the discretion of the company.

2. EMOLUMENTS AND TAXES: -

- 2.1 You will be paid Salary as per Annexure A attached hereto.
- 2.2 You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source.

3. TERMINATION:

- 3.1 Your employment with MindLeaders Learning India Private Limited will automatically come to an end on **30th November 2023** without any further notice, unless extended in writing.

Corporate Headquarters:

Mind Leaders Learning India Private Limited

Add.: Lemon Tree Premier – Delhi Airport, Asset No. 6, Aerocity Hospitality District, New Delhi – 110037

T: +91-11-46050101 • D: +91-11-66588552 • E: contactus@mindleadersindia.com • CIN: U80904DL2017PTC312452 • www.mindleadersindia.com

3.2 The Company may terminate your employment even before the above date of completion of employment, by giving one month's written notice or Salary in lieu thereof without assigning any reasons. Similarly, you can leave the services of the Company after giving one months' notice in writing or by paying Salary in lieu thereof.

3.3 Your employment shall stand terminated forthwith on the happening of the following:

- If you are held guilty of any offence involving moral turpitude; or
- If you do not join within the stipulated date, unless extended in writing.

3.4 Upon termination of your employment, you (or your legal heirs as the case may be) shall immediately return to the Company, any and all documents, manuals, documented confidential information (without making any copies thereof and/ or extracts there from), kits and other property belonging to the Company that may be entrusted to and/ or placed in your possession by virtue of and/ or during the course of your employment with the Company. You (or your legal heirs as the case may be) shall also deliver to the Company immediately all notes, analyses, summaries and working papers relating thereto.

4. TRANSFER: -

4.1 At the sole discretion of the Company, you will be liable to be transferred /deputed from one place to another anywhere in India or abroad and/or from one department to another or from one establishment to another and/or to any other concern including to any of Company's affiliates, associates, group companies and/or entities in which the Company may be having any interest whether existing or which may be set up in future.

4.2 You will also work, if required, for the Company's affiliates/associates/group companies. The Salary and emoluments mentioned herein cover your service for MindLeaders Learning India Private Ltd, as well as for any of its affiliates/associates / group companies.

5. GENERAL EMPLOYMENT OBLIGATIONS: -

5.1 During your employment with us, you shall not be engaged, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever (either for remuneration or on a honorary basis), and shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Corporate Headquarters:

Mind Leaders Learning India Private Limited

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- 5.2 You shall be governed by the service rules and regulations of the Company, as amended by its Management, from time to time including the Code of Conduct, the terms of which are hereby incorporated by reference. You shall abide by and carry out operational instructions/procedures as contained in the Company's guidelines and other administrative instructions as may be issued by the Management from time to time.
- 5.3 The work product generated by you while performing the services during the term of your employment, including all electronic data, papers, worksheets, logs, records, reports, documents, training material and other materials developed or prepared by you, shall be the sole and exclusive property of the Company. Without limiting the generality of the foregoing, the Company will own all intellectual property rights in any work, invention, discovery, improvement or design, which you make or conceive:
- i. While employed by the Company and in connection with the business of the Company or a related body corporate; or
 - i. By using the resources, facilities, or confidential information of the Company or its affiliates/associates/group companies.

For the purposes of this clause, intellectual property rights include, but are not limited to, rights in relation to or arising from patents, design registrations, trademarks and copyright. You undertake to execute necessary documents and do all such acts, at the request of the Company that may be required to give effect to this provision. You shall return to the Company such materials upon the termination of your employment or at the request of the Company at any time during the term of your employment.

- 5.4 You will be responsible for the safe custody of all documents, manuals and kits and other property belonging to the Company that may be entrusted to and/ or placed in your possession by virtue of and/ or during the course of your employment with the Company.
- 5.5 You shall keep the Management informed of your latest postal address at all times and intimate in writing in case of change of address. Any communication sent to you by the management on your last known address (as intimated by you) shall be deemed to have been duly served notwithstanding the fact that you have changed your address.
- 5.6 You have to take Compliance Report (as per defined documents list) from HM/Principal/HOI of school. In case you fail to provide the Compliance Report, your contract will be terminated automatically within 15 days.
- 5.7 Salary payment is subject to the submission of Attendance sheet duly validated and verified by the Principal of the School.
- 5.8 During vacations/other instructions provided by the authorities, Salary will be credited as per Samagra Shiksha-J&K decision.

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- 5.9 The disbursement of Salary and/or any other benefits is depending on the receipt of payments made by the respective state authorities to the company. This, being a government sponsored project, only those expenses or benefits are passed on which are disbursed / paid by the state authorities.
- 5.10 Delay in reimbursement of Salary by the Government Project Authority would result in delayed payment of your Salary and the same will be cleared only after receipt of reimbursement by the Government Project Authority.
- 5.11 Your engagement is purely of contractual in nature and shall be coterminous with closure of scheme or any violation of the conditions of the Agreement, details of which has been shared with you.

6. CONFIDENTIALITY: -

- 6.1 You shall not, except as authorized or required by your obligations in terms hereof, reveal to any person or entity any of the trade secrets, secret or confidential information, information contained in any manuals or dealings or any information concerning the organization, business, finances, transactions or affairs of the Company and/or its affiliates/associates/group companies ('confidential information'), which may come to your knowledge and/ or be imparted to you by the Company during his employment hereunder.
- 6.2 You shall hold in strict confidence, all such confidential information. This restriction shall survive termination of your employment with the Company without limit in point of time but shall cease to apply to information or knowledge which may come into the public domain without any of fault on your part.
- 6.3 You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, notes or memoranda relating to the business and/ or transactions of the Company and/or its affiliates/associates/group companies which may come to your knowledge and/ or possession by virtue of his employment with the Company for any purpose other than for the benefit of the Company.
- 6.4 You acknowledge that the violation of any of the provisions of Clause 6 hereof will cause irreparable loss and harm to the Company which cannot be reasonably or adequately compensated by damages in an action at law, and accordingly, the Company will be entitled, to injunctive and other equitable relief to prevent or cure any breach or threatened breach thereof, but no action for any such relief shall be deemed to waive the right of the Company to an action for damages.

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7. LEAVES AND OTHER SERVICE BENEFITS: -

- 7.1 You will be entitled to avail 15 Casual leaves and 10 days Medical Leave in the calendar year. You can avail upto 2 leaves only in a month after approval from HM and your Supervisor from the Company.
- 7.2 The company reserves the right to terminate your association with it (without giving any notice) in case you are absent from duty for more than 7 working days in a stretch without intimation or 10 working days with Approval from HM and Company.

8. CONTINUATION OF EMPLOYMENT: -

- 8.1 It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment process. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary action against you for the same.
- 8.2 Your appointment and its continuation is subject to your being medically fit and the Company reserves its right to ask you to undergo medical examination, as and when deemed necessary.

9. GOVERNING LAW AND JURISDICTION: -

This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and Company will be subject to exclusive jurisdiction of courts of [Delhi] whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

In case this offer of employment is acceptable to you, please sign the duplicate copy of this letter and return to us immediately as a token of your acceptance of the terms and conditions of employment offered to you. You are also requested to indicate the date on which you are willing to join the Company.

10. You will not accept any Private tutorial offers from the trainees or beneficiaries undergoing our training program.

11. REQUIRED DOCUMENTS:-

11.1 Your appointment is based on details furnished by you and the appointment can be terminated if any of the details are found incorrect. On your date of Joining please bring the following documents:

- 6 passport size photographs.
- PAN and Aadhar with photocopies
- Form 16 from the previous Employer
- Proof of Age certificate along with a photocopy.
- Proof of all Academic and Professional/Technical qualifications along with the photocopies.
- Experience Certificate from all previous organizations along with photocopies.
- Relieving letter from the current employer or a copy of the Resignation letter duly stamped by the Authorized signatory.
- Cost to company certificate from the current employer.

Yours sincerely,

For MindLeaders Learning India Private Limited



Thomas Mathew
Authorized Signatory

I have gone through the aforesaid terms and conditions / terms of appointment and have fully understood the same. I hereby accept the above appointment on the terms and conditions stated herein above.

Dated:

Signature:

Name:

Annexure "A"		
Salary Structure		
Applicable w.e.f. DOJ		
Name: Bareera Yousuf		
Band: S2		
Total Cost to the Company: INR Two Lac Forty Thousand Only Per Annum		
Salary and Allowances	Rs. / Month	Rs. / Annum
Basic Salary	7000	84000
House Rent Allowance	2800	33600
Special Allowance	9006	108072
Statutory Bonus	583	6996
Gross Monthly (A)	19389	232668
ESI (Employer share)	611	7332
Total Retiral Benefits (B)	611	7332
Total (A + B)	20000	240000
Gross Monthly Salary	19389	232668
Less ESI	141	1692
In hand per month	19248	230976
CTC (A+B)	20000	240000

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Ref: Appt/MLI/NSQF/2023/531

4th September 2023

Mehruk Hai

Guru Bazar Karan Nagar, Srinagar

Jammu & Kashmir 190010

Dear Mehruk,

With reference to your application and the subsequent interview, we are pleased to offer you position of **Vocational Trainer (Tourism & Hospitality) - NSQF J&K with Mind Leaders Learning India Pvt Ltd.**

The terms and conditions of your appointment are as follows: -

1. APPOINTMENT, TENURE AND INTIAL POSTING: -

- 1.1 You will have to join on or before **11th September 2023** and offer stands withdrawn in case does not join by given date. After joining your appointment will be valid till **30th September 2023**. However, the same may be extended in writing basis mutual agreement.
- 1.2 The terms and conditions of appointment shall be effective from your date of joining.
- 1.3 You will initially be posted at **Ghss Rajbagh, Srinagar, J&K.**
- 1.4 You will be on assignment under the supervision of Principal of **Ghss Rajbagh**, and shall be reporting to **Mr. Gazanfar Hameed Wani - Vocational Coordinator** of MindLeaders Learning India Pvt Ltd; your reporting is subject to change at the discretion of the company.

2. EMOLUMENTS AND TAXES: -

- 2.1 You will be paid Salary as per Annexure A attached hereto.
- 2.2 You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source.

3. TERMINATION:

- 3.1 Your employment with MindLeaders Learning India Private Limited will automatically come to an end on **30th September 2023** without any further notice, unless extended in writing.

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3.2 The Company may terminate your employment even before the above date of completion of employment, by giving one month's written notice or Salary in lieu thereof without assigning any reasons. Similarly, you can leave the services of the Company after giving one months' notice in writing or by paying Salary in lieu thereof.

3.3 Your employment shall stand terminated forthwith on the happening of the following:

- If you are held guilty of any offence involving moral turpitude; or
- If you do not join within the stipulated date, unless extended in writing.

3.4 Upon termination of your employment, you (or your legal heirs as the case may be) shall immediately return to the Company, any and all documents, manuals, documented confidential information (without making any copies thereof and/ or extracts there from), kits and other property belonging to the Company that may be entrusted to and/ or placed in your possession by virtue of and/ or during the course of your employment with the Company. You (or your legal heirs as the case may be) shall also deliver to the Company immediately all notes, analyses, summaries and working papers relating thereto.

4. TRANSFER: -

4.1 At the sole discretion of the Company, you will be liable to be transferred /deputed from one place to another anywhere in India or abroad and/or from one department to another or from one establishment to another and/or to any other concern including to any of Company's affiliates, associates, group companies and/or entities in which the Company may be having any interest whether existing or which may be set up in future.

4.2 You will also work, if required, for the Company's affiliates/associates/group companies. The Salary and emoluments mentioned herein cover your service for MindLeaders Learning India Private Ltd, as well as for any of its affiliates/associates / group companies.

5. GENERAL EMPLOYMENT OBLIGATIONS: -

5.1 During your employment with us, you shall not be engaged, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever (either for remuneration or on a honorary basis), and shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Corporate Headquarters:

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- 5.2 You shall be governed by the service rules and regulations of the Company, as amended by its Management, from time to time including the Code of Conduct, the terms of which are hereby incorporated by reference. You shall abide by and carry out operational instructions/procedures as contained in the Company's guidelines and other administrative instructions as may be issued by the Management from time to time.
- 5.3 The work product generated by you while performing the services during the term of your employment, including all electronic data, papers, worksheets, logs, records, reports, documents, training material and other materials developed or prepared by you, shall be the sole and exclusive property of the Company. Without limiting the generality of the foregoing, the Company will own all intellectual property rights in any work, invention, discovery, improvement or design, which you make or conceive:
- i. While employed by the Company and in connection with the business of the Company or a related body corporate; or
 - ii. By using the resources, facilities, or confidential information of the Company or its affiliates/associates/group companies.

For the purposes of this clause, intellectual property rights include, but are not limited to, rights in relation to or arising from patents, design registrations, trademarks and copyright. You undertake to execute necessary documents and do all such acts, at the request of the Company that may be required to give effect to this provision. You shall return to the Company such materials upon the termination of your employment or at the request of the Company at any time during the term of your employment.

- 5.4 You will be responsible for the safe custody of all documents, manuals and kits and other property belonging to the Company that may be entrusted to and/ or placed in your possession by virtue of and/ or during the course of your employment with the Company.
- 5.5 You shall keep the Management informed of your latest postal address at all times and intimate in writing in case of change of address. Any communication sent to you by the management on your last known address (as intimated by you) shall be deemed to have been duly served notwithstanding the fact that you have changed your address.
- 5.6 You have to take Compliance Report (as per defined documents list) from HM/Principal/HOI of school. In case you fail to provide the Compliance Report, your contract will be terminated automatically within 15 days.
- 5.7 Salary payment is subject to the submission of Attendance sheet duly validated and verified by the Principal of the School.
- 5.8 During vacations/other instructions provided by the authorities, Salary will be credited as per Samagra Shiksha-J&K decision.

Corporate Headquarters:

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- 5.9 The disbursement of Salary and/or any other benefits is depending on the receipt of payments made by the respective state authorities to the company. This, being a government sponsored project, only those expenses or benefits are passed on which are disbursed / paid by the state authorities.
- 5.10 Delay in reimbursement of Salary by the Government Project Authority would result in delayed payment of your Salary and the same will be cleared only after receipt of reimbursement by the Government Project Authority.
- 5.11 Your engagement is purely of contractual in nature and shall be coterminous with closure of scheme or any violation of the conditions of the Agreement, details of which has been shared with you.

6. CONFIDENTIALITY: -

- 6.1 You shall not, except as authorized or required by your obligations in terms hereof, reveal to any person or entity any of the trade secrets, secret or confidential information, information contained in any manuals or dealings or any information concerning the organization, business, finances, transactions or affairs of the Company and/or its affiliates/associates/group companies ('confidential information'), which may come to your knowledge and/ or be imparted to you by the Company during his employment hereunder.
- 6.2 You shall hold in strict confidence, all such confidential information. This restriction shall survive termination of your employment with the Company without limit in point of time but shall cease to apply to information or knowledge which may come into the public domain without any of fault on your part.
- 6.3 You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, notes or memoranda relating to the business and/ or transactions of the Company and/or its affiliates/associates/group companies which may come to your knowledge and/ or possession by virtue of his employment with the Company for any purpose other than for the benefit of the Company.
- 6.4 You acknowledge that the violation of any of the provisions of Clause 6 hereof will cause irreparable loss and harm to the Company which cannot be reasonably or adequately compensated by damages in an action at law, and accordingly, the Company will be entitled, to injunctive and other equitable relief to prevent or cure any breach or threatened breach thereof, but no action for any such relief shall be deemed to waive the right of the Company to an action for damages.

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7. LEAVES AND OTHER SERVICE BENEFITS: -

- 7.1 You will be entitled to avail 15 Casual leaves and 10 days Medical Leave in the calendar year. You can avail upto 2 leaves only in a month after approval from HM and your Supervisor from the Company.
- 7.2 The company reserves the right to terminate your association with it (without giving any notice) in case you are absent from duty for more than 7 working days in a stretch without intimation or 10 working days with Approval from HM and Company.

8. CONTINUATION OF EMPLOYMENT: -

- 8.1 It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment process. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary action against you for the same.
- 8.2 Your appointment and its continuation is subject to your being medically fit and the Company reserves its right to ask you to undergo medical examination, as and when deemed necessary.

9. GOVERNING LAW AND JURISDICTION: -

This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and Company will be subject to exclusive jurisdiction of courts of [Delhi] whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

In case this offer of employment is acceptable to you, please sign the duplicate copy of this letter and return to us immediately as a token of your acceptance of the terms and conditions of employment offered to you. You are also requested to indicate the date on which you are willing to join the Company.

10. You will not accept any Private tutorial offers from the trainees or beneficiaries undergoing our training program.

11. REQUIRED DOCUMENTS:-

11.1 Your appointment is based on details furnished by you and the appointment can be terminated if any of the details are found incorrect. On your date of Joining please bring the following documents:

- 6 passport size photographs.
- PAN and Aadhar with photocopies
- Form 16 from the previous Employer
- Proof of Age certificate along with a photocopy.
- Proof of all Academic and Professional/Technical qualifications along with the photocopies.
- Experience Certificate from all previous organizations along with photocopies.
- Relieving letter from the current employer or a copy of the Resignation letter duly stamped by the Authorized signatory.
- Cost to company certificate from the current employer.

Yours sincerely,

For MindLeaders Learning India Private Limited



Thomas Mathew
Authorized Signatory

I have gone through the aforesaid terms and conditions / terms of appointment and have fully understood the same. I hereby accept the above appointment on the terms and conditions stated herein above.

Dated:

Signature:

Name:

Annexure "A"		
Salary Structure		
Applicable w.e.f. DOJ		
Name: Mehruk Hai		
Band: S2		
Total Cost to the Company: INR Two Lac Forty Thousand Only Per Annum		
Salary and Allowances	Rs. / Month	Rs. / Annum
Basic Salary	7000	84000
House Rent Allowance	2800	33600
Special Allowance	9006	108072
Statutory Bonus	583	6996
Gross Monthly (A)	19389	232668
ESI (Employer share)	611	7332
Total Retiral Benefits (B)	611	7332
Total (A + B)	20000	240000
Gross Monthly Salary	19389	232668
Less ESI	141	1692
In hand per month	19248	230976
CTC (A+B)	20000	240000

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Ref: Appt/MLI/NSQF/2023/500

4th September 2023

Mohmad Rafeeq Hajam

Safapora Mansbal, Ganderbal

Jammu & Kashmir 193504

Dear Rafeeq,

With reference to your application and the subsequent interview, we are pleased to offer you position of **Vocational Trainer (Tourism & Hospitality) - NSQF J&K with Mind Leaders Learning India Pvt Ltd.**

The terms and conditions of your appointment are as follows: -

1. APPOINTMENT, TENURE AND INTIAL POSTING: -

- 1.1 You will have to join on or before **11th September 2023** and offer stands withdrawn in case does not join by given date. After joining your appointment will be valid till **30th September 2023**. However, the same may be extended in writing basis mutual agreement.
- 1.2 The terms and conditions of appointment shall be effective from your date of joining.
- 1.3 You will initially be posted at **Bhs Cherwan, Ganderbal, J&K**.
- 1.4 You will be on assignment under the supervision of Principal of **Bhs Cherwan**, and shall be reporting to **Ms. Tania Mahajan - Vocational Coordinator** of MindLeaders Learning India Pvt Ltd; your reporting is subject to change at the discretion of the company.

2. EMOLUMENTS AND TAXES: -

- 2.1 You will be paid Salary as per Annexure A attached hereto.
- 2.2 You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source.

3. TERMINATION:

- 3.1 Your employment with MindLeaders Learning India Private Limited will automatically come to an end on **30th September 2023** without any further notice, unless extended in writing.

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3.2 The Company may terminate your employment even before the above date of completion of employment, by giving one month's written notice or Salary in lieu thereof without assigning any reasons. Similarly, you can leave the services of the Company after giving one months' notice in writing or by paying Salary in lieu thereof.

3.3 Your employment shall stand terminated forthwith on the happening of the following:

- If you are held guilty of any offence involving moral turpitude; or
- If you do not join within the stipulated date, unless extended in writing.

3.4 Upon termination of your employment, you (or your legal heirs as the case may be) shall immediately return to the Company, any and all documents, manuals, documented confidential information (without making any copies thereof and/ or extracts there from), kits and other property belonging to the Company that may be entrusted to and/ or placed in your possession by virtue of and/ or during the course of your employment with the Company. You (or your legal heirs as the case may be) shall also deliver to the Company immediately all notes, analyses, summaries and working papers relating thereto.

4. TRANSFER: -

4.1 At the sole discretion of the Company, you will be liable to be transferred /deputed from one place to another anywhere in India or abroad and/or from one department to another or from one establishment to another and/or to any other concern including to any of Company's affiliates, associates, group companies and/or entities in which the Company may be having any interest whether existing or which may be set up in future.

4.2 You will also work, if required, for the Company's affiliates/associates/group companies. The Salary and emoluments mentioned herein cover your service for MindLeaders Learning India Private Ltd, as well as for any of its affiliates/associates / group companies.

5. GENERAL EMPLOYMENT OBLIGATIONS: -

5.1 During your employment with us, you shall not be engaged, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever (either for remuneration or on a honorary basis), and shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Corporate Headquarters:

Mind Leaders Learning India Private Limited

Add.: Lemon Tree Premier – Delhi Airport, Asset No. 6, Aerocity Hospitality District, New Delhi – 110037

- 5.2 You shall be governed by the service rules and regulations of the Company, as amended by its Management, from time to time including the Code of Conduct, the terms of which are hereby incorporated by reference. You shall abide by and carry out operational instructions/procedures as contained in the Company's guidelines and other administrative instructions as may be issued by the Management from time to time.
- 5.3 The work product generated by you while performing the services during the term of your employment, including all electronic data, papers, worksheets, logs, records, reports, documents, training material and other materials developed or prepared by you, shall be the sole and exclusive property of the Company. Without limiting the generality of the foregoing, the Company will own all intellectual property rights in any work, invention, discovery, improvement or design, which you make or conceive:
- i. While employed by the Company and in connection with the business of the Company or a related body corporate; or
 - ii. By using the resources, facilities, or confidential information of the Company or its affiliates/associates/group companies.

For the purposes of this clause, intellectual property rights include, but are not limited to, rights in relation to or arising from patents, design registrations, trademarks and copyright. You undertake to execute necessary documents and do all such acts, at the request of the Company that may be required to give effect to this provision. You shall return to the Company such materials upon the termination of your employment or at the request of the Company at any time during the term of your employment.

- 5.4 You will be responsible for the safe custody of all documents, manuals and kits and other property belonging to the Company that may be entrusted to and/ or placed in your possession by virtue of and/ or during the course of your employment with the Company.
- 5.5 You shall keep the Management informed of your latest postal address at all times and intimate in writing in case of change of address. Any communication sent to you by the management on your last known address (as intimated by you) shall be deemed to have been duly served notwithstanding the fact that you have changed your address.
- 5.6 You have to take Compliance Report (as per defined documents list) from HM/Principal/HOI of school. In case you fail to provide the Compliance Report, your contract will be terminated automatically within 15 days.
- 5.7 Salary payment is subject to the submission of Attendance sheet duly validated and verified by the Principal of the School.
- 5.8 During vacations/other instructions provided by the authorities, Salary will be credited as per Samagra Shiksha-J&K decision.

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- 5.9 The disbursement of Salary and/or any other benefits is depending on the receipt of payments made by the respective state authorities to the company. This, being a government sponsored project, only those expenses or benefits are passed on which are disbursed / paid by the state authorities.
- 5.10 Delay in reimbursement of Salary by the Government Project Authority would result in delayed payment of your Salary and the same will be cleared only after receipt of reimbursement by the Government Project Authority.
- 5.11 Your engagement is purely of contractual in nature and shall be coterminous with closure of scheme or any violation of the conditions of the Agreement, details of which has been shared with you.

6. CONFIDENTIALITY: -

- 6.1 You shall not, except as authorized or required by your obligations in terms hereof, reveal to any person or entity any of the trade secrets, secret or confidential information, information contained in any manuals or dealings or any information concerning the organization, business, finances, transactions or affairs of the Company and/or its affiliates/associates/group companies ('confidential information'), which may come to your knowledge and/ or be imparted to you by the Company during his employment hereunder.
- 6.2 You shall hold in strict confidence, all such confidential information. This restriction shall survive termination of your employment with the Company without limit in point of time but shall cease to apply to information or knowledge which may come into the public domain without any of fault on your part.
- 6.3 You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, notes or memoranda relating to the business and/ or transactions of the Company and/or its affiliates/associates/group companies which may come to your knowledge and/ or possession by virtue of his employment with the Company for any purpose other than for the benefit of the Company.
- 6.4 You acknowledge that the violation of any of the provisions of Clause 6 hereof will cause irreparable loss and harm to the Company which cannot be reasonably or adequately compensated by damages in an action at law, and accordingly, the Company will be entitled, to injunctive and other equitable relief to prevent or cure any breach or threatened breach thereof, but no action for any such relief shall be deemed to waive the right of the Company to an action for damages.

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T: +91-11-46050101 • **D:** +91-11-66588552 • **E:** contactus@mindleadersindia.com • **CIN:** U80904DL2017PTC312452 • www.mindleadersindia.com

7. LEAVES AND OTHER SERVICE BENEFITS: -

- 7.1 You will be entitled to avail 15 Casual leaves and 10 days Medical Leave in the calendar year. You can avail upto 2 leaves only in a month after approval from HM and your Supervisor from the Company.
- 7.2 The company reserves the right to terminate your association with it (without giving any notice) in case you are absent from duty for more than 7 working days in a stretch without intimation or 10 working days with Approval from HM and Company.

8. CONTINUATION OF EMPLOYMENT: -

- 8.1 It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment process. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary action against you for the same.
- 8.2 Your appointment and its continuation is subject to your being medically fit and the Company reserves its right to ask you to undergo medical examination, as and when deemed necessary.

9. GOVERNING LAW AND JURISDICTION: -

This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and Company will be subject to exclusive jurisdiction of courts of [Delhi] whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

In case this offer of employment is acceptable to you, please sign the duplicate copy of this letter and return to us immediately as a token of your acceptance of the terms and conditions of employment offered to you. You are also requested to indicate the date on which you are willing to join the Company.

10. You will not accept any Private tutorial offers from the trainees or beneficiaries undergoing our training program.

11. REQUIRED DOCUMENTS:-

11.1 Your appointment is based on details furnished by you and the appointment can be terminated if any of the details are found incorrect. On your date of Joining please bring the following documents:

- 6 passport size photographs.
- PAN and Aadhar with photocopies
- Form 16 from the previous Employer
- Proof of Age certificate along with a photocopy.
- Proof of all Academic and Professional/Technical qualifications along with the photocopies.
- Experience Certificate from all previous organizations along with photocopies.
- Relieving letter from the current employer or a copy of the Resignation letter duly stamped by the Authorized signatory.
- Cost to company certificate from the current employer.

Yours sincerely,

For MindLeaders Learning India Private Limited



Thomas Mathew
Authorized Signatory

I have gone through the aforesaid terms and conditions / terms of appointment and have fully understood the same. I hereby accept the above appointment on the terms and conditions stated herein above.

Dated:

Signature:

Name:

Annexure "A"		
Salary Structure		
Applicable w.e.f. DOJ		
Name: Mohmad Rafeeq Hajam		
Band: S2		
Total Cost to the Company: INR Two Lac Forty Thousand Only Per Annum		
Salary and Allowances	Rs. / Month	Rs. / Annum
Basic Salary	7000	84000
House Rent Allowance	2800	33600
Special Allowance	9006	108072
Statutory Bonus	583	6996
Gross Monthly (A)	19389	232668
ESI (Employer share)	611	7332
Total Retiral Benefits (B)	611	7332
Total (A + B)	20000	240000
Gross Monthly Salary	19389	232668
Less ESI	141	1692
In hand per month	19248	230976
CTC (A+B)	20000	240000

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Ref: Appt/MLI/NSQF/2023/538

4th September 2023

Sameer Ahmad Dar

Pazalpora, Near Dfo Officer

Bijbeharam, Anantnag

Jammu & Kashmir 192124

Dear Sameer,

With reference to your application and the subsequent interview, we are pleased to offer you position of **Vocational Trainer (Tourism & Hospitality) - NSQF J&K with Mind Leaders Learning India Pvt Ltd.**

The terms and conditions of your appointment are as follows: -

1. APPOINTMENT, TENURE AND INTIAL POSTING: -

- 1.1 You will have to join on or before **11th September 2023** and offer stands withdrawn in case does not join by given date. After joining your appointment will be valid till **30th September 2023**. However, the same may be extended in writing basis mutual agreement.
- 1.2 The terms and conditions of appointment shall be effective from your date of joining.
- 1.3 You will initially be posted at **Bhs Hardu Kathel, Anantnag, J&K.**
- 1.4 You will be on assignment under the supervision of Principal of **Bhs Hardu Kathel**, and shall be reporting to **Ms. Parul Sharma - Vocational Coordinator** of MindLeaders Learning India Pvt Ltd; your reporting is subject to change at the discretion of the company.

2. EMOLUMENTS AND TAXES: -

- 2.1 You will be paid Salary as per Annexure A attached hereto.
- 2.2 You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source.

3. TERMINATION:

- 3.1 Your employment with MindLeaders Learning India Private Limited will automatically come to an end on **30th September 2023** without any further notice, unless extended in writing.

Corporate Headquarters:

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3.2 The Company may terminate your employment even before the above date of completion of employment, by giving one month's written notice or Salary in lieu thereof without assigning any reasons. Similarly, you can leave the services of the Company after giving one months' notice in writing or by paying Salary in lieu thereof.

3.3 Your employment shall stand terminated forthwith on the happening of the following:

- If you are held guilty of any offence involving moral turpitude; or
- If you do not join within the stipulated date, unless extended in writing.

3.4 Upon termination of your employment, you (or your legal heirs as the case may be) shall immediately return to the Company, any and all documents, manuals, documented confidential information (without making any copies thereof and/ or extracts there from), kits and other property belonging to the Company that may be entrusted to and/ or placed in your possession by virtue of and/ or during the course of your employment with the Company. You (or your legal heirs as the case may be) shall also deliver to the Company immediately all notes, analyses, summaries and working papers relating thereto.

4. TRANSFER: -

4.1 At the sole discretion of the Company, you will be liable to be transferred /deputed from one place to another anywhere in India or abroad and/or from one department to another or from one establishment to another and/or to any other concern including to any of Company's affiliates, associates, group companies and/or entities in which the Company may be having any interest whether existing or which may be set up in future.

4.2 You will also work, if required, for the Company's affiliates/associates/group companies. The Salary and emoluments mentioned herein cover your service for MindLeaders Learning India Private Ltd, as well as for any of its affiliates/associates / group companies.

5. GENERAL EMPLOYMENT OBLIGATIONS: -

5.1 During your employment with us, you shall not be engaged, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever (either for remuneration or on a honorary basis), and shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

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- 5.2 You shall be governed by the service rules and regulations of the Company, as amended by its Management, from time to time including the Code of Conduct, the terms of which are hereby incorporated by reference. You shall abide by and carry out operational instructions/procedures as contained in the Company's guidelines and other administrative instructions as may be issued by the Management from time to time.
- 5.3 The work product generated by you while performing the services during the term of your employment, including all electronic data, papers, worksheets, logs, records, reports, documents, training material and other materials developed or prepared by you, shall be the sole and exclusive property of the Company. Without limiting the generality of the foregoing, the Company will own all intellectual property rights in any work, invention, discovery, improvement or design, which you make or conceive:
- i. While employed by the Company and in connection with the business of the Company or a related body corporate; or
 - ii. By using the resources, facilities, or confidential information of the Company or its affiliates/associates/group companies.

For the purposes of this clause, intellectual property rights include, but are not limited to, rights in relation to or arising from patents, design registrations, trademarks and copyright. You undertake to execute necessary documents and do all such acts, at the request of the Company that may be required to give effect to this provision. You shall return to the Company such materials upon the termination of your employment or at the request of the Company at any time during the term of your employment.

- 5.4 You will be responsible for the safe custody of all documents, manuals and kits and other property belonging to the Company that may be entrusted to and/ or placed in your possession by virtue of and/ or during the course of your employment with the Company.
- 5.5 You shall keep the Management informed of your latest postal address at all times and intimate in writing in case of change of address. Any communication sent to you by the management on your last known address (as intimated by you) shall be deemed to have been duly served notwithstanding the fact that you have changed your address.
- 5.6 You have to take Compliance Report (as per defined documents list) from HM/Principal/HOI of school. In case you fail to provide the Compliance Report, your contract will be terminated automatically within 15 days.
- 5.7 Salary payment is subject to the submission of Attendance sheet duly validated and verified by the Principal of the School.
- 5.8 During vacations/other instructions provided by the authorities, Salary will be credited as per Samagra Shiksha-J&K decision.

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- 5.9 The disbursement of Salary and/or any other benefits is depending on the receipt of payments made by the respective state authorities to the company. This, being a government sponsored project, only those expenses or benefits are passed on which are disbursed / paid by the state authorities.
- 5.10 Delay in reimbursement of Salary by the Government Project Authority would result in delayed payment of your Salary and the same will be cleared only after receipt of reimbursement by the Government Project Authority.
- 5.11 Your engagement is purely of contractual in nature and shall be coterminous with closure of scheme or any violation of the conditions of the Agreement, details of which has been shared with you.

6. CONFIDENTIALITY: -

- 6.1 You shall not, except as authorized or required by your obligations in terms hereof, reveal to any person or entity any of the trade secrets, secret or confidential information, information contained in any manuals or dealings or any information concerning the organization, business, finances, transactions or affairs of the Company and/or its affiliates/associates/group companies ('confidential information'), which may come to your knowledge and/ or be imparted to you by the Company during his employment hereunder.
- 6.2 You shall hold in strict confidence, all such confidential information. This restriction shall survive termination of your employment with the Company without limit in point of time but shall cease to apply to information or knowledge which may come into the public domain without any of fault on your part.
- 6.3 You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, notes or memoranda relating to the business and/ or transactions of the Company and/or its affiliates/associates/group companies which may come to your knowledge and/ or possession by virtue of his employment with the Company for any purpose other than for the benefit of the Company.
- 6.4 You acknowledge that the violation of any of the provisions of Clause 6 hereof will cause irreparable loss and harm to the Company which cannot be reasonably or adequately compensated by damages in an action at law, and accordingly, the Company will be entitled, to injunctive and other equitable relief to prevent or cure any breach or threatened breach thereof, but no action for any such relief shall be deemed to waive the right of the Company to an action for damages.

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7. LEAVES AND OTHER SERVICE BENEFITS: -

- 7.1 You will be entitled to avail 15 Casual leaves and 10 days Medical Leave in the calendar year. You can avail upto 2 leaves only in a month after approval from HM and your Supervisor from the Company.
- 7.2 The company reserves the right to terminate your association with it (without giving any notice) in case you are absent from duty for more than 7 working days in a stretch without intimation or 10 working days with Approval from HM and Company.

8. CONTINUATION OF EMPLOYMENT: -

- 8.1 It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment process. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary action against you for the same.
- 8.2 Your appointment and its continuation is subject to your being medically fit and the Company reserves its right to ask you to undergo medical examination, as and when deemed necessary.

9. GOVERNING LAW AND JURISDICTION: -

This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and Company will be subject to exclusive jurisdiction of courts of [Delhi] whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

In case this offer of employment is acceptable to you, please sign the duplicate copy of this letter and return to us immediately as a token of your acceptance of the terms and conditions of employment offered to you. You are also requested to indicate the date on which you are willing to join the Company.

10. You will not accept any Private tutorial offers from the trainees or beneficiaries undergoing our training program.

11. REQUIRED DOCUMENTS:-

11.1 Your appointment is based on details furnished by you and the appointment can be terminated if any of the details are found incorrect. On your date of Joining please bring the following documents:

- 6 passport size photographs.
- PAN and Aadhar with photocopies
- Form 16 from the previous Employer
- Proof of Age certificate along with a photocopy.
- Proof of all Academic and Professional/Technical qualifications along with the photocopies.
- Experience Certificate from all previous organizations along with photocopies.
- Relieving letter from the current employer or a copy of the Resignation letter duly stamped by the Authorized signatory.
- Cost to company certificate from the current employer.

Yours sincerely,

For MindLeaders Learning India Private Limited



Thomas Mathew
Authorized Signatory

I have gone through the aforesaid terms and conditions / terms of appointment and have fully understood the same. I hereby accept the above appointment on the terms and conditions stated herein above.

Dated:

Signature:

Name:

Annexure "A"		
Salary Structure		
Applicable w.e.f. DOJ		
Name: Sameer Ahmad Dar		
Band: S2		
Total Cost to the Company: INR Two Lac Forty Thousand Only Per Annum		
Salary and Allowances	Rs. / Month	Rs. / Annum
Basic Salary	7000	84000
House Rent Allowance	2800	33600
Special Allowance	9006	108072
Statutory Bonus	583	6996
Gross Monthly (A)	19389	232668
ESI (Employer share)	611	7332
Total Retiral Benefits (B)	611	7332
Total (A + B)	20000	240000
Gross Monthly Salary	19389	232668
Less ESI	141	1692
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Ref: Appt/MLI/NSQF/2023/503

4th September 2023

Umer Ayoub

Asthal, Kulgam

Jammu & Kashmir

192231

Dear Umer,

With reference to your application and the subsequent interview, we are pleased to offer you position of **Vocational Trainer (Tourism & Hospitality) - NSQF J&K with Mind Leaders Learning India Pvt Ltd.**

The terms and conditions of your appointment are as follows: -

1. APPOINTMENT, TENURE AND INTIAL POSTING: -

- 1.1 You will have to join on or before **11th September 2023** and offer stands withdrawn in case does not join by given date. After joining your appointment will be valid till **30th September 2023**. However, the same may be extended in writing basis mutual agreement.
- 1.2 The terms and conditions of appointment shall be effective from your date of joining.
- 1.3 You will initially be posted at **Hs Bani Mulla, Kulgam, J&K.**
- 1.4 You will be on assignment under the supervision of Principal of **Hs Bani Mulla**, and shall be reporting to **Ms. Parul Sharma - Vocational Coordinator** of MindLeaders Learning India Pvt Ltd; your reporting is subject to change at the discretion of the company.

2. EMOLUMENTS AND TAXES: -

- 2.1 You will be paid Salary as per Annexure A attached hereto.
- 2.2 You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source.

3. TERMINATION:

- 3.1 Your employment with MindLeaders Learning India Private Limited will automatically come to an end on **30th September 2023** without any further notice, unless extended in writing.

Corporate Headquarters:

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3.2 The Company may terminate your employment even before the above date of completion of employment, by giving one month's written notice or Salary in lieu thereof without assigning any reasons. Similarly, you can leave the services of the Company after giving one months' notice in writing or by paying Salary in lieu thereof.

3.3 Your employment shall stand terminated forthwith on the happening of the following:

- If you are held guilty of any offence involving moral turpitude; or
- If you do not join within the stipulated date, unless extended in writing.

3.4 Upon termination of your employment, you (or your legal heirs as the case may be) shall immediately return to the Company, any and all documents, manuals, documented confidential information (without making any copies thereof and/ or extracts there from), kits and other property belonging to the Company that may be entrusted to and/ or placed in your possession by virtue of and/ or during the course of your employment with the Company. You (or your legal heirs as the case may be) shall also deliver to the Company immediately all notes, analyses, summaries and working papers relating thereto.

4. TRANSFER: -

4.1 At the sole discretion of the Company, you will be liable to be transferred /deputed from one place to another anywhere in India or abroad and/or from one department to another or from one establishment to another and/or to any other concern including to any of Company's affiliates, associates, group companies and/or entities in which the Company may be having any interest whether existing or which may be set up in future.

4.2 You will also work, if required, for the Company's affiliates/associates/group companies. The Salary and emoluments mentioned herein cover your service for MindLeaders Learning India Private Ltd, as well as for any of its affiliates/associates / group companies.

5. GENERAL EMPLOYMENT OBLIGATIONS: -

5.1 During your employment with us, you shall not be engaged, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever (either for remuneration or on a honorary basis), and shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Corporate Headquarters:

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- 5.2 You shall be governed by the service rules and regulations of the Company, as amended by its Management, from time to time including the Code of Conduct, the terms of which are hereby incorporated by reference. You shall abide by and carry out operational instructions/procedures as contained in the Company's guidelines and other administrative instructions as may be issued by the Management from time to time.
- 5.3 The work product generated by you while performing the services during the term of your employment, including all electronic data, papers, worksheets, logs, records, reports, documents, training material and other materials developed or prepared by you, shall be the sole and exclusive property of the Company. Without limiting the generality of the foregoing, the Company will own all intellectual property rights in any work, invention, discovery, improvement or design, which you make or conceive:
- i. While employed by the Company and in connection with the business of the Company or a related body corporate; or
 - ii. By using the resources, facilities, or confidential information of the Company or its affiliates/associates/group companies.

For the purposes of this clause, intellectual property rights include, but are not limited to, rights in relation to or arising from patents, design registrations, trademarks and copyright. You undertake to execute necessary documents and do all such acts, at the request of the Company that may be required to give effect to this provision. You shall return to the Company such materials upon the termination of your employment or at the request of the Company at any time during the term of your employment.

- 5.4 You will be responsible for the safe custody of all documents, manuals and kits and other property belonging to the Company that may be entrusted to and/ or placed in your possession by virtue of and/ or during the course of your employment with the Company.
- 5.5 You shall keep the Management informed of your latest postal address at all times and intimate in writing in case of change of address. Any communication sent to you by the management on your last known address (as intimated by you) shall be deemed to have been duly served notwithstanding the fact that you have changed your address.
- 5.6 You have to take Compliance Report (as per defined documents list) from HM/Principal/HOI of school. In case you fail to provide the Compliance Report, your contract will be terminated automatically within 15 days.
- 5.7 Salary payment is subject to the submission of Attendance sheet duly validated and verified by the Principal of the School.
- 5.8 During vacations/other instructions provided by the authorities, Salary will be credited as per Samagra Shiksha-J&K decision.

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- 5.9 The disbursement of Salary and/or any other benefits is depending on the receipt of payments made by the respective state authorities to the company. This, being a government sponsored project, only those expenses or benefits are passed on which are disbursed / paid by the state authorities.
- 5.10 Delay in reimbursement of Salary by the Government Project Authority would result in delayed payment of your Salary and the same will be cleared only after receipt of reimbursement by the Government Project Authority.
- 5.11 Your engagement is purely of contractual in nature and shall be coterminous with closure of scheme or any violation of the conditions of the Agreement, details of which has been shared with you.

6. CONFIDENTIALITY: -

- 6.1 You shall not, except as authorized or required by your obligations in terms hereof, reveal to any person or entity any of the trade secrets, secret or confidential information, information contained in any manuals or dealings or any information concerning the organization, business, finances, transactions or affairs of the Company and/or its affiliates/associates/group companies ('confidential information'), which may come to your knowledge and/ or be imparted to you by the Company during his employment hereunder.
- 6.2 You shall hold in strict confidence, all such confidential information. This restriction shall survive termination of your employment with the Company without limit in point of time but shall cease to apply to information or knowledge which may come into the public domain without any of fault on your part.
- 6.3 You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, notes or memoranda relating to the business and/ or transactions of the Company and/or its affiliates/associates/group companies which may come to your knowledge and/ or possession by virtue of his employment with the Company for any purpose other than for the benefit of the Company.
- 6.4 You acknowledge that the violation of any of the provisions of Clause 6 hereof will cause irreparable loss and harm to the Company which cannot be reasonably or adequately compensated by damages in an action at law, and accordingly, the Company will be entitled, to injunctive and other equitable relief to prevent or cure any breach or threatened breach thereof, but no action for any such relief shall be deemed to waive the right of the Company to an action for damages.

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7. LEAVES AND OTHER SERVICE BENEFITS: -

- 7.1 You will be entitled to avail 15 Casual leaves and 10 days Medical Leave in the calendar year. You can avail upto 2 leaves only in a month after approval from HM and your Supervisor from the Company.
- 7.2 The company reserves the right to terminate your association with it (without giving any notice) in case you are absent from duty for more than 7 working days in a stretch without intimation or 10 working days with Approval from HM and Company.

8. CONTINUATION OF EMPLOYMENT: -

- 8.1 It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment process. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary action against you for the same.
- 8.2 Your appointment and its continuation is subject to your being medically fit and the Company reserves its right to ask you to undergo medical examination, as and when deemed necessary.

9. GOVERNING LAW AND JURISDICTION: -

This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and Company will be subject to exclusive jurisdiction of courts of [Delhi] whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

In case this offer of employment is acceptable to you, please sign the duplicate copy of this letter and return to us immediately as a token of your acceptance of the terms and conditions of employment offered to you. You are also requested to indicate the date on which you are willing to join the Company.

10. You will not accept any Private tutorial offers from the trainees or beneficiaries undergoing our training program.

11. REQUIRED DOCUMENTS:-

11.1 Your appointment is based on details furnished by you and the appointment can be terminated if any of the details are found incorrect. On your date of Joining please bring the following documents:

- 6 passport size photographs.
- PAN and Aadhar with photocopies
- Form 16 from the previous Employer
- Proof of Age certificate along with a photocopy.
- Proof of all Academic and Professional/Technical qualifications along with the photocopies.
- Experience Certificate from all previous organizations along with photocopies.
- Relieving letter from the current employer or a copy of the Resignation letter duly stamped by the Authorized signatory.
- Cost to company certificate from the current employer.

Yours sincerely,

For MindLeaders Learning India Private Limited



Thomas Mathew
Authorized Signatory

I have gone through the aforesaid terms and conditions / terms of appointment and have fully understood the same. I hereby accept the above appointment on the terms and conditions stated herein above.

Dated:

Signature:

Name:

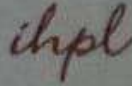
Annexure "A"		
Salary Structure		
Applicable w.e.f. DOJ		
Name: Umer Ayoub		
Band: S2		
Total Cost to the Company: INR Two Lac Forty Thousand Only Per Annum		
Salary and Allowances	Rs. / Month	Rs. / Annum
Basic Salary	7000	84000
House Rent Allowance	2800	33600
Special Allowance	9006	108072
Statutory Bonus	583	6996
Gross Monthly (A)	19389	232668
ESI (Employer share)	611	7332
Total Retiral Benefits (B)	611	7332
Total (A + B)	20000	240000
Gross Monthly Salary	19389	232668
Less ESI	141	1692
In hand per month	19248	230976
CTC (A+B)	20000	240000

Corporate Headquarters:

Mind Leaders Learning India Private Limited

Add.: Lemon Tree Premier – Delhi Airport, Asset No. 6, Aerocity Hospitality District, New Delhi – 110037

T: +91-11-46050101 • D: +91-11-66588552 • E: contactus@mindleadersindia.com • CIN: U80904DL2017PTC312452 • www.mindleadersindia.com



INDIAN HOLIDAY PVT. LTD.

02nd April 2024

To,
Mr. Mohammad Mubeen Bhat
H. No. A- 209, First Floor,
Room No. 3, Munirka Village
New Delhi- 110067

LETTER OF APPOINTMENT

Dear Mr. Mohammad Mubeen Bhat,

With reference to your application and subsequent interview you had with us, we are pleased to offer you an appointment in our organization as "Team Associate" on the following terms and conditions with effect from 02nd April 2024.

1. You will be paid total salary (cost to Company) of Rs. 28,000- p.m. (Rupees Twenty Eight Thousand Only) inclusive of Basic Salary, other Monthly allowances. (Refer Annexure 'A').
2. You will be initially on probation for a period of Six Months from the date of your joining the organization. The probation may be extended further at the sole discretion of the company. You will be deemed to be on probation till such time that you receive a letter of confirmation in writing from the management. During this period (either original or extended) you will not be entitled to any other allowances, which may be applicable to the permanent employees of your category.
3. During the period of probation, either side can terminate this contract without assigning any reasons, after giving fifteen days notice or salary in lieu thereof. After confirmation of your services, either side can terminate this contract without assigning any reasons, by giving 45 days' notice in writing or by giving salary in lieu thereof.
4. If you wish to resign with immediate effect - by surrendering salary in lieu of notice period (during the period of probation or after confirmation) the company will relieve you after proper handing over of the work and responsibilities to a person authorized by the company up to the full satisfaction of the management.
5. Your resignation, once accepted, will become effective and final notwithstanding the fact that the communication of acceptance does not reach you. However, in case of any disciplinary proceedings are either contemplated or pending against you, the company will have the right not to accept the resignation. You cannot unilaterally withdraw resignation, once accepted.
6. No notice or resignation would be effective if same is given during the leave period and you would not be entitled to proceed on leave after resignation as well as during the notice period.
7. The management reserves the right to terminate and bring employment to an end without any notice or compensation in lieu thereof, in case you act in any manner, which is detrimental or prejudicial to the interest of the organization or you are charged with any act of misconduct.
8. Upon the termination of this Agreement / your services, for any reason whatsoever, you shall not participate as partner/owner/shareholder/investor in any new Company/Venture doing business which is similar to the business of the Company, at least for a period of 12 months from the date of termination.
9. Upon the termination of this Agreement / your services, for any reason whatsoever, you shall not be entitled to deal with or form a business interest with the customers/clients of the Company directly, or in association with a third party, at least for period of 24 months from the date of termination.
10. If you resign / terminate your services within three months of being given a salary increase, or within three months of disbursement of the dues toward the salary increase, you would not be entitled to any arrears from that salary increase. If any arrears are received, you would be required to return those to the Company.
11. You would be entitled to payment of the Bonus, as and when declared, as per the provision of the Bonus Act and gratuity as per the provision of Gratuity Act. However, the company may forfeit Bonus or gratuity, otherwise payable to you, to recover any losses that the company may suffer on account of your misconduct or moral turpitude.



70, L.G.F, World Trade Centre, Barakhamba Lane, New Delhi - 110001(India)

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Recognised by Ministry of Tourism, Govt. of India, Members : ASTA & IATO

CIN NO: U74900DL1993PTC052634

REF: DCI/JO-VT/2023

DATE: 09-09-2023

OFFER LETTER

TO,

Ms. Shagufta Rahim

Dear Ms. Shagufta Rahim,

We are delighted to extend to you the offer for the position of "**Vocational Trainer**" in the **Tourism and Hospitality Sector** in our Company on a Retainership basis. The terms and conditions of your employment are as follows:

1. Your employment with the company will be on a contractual basis, commencing from 11 September 2023 for a period of two months i.e., 10 November 2023. The Continuation of the employment shall be determined on the basis of your performance evaluated by the Management.
2. Your annual Cost to Company (CTC) will be Rs. 240,000 (Rupees Two Lakh forty thousand Only) including all taxes, duties and other perks. The necessary statutory deductions will be made from your annual CTC to comply with government regulations.
3. Your initial place of work will be at **Baramulla at HS SALAMABAD School**. However, during the course of your assignment, you may be posted or transferred to any of the company's projects of similar nature at the sole discretion of the management.
4. This appointment as "**Vocational Trainer**" in the **Tourism Trade** is subject to you being found medically fit, both physically and mentally, by an authorized Medical Practitioner.
5. Unless you have obtained prior written permission from the company, you are not permitted to publish any article, statement, deliver any lecture, broadcast, or make any communication to the press or magazines relating to the company's products, course curriculum, or any matter concerning the company, except in the normal course of business.
6. It is expected that you will maintain utmost confidentiality regarding project documents, commercial offers, design documents, project cost and estimation, technology, software packages/licenses, company policies, patents, trademarks, and the company's human resource profile.
7. You are required to comply with all the rules and regulations framed by the company from time to time.
8. Any technical or important information obtained during the course of your assignment should not be disclosed, divulged, or made public by you even after the termination of your services with the company.
9. You are prohibited from accepting any presents, commissions, or gratifications in cash or kind from any person, party, firm, or company that has dealings with the company. If such offers are made to you, you should immediately report them to the management.
10. You will be responsible for the safekeeping and returning in good condition of any company property that is under your use, custody, or charge.
11. You are not allowed to accept any private tutorial offers from trainees or beneficiaries undergoing our training program.

REF: DCI/JO-VT/2023

DATE: 09-09-2023

Job Description: As a Vocational Trainer, your responsibilities will include but are not limited to:

1. Designing and delivering vocational training programs.
2. Maintaining daily attendance of the candidates and submitting the same to the concerned coordinator.
3. Assessing the training needs of participants and developing appropriate curriculum.
4. Conducting training sessions and workshops.
5. Monitoring and evaluating the effectiveness of training programs.
6. Providing guidance and support to participants to enhance their vocational skills and knowledge.
7. Maintaining accurate records and reports of training activities.

Other Employment Terms:

1. **Work Schedule:** Shall be Specified from time to time.
2. **Reporting Structure:** You will report to the Vocational Coordinator and Project Coordinator.
3. **Privacy Policies:** You will be required to adhere to the company's privacy policies and maintain confidentiality regarding sensitive information.

Termination Conditions:

In the event that you are found to be a non-performer, guilty of fraud, dishonesty, disobedience, disorderly in behavior, negligent, in disciplined, absence from duty without authorization, or responsible for any other conduct considered detrimental to the company's interests or in violation of the terms of this letter, your services may be terminated without notice, and the company shall be entitled to recover damages from you.

Termination by Employee: If you decide to resign from your position, you must provide 30 days' written notice to the company.

If you agree to the terms and conditions mentioned above, please sign the duplicate copy of this letter and return it to us. The original copy will be retained by you.

Kindly take note that this offer is subject to the condition that you produce the original documents to the principal or relevant authorities of the school and obtain an acknowledgement of the validity of the same from them within four working days from the date of this offer.

We are excited about the prospect of you joining our team at DCI Multi Skills Private Limited, and we look forward to a mutually beneficial working relationship.

Thanking you,

For DCI Multi Skills Private Limited.

Naved
DCI MULTI SKILLS PVT. LTD.

Authorized Signatory.