



Sir K. P. College of Commerce

સર કે.પી. કોલેજ ઓફ કોમર્સ

Sarvajanik Education Society

(NAAC ACCREDITED A)

Athwalines Surat – 395001, Phone: 0261-224005



**Career Guidance Committee / Udisha Club**

**Activity Report: 21-5-2021**



**(Academic Year : 2020-21)**

As a part of the 75<sup>th</sup> anniversary celebrations of the college, a webinar on “Work From Home” was jointly organized by Sir K.P. College of Commerce and Amway Company Direct Seller, on 21-5-2021. The keynote speaker of the webinar was Mr. Prashant Tandel. 320 students of T.Y.B.Com, actively participated, in the webinar. The speaker provided guidance to our students as to how they can earn by working from home as an Amway direct retailer and seller after completing their graduation. At the end of the session, students asked their doubts and got it cleared by the speaker. The entire webinar was moderated by all the members of the Udisha Committee.



  
Dr. M.N. Mane  
(Convener)

**Committee members:**

- (1) Dr. M. R. Desai (Faculty Member) -   
(2) C.A. M.P. Chakrabartty (Faculty Member) - 

  
**PRINCIPAL**  
Sir K. P. College Of Commerce  
SURAT



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**Career Guidance Committee / Udisha Club**

**Activity Report: 9-4-2021**

**(Academic Year : 2020-21)**

As a part of the 75<sup>th</sup> anniversary celebrations of the college, a webinar on, “Get to edge Job opportunities after graduation” was jointly organized by Sir K.P College of Commerce and Mumbai Educational Trust Bandra on 9-4-2021. Neha K, the assistant manager of Mumbai Educational Trust was the keynote speaker. The webinar was organized on the Microsoft team platform. There was an active participation by 302 final year, B. Com students. The speaker provided guidance on, what are the employment opportunities after graduation as well as what courses can be done for it. The entire webinar was moderated by all the members of the Udisha Committee.

  
Dr. M.N. Mane  
(Convener)



**Committee members:**

(1) Dr. M. R. Desai (Faculty Member)

(2) C.A. M.P. Chakrabartty (Faculty Member)



  
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**Career Guidance Committee / Udisha Club**

**Activity Report: 16-2-2021**

**(Academic Year : 2020-21)**

As a part of the 75<sup>th</sup> anniversary celebrations of the college, a webinar on “Job opportunities in Public sector” was jointly organized by our committee and Employment Office, Surat. 325 students of the college actively participated. The keynote speakers at Webinar were Mr. Abhay Shah & Mr. Chetan Bhimani. They oriented our students about various employment opportunities in the private sector and what courses can be done for them? The entire webinar was conducted by Dr. M. N Mane and members of the Udisha Committee.



  
Dr. M.N. Mane

(Convener)

**Committee members:**

(1) Dr. M. R. Desai (Faculty Member)



(2) C.A. M. P. Chakrabartty (Faculty Member)



  
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3-1-23

**Career Guidance Committee / Udisha Club**

**Activity Report: 3-11-2020**

**(Academic Year : 2020-21)**

As part of the 75<sup>th</sup> anniversary celebrations of the college, today; on 3rd November 2020, a webinar on “MBA as a career option” was organized, on a virtual platform of Microsoft team by the UDISHA committee of our college. Dr. Jayashree Siddhapuria, a faculty of S.R. Luthra, Institute of Management was invited as a key note speaker. 167 students from T.Y.B.Com, actively participated in the webinar. The webinar started with a brief explanation about the webinar given by Dr M. N. Mane, CA. Prof. Monica Chakrabartty then introduced the speaker. The speaker oriented our students in various aspects like, how can students get admission in MBA course? How can they prepare for the entrance test? Which college is better to get admission in? Which college provided better placement?, etc. At the end the students cleared up the confusion through questions and Dr.M.R.Desai expressed his gratitude by proposing a vote of thanks.

  
Dr. M.N. Mane

(Convener)

**Committee members:**

(1) Dr. M. R. Desai (Faculty Member)



(2) C.A. M.P. Chakrabartty (Faculty Member)



  
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**Career Guidance Committee / Udishha Club**

**Activity Report: 6-11-2020**

**(Academic Year : 2020-21)**

As a part of the 75<sup>th</sup> anniversary celebrations of the college, a webinar on “Preparation of Government Jobs” was jointly organized by the UDISHA committee of our college and Exam Shaala, Surat. In all, 300 students from T. Y B.Com. and M.Com, actively participated in the webinar. The keynote speaker of the webinar, Mr. Haresh Thumar, appraised our students about , Which vacancies have currently been released by the government, and how can they apply for a government job? Mr Thummar also gave a clear information to the students about how preparation for government job exams can be done? The doubts of the students were cleared by the speaker . The entire webinar was moderated by all the members of the Udishha Committee.

  
Dr. M.N. Mane

(Convener)

**Committee members:**

(1) Dr. M. R. Desai (Faculty Member)



(2) C.A. M.P. Chakrabartty (Faculty Member)





  
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**Career Guidance Committee / Udisha Club**

**Activity Report: 15-4-2021**

**(Academic Year : 2020-21)**

As a part of the 75<sup>th</sup> anniversary celebrations of the college, a webinar on “Study abroad-360 Overview” was organized by UDISHA committee of our college in association with Edwise International Center, Surat on 15-4-2021. Shivangi Joshi was the keynote speaker of the webinar. 133 students of T.Y.B.Com, actively participated in the same. The speaker provided a complete information on the number of employment opportunities that are available abroad as compared to India after graduation and the process of going abroad. At the end of the session, the doubts of students were cleared by the speaker. The entire webinar was moderated by all the members of the Udisha Committee.



  
**Dr. M.N. Mane**  
(Convener)

**Committee members:**

(1) Dr. M. R. Desai (Faculty Member)



(2) C.A. M.P. Chakrabartty (Faculty Member)



  
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**Career Guidance Committee / Udisha Club**

**Activity Report: 18/8/2021 to 19/8/2021**

**(for the academic Year : 2020-21)**

As a part of the 75<sup>th</sup> anniversary celebrations of the college, an Offline & Online On-campus, placement camp for students, were organized by the UDISHA Club of our college on 18<sup>th</sup> to 19<sup>th</sup> August, 2021. This placement camp was organized for the students who have passed in the academic year 2020-21. Total 9 companies namely, Tekpillar Pvt. Ltd, Max Life Insurance Co, Best Bank Job Co., For Banking & Finance Co., Recreator Infotech Pvt. Ltd, Colourtex industries Pvt. Ltd., Kotak Mahindra Bank Ltd, National Training Consultancy, Valuable Eventures LLP, U dhana, came for the recruitment. 127 students from T.Y.B.Com. and M.Com, actively participated in the placement camp. The members of the Udisha Committee of our college performed their duty in this camp.

  
Dr. M.N. Mane

(Convener)

**Committee members:**

- (1) Dr. M. R. Desai (Faculty Member)
- (2) Dr. B. J. Baldaniya (Faculty Member)
- (3) C.A. M.P. Chakrabartty (Faculty Member)


  
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**Career Guidance Committee / Udisha Club**

**Activity Report: 4-11-2020**

**(Academic Year : 2020-21)**

As a part of the 75<sup>th</sup> anniversary celebrations of our college, today; on 4<sup>th</sup> November 2020, Sir K.P. College of Commerce in association with Go Digit General Insurance Limited, Surat Company organized an On-campus interview for the students studying in the last semester of B.Com./M.Com. Mr. Freddie, the H.R. of the company, was present and interviewed 5 students. The entire placement camp was conducted by Dr. Mohan Mane, Dr. Mayank Desai and CA. Monica Chakrabartty.

  
Dr. M.N. Mane

(Convener)

**Committee members:**

(1) Dr. M. R. Desai (Faculty Member)



(2) C.A. M.P. Chakrabartty (Faculty Member)





  
PRINCIPAL  
Sir K. P. College Of Commerce  
SURAT



5-1-4  
Date: 13/04/2021

To,  
VIKAS S. KHATIK  
SURAT

**Subject:** Offer Letter for the post of "Distributor Recruiter" on Fixed Term Employment basis.

Dear Mr. /Mrs. VIKAS S. KHATIK,

You have successfully cleared our selection process and we have selected you for the post of "Distributor Recruiter" on Fixed Term Employment for "Surat, Head Office". You have been offered an annual Cost to Company (CTC) worth Rs. 2,54,760 including all the perks and other benefits.

Your employment terms & conditions will be governed by the appointment letter issued on your joining date. As a part of the joining process, you have to submit the listed documents. On submission of documents and its verification we will give you date of joining and leaving the organization.


**List of Documents to be submitted: -**

- Photo Identity Proof / Driving License / Election Card / PAN Card / Passport
- Aadhar card for PF registration.
- Mark sheet/Degree Certificate for 10th, 12th, Graduation, Masters / Bonifide / Provisional Certificate
- Birth Date Proof - Driving License/PAN Card/School Leaving Certificate
- Permanent Address Proof - Driving License/Election Card/Ration Card/Electricity Bill/Telephone Bill
- Last month Salary Slip of the previous company
- All Previous organization's relieving letters
- Passport size photographs in White Background. (For Male - either in Suit or at least a tie & For Female - in Saree/Blazer/Salwar Suit)
- If ESIC is applicable - Family member's Passport size photograph
- Fitness Certificate from any MBBS Doctor

We trust that you will keep this offer confidential.

For & on behalf of,

Valuable Eventures LLP



Dhaval Desai  
Head - Human Resource

**Declaration of Acceptance**

I accept the above mentioned offer and I agree to abide by the service rules and regulations as applicable from time to time.




VIKAS S. KHATIK



 VALUABLE  
EVENTURES LLP

Valuable Eventures LLP, Registered & Corporate Office: Block No 502, 2nd Floor, B Tower, Udhna  
Udyog Nagar Sangh Commercial Complex, Central Road No 10, Udhna, Surat-394210, Gujarat.  
LLPIN: AAI-3434



  
Principal  
Sir K. P. College of Commerce  
SURAT

Ref. :

Date :

Dear Ms. Shilvani Chauhan,

Welcome to National Training and Consultancy Family!

You have successfully cleared our selection process and you are selected for the post of "Consultant" on Fixed Term contract as a Consultant. You have been offered an annual Cost to Company (CTC) worth Rs. 9,000/- p.m including all the perks and other benefits, standard deductions applicable.

Your Joining Date will be 1<sup>st</sup> September 2021.

In case of leaving the consultancy, a written notice of 1 month or 1 month Consultancy Fees in lieu of notice Period is required.

As a part of the joining process, you have to submit the listed documents.

List of Documents to be submitted: -

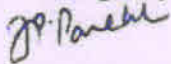
- Photo Identity Proof (Driving License / Election Card / PAN Card / Passport)
- Birth Date Proof - Driving License/PAN Card/School Leaving Certificate
- Permanent Address Proof (Aadhar card, Driving License/Election Card/Ration Card/Electricity Bill/Telephone Bill)
- All Previous organization's relieving letters
- Passport size photographs in White Background. (For Male - either in Suit or at least a tie & For Female - In Saree/ Blazer/Salwar Suit)
- Self-attested declaration that you will work from home and commit 6 hours per day for the consultancy.

**Note :** Offer Letter will be issued to you only on receipt of the above documents within two days from this email. Failure in providing the same will be considered as your disinterest in this offer. We trust that you will keep this offer confidential. For any confusion or query, you can contact us on 90990-53025

You can write to us at [info.ntc@nationalgroupindia.org](mailto:info.ntc@nationalgroupindia.org)

Wish you all the best.

Warm Regards,



H.O.D – National Training and Consultancy, Surat



Principal

Sir K. P. College of Commerce  
SURAT**National Training & Consultancy**

( A National Group Company )

4th Floor, Sarvoday Bhavan, Opp. Blind School, Ghod-Dod Road, SURAT-395001.  
Ph.: (0261) 4003976 | M.: 84600 33976 | E-mail: [info.ntc@nationalgroupindia.org](mailto:info.ntc@nationalgroupindia.org)





To,  
DIVYESH D GAMIT  
SURAT

Date: 13/04/2021

Subject: Offer Letter for the post of "Distributor Recruiter" on Fixed Term Employment basis.

Dear Mr. /Mrs. DIVYESH D GAMIT,

You have successfully cleared our selection process and we have selected you for the post of "Distributor Recruiter" on Fixed Term Employment for "Surat, Head Office". You have been offered an annual Cost to Company (CTC) worth Rs. 1,82,040 including all the perks and other benefits.

Your employment terms & conditions will be governed by the appointment letter issued on your joining date. As a part of the joining process, you have to submit the listed documents. On submission of documents and it's verification we will give you date of joining and leaving the organization.

List of Documents to be submitted: -

- Photo / Identity Proof / Driving License / Election Card / PAN Card / Passport
- Aadhar card for PF registration.
- Mark sheet/Degree Certificate for 10th, 12th, Graduation, Masters / Bonifide / Provisional Certificate
- Birth Date Proof - Driving License/PAN Card/School Leaving Certificate
- Permanent Address Proof - Driving License/Election Card/Ration Card/Electricity Bill/Telephone Bill
- Last month Salary Slip of the previous company
- All Previous organization's relieving letters
- Passport size photographs in White Background. (For Male - either in Suit or at least a tie & For Female - in Saree/Blazer/Salwar Suit)
- If ESIC is applicable - Family member's Passport size photograph.
- Fitness Certificate from any MBBS Doctor

We trust that you will keep this offer confidential.

For & on behalf of,

Valuable Eventures LLP



Dhaval Desai  
Head - Human Resource

Declaration of Acceptance


I accept the above mentioned offer and I agree to abide by the service rules and regulations as applicable from time to time.

DIVYESH D GAMIT

 VALUABLE  
EVENTURES LLP

Valuable Eventures LLP, Registered & Corporate Office: Block No.502, 2nd Floor, B Tower, Udhna  
Udyognagar Sangh Commercial Complex, Central Road No.10, Udhna, Surat-394210, Gujarat.  
LLPIN: AAJ-3434



  
Principal  
Sir K. P. College of Commerce  
SURAT



Date: 24-08-2021

To,  
**Ms. Sonali Rana**  
B-2-41 Tenament, Opp. Kinnari Cinema,  
Mandarwaja, Ringroad, Surat  
Email: [rsonali2001@gmail.com](mailto:rsonali2001@gmail.com)  
Mob No. : +91 63554 62646

**SUB: OFFER LETTER**

Dear Sonali,

In connection to your application and subsequent personal interview with us, we are pleased to offer you a position in our Organization **ReCreator Infotech Pvt. Ltd.** as **Back-Office Executive**, at our **Surat Office**. This offer takes effect from your date of joining on or before **Wednesday, 1st September 2021** which shall not be later than **1st September 2021**.

We would request you to report at the following address: **515-516, Lalbhai Contractor Complex, Opp: Nanpura Parsi Library, Nanpura, Surat - 395001** for training & employment procedures. However, your work location will be at **Surat, Gujarat** region, as and when required you may be transferred to any of the offices in India or abroad.

Your package of compensation would be as per the agreed mutual terms of our meeting, the bifurcation of which will be allotted to you once we formalize your appointment. However, the structure of your compensation plan may be altered/changed from time to time in line with the Compensation Policy and Practices of the Company.

As per the Company policy, the first **1** month of employment shall constitute a probationary period ("Probationary Period"). During this probationary period, the Company may terminate the Employee's employment, without assigning any reason, in employer's sole and exclusive discretion, with or without notice or cause. Unless confirmed in writing, you will be deemed a probationer even after the probation period is extended. In case the Company is not satisfied with your performance and found that you are not able to fulfill work commitment, then the company can relieve you by giving (1) one month notice period.

You may also note that the company would be spending a lot of monetary resources on your training and induction on various business processes, the cost of which is identifiable. In the event you wish to resign, for any reason whatsoever, during the probation period, all expenses incurred by the company or reimbursed to you upon joining or in connection with your joining shall be recovered from you. The Company also reserves the right to recover the training expenses so incurred.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy/service agreements that you may have executed, which could have a bearing on your working with us. Your appointment will be effective only after you read, sign, and unconditionally accept the terms and conditions as will be mentioned in the Employment Agreement/Appointment Letter prior to the beginning of employment.

As an employee of our company, it is likely that you will work on confidential and or proprietary information, and thus to protect the mutual interests, you will be asked to sign an agreement containing provisions pertaining to confidentiality, non-disclosure and non-compete.

You will be bound by the rules, regulations and policies of the Company as may be in force from time to time. You shall abide by the terms of the Employment Agreement along with the rules, regulations and policies of the Company and any violation of such terms of employment would be subjected to disciplinary action by the Company or such other action as may be provided in the Employment Agreement or policies of the Company.

## **ReCreator :**

Infotech Pvt. Ltd.

515 -516, Lalbhai Contractor Complex, Opp: Nanpura Parsi Library, Nanpura, Surat - 395001 (Guj.) INDIA  
Tel.: 0261 - 247 5144. | Help Desk: 96019 55555 | Email: [info@recreatorinfotech.com](mailto:info@recreatorinfotech.com)  
Website: [www.recreatorinfotech.com](http://www.recreatorinfotech.com) | [www.ggate.app](http://www.ggate.app)



*M. Sonali*  
Principal  
Sir K. P. College of Commerce  
SURAT





The company has the right to terminate your services from immediate effect for any discrepancy caused by you or malpractice filed against you or any illegal activities or any serious misconduct or behavioral issues or sexual harassment complaints, even during the probation period.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If at any time in the future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Any disputes arising out of this letter shall be governed by and construed in accordance with the courts of Surat (Gujarat).

This offer is valid till date: **01-09-2021**. If you do not confirm the acceptance or do not comply with the stipulations as mentioned in this offer letter, **ReCreator Infotech Pvt. Ltd.** has the right to withdraw the offer.

***We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.***

You are required to bring your certificate(s) in original as well as their photocopies along with below listed applicable documents:

- ❖ Original and photocopies of educational certificates and mark sheets.
- ❖ Professional Qualifications – Masters, Degree, Diploma Certificate.
- ❖ Appointment Letters and Services Certificate of your past employment(s).
- ❖ Relieving letter & experience certificate from the previous employer[s].
- ❖ Full & Final Settlement Sheet / Form 16 from the previous employer(s). This is a mandatory requirement for the computation of TDS in current employment in a situation where the candidate is unable to produce the Full & Final Settlement Sheet / Form 16, the income certificate from his / her employer(s) has to be submitted, without which, the tax will be computed on the gross salary offered to assume no deductions.
- ❖ Last (3) Three Months Salary Slips from the previous/current employer which was last drawn.
- ❖ 02 Colour Passport Size Photographs
- ❖ Permanent Account Number (PAN) (If not allotted, attach a copy of APPLIED FOR Acknowledgment Receipt)
- ❖ Aadhar Card (Updated with the latest changes made, if any)
- ❖ Any 1 photo identity proof for applying for a Bank Savings Salary Account (Passport, Voter ID, Driving License, Bankers Verification, etc.) or Copy of Cancelled Cheque

Your signature at the end of this letter confirms that the conditions of your employment are accepted by you.

Kindly sign and return to us the duplicate copy of this letter as a token of your Acceptance.

Wish you all the best!

Yours Sincerely,

For ReCreator Infotech Pvt. Ltd.

Name: Mr. Chirag Shah  
Designation: Director

Name: Ms. Sonali Rana  
Acceptance Signature

**ReCreator :**

Infotech Pvt. Ltd.

515 -516, Lalbhai Contractor Complex, Opp; Nanpura Parsi Library, Nanpura, Surat - 395001 (Guj.) INDIA

Tel.: 0261 - 247 5144. | Help Desk: 96019 55555 | Email: [info@recreatorinfotech.com](mailto:info@recreatorinfotech.com)

Website: [www.recreatorinfotech.com](http://www.recreatorinfotech.com) | [www.ggate.app](http://www.ggate.app)



*M. Sonali*  
Principal  
Sir K. P. College of Commerce  
SURAT

**Annexure A - Compensation Details (Optional)**

<b>Name:</b> Ms. Sonali Rana		
<b>Designation:</b> Back-Office Executive		
<b>Location:</b> Surat, Gujarat.		
<b>ReCreator Infotech Pvt Ltd.</b> 515-516, Lalbhai Contractor Complex, Opp: Nanpura Parsi Library, Nanpura, Surat – 395 001, Gujarat <b>Email:</b> hr@recreatorinfotech.com		
SALARY COMPONENTS		INR (PER ANNUM)
SALARY ELEMENTS	INCOME (MONTHLY)	
BASIC	7,000	84,000
HOUSE RENT ALLOWANCE (HRA)	3,000	36,000
Special Allowances	0	0
<b>SUB TOTAL (1)</b>	<b>10,000</b>	<b>120,000</b>
<b>DEDUCTIONS</b>		
PF Employee's Contribution	0	0
PF Employer's Contribution (Company)	0	0
ESIC Employee's Contribution	0	0
ESIC Employer's Contribution (Company)	0	0
PROFESSIONAL TAX	150	1,900
<b>SUB TOTAL (2)</b>	<b>150</b>	<b>118,100</b>
<b>NET ANNUAL SALARY</b>	<b>9,850</b>	<b>118,100</b>
<b>GROSS ANNUAL SALARY</b>	<b>10,000</b>	<b>120,000</b>
<b>CTC</b>	<b>10,000</b>	<b>120000</b>

- ❖ The above salary break-up is on annual basis and will change if we have to calculate for the current year.
- ❖ The above payments are subject to deduction of tax at source as per the Income Tax Act and Rules depending upon your Gross Salary Per Annum.
- ❖ PF & ESI might be applicable later on as per the Government norms.
- ❖ Tax Amount is derived on the assumption that the employee will invest the earned amount in the tax saving schemes and without considering any other incomes reported by the employee.
- ❖ Rate of TDS may change considering the proofs as furnished by the employee.



*H. Sonali*  
 Principal  
 Sir K. P. College of Commerce  
 SURAT



Date: 24-08-2021

To,  
**Ms. Anjali Gauda**  
354, Krishna Nagar,  
Housing Board, Amroli, Surat  
Email: [anjali.gauda@gmail.com](mailto:anjali.gauda@gmail.com)  
Mob No. : +91 74879 65104

**SUB: OFFER LETTER**

Dear Anjali,

In connection to your application and subsequent personal interview with us, we are pleased to offer you a position in our Organization **ReCreator Infotech Pvt. Ltd.** as **Back-office Executive**, at our **Surat Office**. This offer takes effect from your date of joining on or before **Wednesday, 25th August 2021** which shall not be later than **25th August 2021**.

We would request you to report at the following address: **515-516, Lalbhai Contractor Complex, Opp: Nanpura Parsi Library, Nanpura, Surat - 395001** for training & employment procedures. However, your work location will be at **Surat, Gujarat** region, as and when required you may be transferred to any of the offices in India or abroad.

Your package of compensation would be as per the agreed mutual terms of our meeting, the bifurcation of which will be allotted to you once we formalize your appointment. However, the structure of your compensation plan may be altered/changed from time to time in line with the Compensation Policy and Practices of the Company.

As per the Company policy, the first **1** month of employment shall constitute a probationary period ("Probationary Period"). During this probationary period, the Company may terminate the Employee's employment, without assigning any reason, in employer's sole and exclusive discretion, with or without notice or cause. Unless confirmed in writing, you will be deemed a probationer even after the probation period is extended. In case the Company is not satisfied with your performance and found that you are not able to fulfill work commitment, then the company can relieve you by giving (1) one month notice period.

You may also note that the company would be spending a lot of monetary resources on your training and induction on various business processes, the cost of which is identifiable. In the event you wish to resign, for any reason whatsoever, during the probation period, all expenses incurred by the company or reimbursed to you upon joining or in connection with your joining shall be recovered from you. The Company also reserves the right to recover the training expenses so incurred.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy/service agreements that you may have executed, which could have a bearing on your working with us. Your appointment will be effective only after you read, sign, and unconditionally accept the terms and conditions as will be mentioned in the Employment Agreement/Appointment Letter prior to the beginning of employment.

As an employee of our company, it is likely that you will work on confidential and or proprietary information, and thus to protect the mutual interests, you will be asked to sign an agreement containing provisions pertaining to confidentiality, non-disclosure and non-compete.

You will be bound by the rules, regulations and policies of the Company as may be in force from time to time. You shall abide by the terms of the Employment Agreement along with the rules, regulations and policies of the Company and any violation of such terms of employment would be subjected to disciplinary action by the Company or such other action as may be provided in the Employment Agreement or policies of the Company.

## ReCreator :

Infotech Pvt. Ltd.

515 -516, Lalbhai Contractor Complex, Opp; Nanpura Parsi Library, Nanpura, Surat - 395001 (Guj.) INDIA

Tel.: 0261 - 247 5144. | Help Desk: 96019 55555 | Email: [info@recreatorinfotech.com](mailto:info@recreatorinfotech.com)

Website: [www.recreatorinfotech.com](http://www.recreatorinfotech.com) | [www.ggate.app](http://www.ggate.app)



*H. Khuntia*  
Principal  
Sir K. P. College of Commerce  
SURAT





The company has the right to terminate your services from immediate effect for any discrepancy caused by you or malpractice filed against you or any illegal activities or any serious misconduct or behavioral issues or sexual harassment complaints, even during the probation period.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If at any time in the future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Any disputes arising out of this letter shall be governed by and construed in accordance with the courts of Surat (Gujarat).

This offer is valid till date: **25-08-2021**. If you do not confirm the acceptance or do not comply with the stipulations as mentioned in this offer letter, **ReCreator Infotech Pvt. Ltd.** has the right to withdraw the offer.

***We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.***

You are required to bring your certificate(s) in original as well as their photocopies along with below listed applicable documents:

- ❖ Original and photocopies of educational certificates and mark sheets.
- ❖ Professional Qualifications – Masters, Degree, Diploma Certificate.
- ❖ Appointment Letters and Services Certificate of your past employment(s).
- ❖ Relieving letter & experience certificate from the previous employer(s).
- ❖ Full & Final Settlement Sheet / Form 16 from the previous employer(s). This is a mandatory requirement for the computation of TDS in current employment in a situation where the candidate is unable to produce the Full & Final Settlement Sheet / Form 16, the income certificate from his / her employer(s) has to be submitted, without which, the tax will be computed on the gross salary offered to assume no deductions.
- ❖ Last (3) Three Months Salary Slips from the previous/current employer which was last drawn.
- ❖ 02 Colour Passport Size Photographs
- ❖ Permanent Account Number (PAN) (If not allotted, attach a copy of APPLIED FOR Acknowledgment Receipt)
- ❖ Aadhar Card (Updated with the latest changes made, if any)
- ❖ Any 1 photo identity proof for applying for a Bank Savings Salary Account (Passport, Voter ID, Driving License, Bankers Verification, etc.) or Copy of Cancelled Cheque

Your signature at the end of this letter confirms that the conditions of your employment are accepted by you.

Kindly sign and return to us the duplicate copy of this letter as a token of your Acceptance.

Wish you all the best!

Yours Sincerely,

For ReCreator Infotech Pvt. Ltd.

Name: Mr. Chirag Shah  
Designation: Director

Name: Ms. Anjali Gauda  
Acceptance Signature

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Annexure A - Compensation Details (Optional)

<b>Name:</b> Ms. Anjali Gauda		
<b>Designation:</b> Back-Office Executive		
<b>Location:</b> Surat, Gujarat.		
<b>ReCreator Infotech Pvt Ltd.</b> 515-516, Lalbhai Contractor Complex, Opp: Nanpura Parsi Library, Nanpura, Surat – 395 001, Gujarat		
<b>Email:</b> hr@recreatorinfotech.com		
SALARY COMPONENTS		INR (PER ANNUM)
SALARY ELEMENTS	INCOME(MONTHLY)	
BASIC	8,400	100,800
HOUSE RENT ALLOWANCE (HRA)	3,600	43,200
Special Allowances	0	0
<b>SUB TOTAL (1)</b>	<b>12,000</b>	<b>144,000</b>
<b>DEDUCTIONS</b>		
PF Employee's Contribution	0	0
PF Employer's Contribution (Company)	0	0
ESIC Employee's Contribution	0	0
ESIC Employer's Contribution (Company)	0	0
PROFESSIONAL TAX	150	1,900
<b>SUB TOTAL (2)</b>	<b>150</b>	<b>142,100</b>
<b>NET ANNUAL SALARY</b>	<b>11,850</b>	<b>142,100</b>
<b>GROSS ANNUAL SALARY</b>	<b>12,000</b>	<b>144,000</b>
<b>CTC</b>	<b>12,000</b>	<b>144000</b>


- ❖ The above salary break-up is on annual basis and will change if we have to calculate for the current year.
- ❖ The above payments are subject to deduction of tax at source as per the Income Tax Act and Rules depending upon your Gross Salary Per Annum.
- ❖ PF & ESI might be applicable later on as per the Government norms.
- ❖ Tax Amount is derived on the assumption that the employee will invest the earned amount in the tax saving schemes and without considering any other incomes reported by the employee.
- ❖ Rate of TDS may change considering the proofs as furnished by the employee.



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**Annexure A**


Name	PATIL HARSHADA	
Role	Tele Caller	
W.E.F	13-September-2021	
Grade	D0	
State - Location	Gujarat	
Particulars	Monthly	Annual
Basic	9,262	111,140
HRA Allowance	3,126	37,515
Statutory Bonus	772	9,258
Professional Allowance	0	0
Term Life and GPA Insurance Premium		750
Gross CTC		158,663
Company PF		13,337
Total CTC	13,160	172,000
Approx Monthly Net	11,849	
<ul style="list-style-type: none"> <li>- Company contribution towards PF is 12%</li> <li>- Under the Kotak Term Group Plan, you get covered upto 5 lakhs or 1.5 times CTC whichever is higher in case of death.</li> </ul>		
Prepared By :  Date: 11-September-2021		
		PATIL HARSHADA

Kotak Mahindra Bank Limited  
 CIN L85110MH1965PLC038137  
 Kotak Infinity, Building No. 21,  
 Zone 4, 2nd Floor, Infinity Park  
 Off Western Express Highway  
 General A K Marg,  
 Bandra (E), Mumbai - 400097  
 India.

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 www.kotak.com

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 India.



  
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19. This contract constitutes the entire understanding between you and the Company relating to the contract of services by the Company and super cedes and cancels all prior written and oral agreements and understandings with respect to the subject matter of this appointment. This contract may be amended by a subsequent written agreement between you and the Company.

20. The contract will terminate by efflux of time on **12-September-2023**. However, the Company will retain the option of extending the contract if it so desires on such terms as the Company deems fit.

21. On completion of your contract, you will hand over the charge to your immediate superior.

22. If you are suspended for any misconduct reported against you at any time pending enquiry and orders in your matter, you will not be entitled to any compensation during the period of such suspension.

23. At the end of the contract mentioned above, you shall not make any claim of employment or any other monetary claim against the management/Company and you shall not be deemed to be an employee of the Company at any time.

In case the above terms and conditions are acceptable to you, please sign in the space provided below in token of your acceptance

Your's faithfully,

For Kotak Mahindra Bank Ltd

Authorised Signatory

The above terms and conditions have been explained to me and understood by me. The same are acceptable to me and I am signing herein below in token of acceptance of the terms and conditions.

PATIL HARSHADA

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12. You shall inform the Company without delay of any act of dishonesty, fraud or cheating or any damage to the Company's property that you may come to know of whether the same is under contemplation or is taking place or has already taken place.

13. You will abide by all the relevant policies of the Company that are in force from time to time. This includes, inter alia, the Information Security Policy.

14. You shall not without prior consent of the Company in writing, which will not be unreasonably withheld, publish any book or brochure or article concerning any matter, which relates to any activity of the Company.

15. This arrangement can be terminated by the Company, without any notice or payment of any kind in lieu of notice, in the following cases:

a) Any incorrect information furnished by you or on suppression of any material information.

b) Any act, which in the opinion of the management is an act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part of any of the Company's rules.

c) You being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude.

16. Subject to the right of the Company to terminate this employment in accordance with clause 15, it may be terminated either by the Company or yourself by giving 1 Months' prior notice to the other.

16.1 If due to any misconduct/wrongful action/negligence by you while performing your duties, the Bank suffers any loss or damage to its property or any money is outstanding from you on account of any facility availed by you from the Bank; then without prejudice to any other right available with the Bank, the Bank is entitled to recover the loss caused or the money outstanding, by debiting your account and/or from any money payable by the Bank to you on account of any other relationship maintained by you with the Bank, without any reference or recourse to you and you irrevocably agree and unconditionally authorize the Bank to do so. You also agree and authorise the Bank to mark a lien on, any sum it is holding on your behalf or payable to you under any relationship, until the loss and/or outstanding amount is recovered in full.

17. If any term or provision of this contract or any application thereof shall be declared or held invalid, illegal or unenforceable, in whole or in part, whether generally or in any particular jurisdiction, such provision shall be deemed amended to the extent, but only to the extent to cure such invalidity, illegality or unenforceability, and the validity, legality or enforceability, of the remaining provisions, both generally and in every other jurisdiction, shall not in any way be affected or impaired thereby.

18. This contract shall be governed by, and construed in accordance with, the laws of the Republic of India and courts at Mumbai.

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*H. Shinde*  
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6. This contract is subjected to your providing all documents required by the company. You hereby, represent that on your entering into this contract there are no obligations/actions pending against you which may prejudice your performance of this contract. It is expressly agreed and understood that your contract is liable to be revoked/terminated if it is found at any time during the tenure of your contract that any of the representative information furnished by you to the company at the time of your commencement of contract is found to be incorrect or false.

7. If you are at any time prevented by ill-health, accident or other urgent necessity from attending office or performing your duties, then you shall bring this to the notice of the Company as soon as possible and furnish the Company all the information relating thereto as it may reasonably require.

8. You shall faithfully observe all the rules and regulations of the Company and comply with all reasonable orders of the superiors and attend to duties punctually at such place or places, as may be required by the Company. You shall also abide by and implement "The Corporate Policy manual on confidentiality and code of conduct" as approved by the Company and rules as made applicable from time to time.

9. You shall not at any time during the tenure of this contract or after its termination, without the consent of the Company in writing, divulge, directly or indirectly, any knowledge, information or documents whether relating to Company processes, operations, procedures, transactions or not, acquired by him/her in the course of service rendered concerning the business or affair of the Company or its associates or clients and which are confidential and in the nature of a trade secret or secret in other respects the disclosure of which will cause harm/damage to the Company, its associates or clients.

In line with the Insider Trading Regulations of the securities and Exchange Board of India Act of 1992, as modified from time to time, you shall not deal in securities of a firm listed in the stock exchanges, when in possession of any unpublished price sensitive information or communicate such information to any unpublished price sensitive information or communicate such information to any person except as required in the normal course of work, or under any law; or counsel any person to deal in securities on the basis of such information.

10. You are not authorized to and must not at any time:

- a) Trade on your own account by pledging the credit of the Company;
- b) Even on the Company's account, enter into any transaction of a speculative or gambling nature or otherwise subject the Company to risk which are beyond its Financial capacity to bear;
- c) Enter into any commitment, dealing or obligation on behalf of the Company, except to the extent of operating the Company's bank account or accounts as empowered by a resolution of the Board of Directors of the Company

11. You shall not accept directly or indirectly any commission, share in profit, presents or gratuities from any party dealing with, or seeking to deal with the Company or its affiliates.

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Kotak Mahindra Bank

11-September-2021

PATIL HARSHADA

Applicant ID : DOCDK1416

Gujarat

### CONTRACT FOR SPECIAL SERVICES

This contract for services to be rendered has been drawn up between Kotak Mahindra Bank Limited & PATIL HARSHADA and sets out the terms and conditions under which Kotak Mahindra Bank Ltd. has offered, and PATIL HARSHADA has agreed to accept and render services at the Company's office or at such other location as Kotak Mahindra Bank Ltd may inform. In the course of performance of your contract, you may be required to oversee the performance of other or others.

1. This contract shall commence from 13-September-2021, and shall be for a fixed period of 2 Years commencing from this date. This contract will terminate on 12-September-2023 unless otherwise renewed or before this is determined earlier according to the provisions of this Contract. Not with standing anything to the contract contained herein above, it is expressly agreed and understood that the contract period is purely temporary for a period of 2 Years and on the expiry of the aforesaid period this arrangement shall automatically come to an end without any further notice to you.

2. The details of your remuneration are enumerated in Annexure A, enclosed. You will not be entitled to claim any other privileges/benefits including but not limited to bonus which may be paid to the employees of Kotak Mahindra Bank Ltd. except the annual remuneration payable during the tenure of the Contract.

3. You shall perform/participate in such activities as may be assigned to you by your employer from time to time. The reporting time, lunch/tea break, etc. will be informed to you at the office premises by the employer and the same shall be subject to exigencies of work.

4. You shall always throughout the tenure of the contract act in the best interests of the Company and you shall not do or cause to do any act or engage in activities which would prejudice and/or result in conflict with the interests of the company.

5. You may be required to work on staggered timings/shifts, the timings for which may be altered from time to time as per the discretion of the Company. During the tenure of your contract you are entitled to leave as per the company policy and such leave to you against your notice will not be reasonably withheld. This shall be in addition to the leave on all Sundays and all holidays as applicable to our company.

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*M. Narayana*  
Principal

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SURAT





G2-B, ICC Building, Ground Floor, Next to Kadiwala School, Ring Road, Surat-2.  
Ph. : (O) 0261 - 2474010, 2474011, 2474012 - (M) 98241 50077 - E-mail : jitushahindia@yahoo.com - Web : www.suninvestment.in

TO,

DATE : 25/09/2021

DEV.H.ZAVERI

18 Anupam nigari, bamroli road,  
Udhna, surat

SUBJECT : OFFER LETTER

Dear Dev.h.zaveri

We had interviewed you in your college, and we are happy to appoint you for the post of SALES EXECUTIVE for marketing and distribution of the MUTUAL FUNDS and INSURANCE PRODUCTS in our organization.

Your salary sales will be as follows

Rs 10000/- SALARY per month (an increase of Rs 2500/- per annum every year)

+ SALES INCENTIVES

+ PETROL EXPENSES

+ MOBILE EXPENSES

Kindly get along with you your pan copy, aadhar copy and 1 passport photograph along with you.

You are supposed to give us 1 month notice in case you want to leave the job at our end.

You are supposed to join us from 01/09/2021 and request you to reach the above address as mentioned in this letter.

Wishing you a bright future along with us.

Thank you,

Yours truly


FOR SUN INVESTMENT

  
PROPRIETOR

OUR SERVICES :

Mutual Fund | Real Estate | Mediclaim | Fixed Deposit | Shop / Stock / Factory Insurance | Life Insurance | Financial Planning | PMS



  
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