



## Criterion 5 – Student Support and Progression

### 5.2 Student Progression

*Metric No. 5.2.1– Number of Students placed during last 5 years  
2018-2023*



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### Placement Details During Last Five Years 2018-2023

SESSION 2021-22					
Sl. no	Name	Program graduated from	Company	Position	Pay package at appointment
1	Sneha Thapa	B.A. History Honours	Floating Numbers Digital Solutions Private Limited, Street Number 9, BP Block , Sector V, Bidhannagar, Kolkata, West Bengal 700091, Phone - 9147149552	Process Associate	INR 2,64,000
2	Prakash Kumar Thakur	B.com Honours	Floating Numbers Digital Solutions Private Limited, Street Number 9, BP Block , Sector V, Bidhannagar, Kolkata, West Bengal 700091, Phone - 9147149552	Process Associate	INR 2,64,000
3	Barsha Rai	B.A. History Honours	Floating Numbers Digital Solutions Private Limited, Street Number 9, BP Block , Sector V, Bidhannagar, Kolkata, West Bengal 700091, Phone - 9147149552	Process Associate	INR 2,64,000
4	Sneha Rasaily	B.com Honours	Anudip Foundation for Social Welfare, Cimsys Tower, Sector 5, Salt Lake , PS Bidhannagar, Kolkata 700091, Phone - +91 33 2357 7406 / 8145111444	Senior Faculty	INR 3,00,000
5	Prabin Limbu	B.Com Honours	Floating Numbers Digital Solutions Private Limited, Street Number 9, BP Block , Sector V, Bidhannagar, Kolkata, West Bengal 700091, Phone - 9147149552	Process Associate	INR 3,00,671



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Government of West Bengal  
Office of the Principal  
Darjeeling Government College  
Darjeeling - 734 101, West Bengal, INDIA.

Phone / Fax : (0354) 2254078  
(0354) 2254019  
Email : dgc.principal@gmail.com

SESSION 2022-23					
Sl No.	Name	Program graduated from	Company	Position	Pay package at appointment
1	Asmita Nandy	B.A. Hons in History	Teleperformance Global Service Private Limited, Udyog Vihar, Phase IV, Gurugram, Hariyana-122016 Ph. +91-1246783050	Customer Service Associate - Voice	INR 3,60,024
2	Upama Timsina	B.A. Hons in English	Quess Corp limited, Sarjapur Road, Bangalore - 560103. Karnataka, Ph - 1800-572-3333	Branch Relationship Executive	INR 1,80,420



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**Offer letter of Sneha Thapa from Floating Numbers Digital Solution Pvt. Ltd.**



**Fwd: Offer Mail**

1 message

**Sneha Thapa** <thapasneha005@gmail.com>  
To: Sneha.rasaily@anudip.org

Sun, 6 Nov, 2022 at 6:33 pm

----- Forwarded message -----

From: **Gurpreet Kaur** <gurpreet.kaur@floatingnumbers.com>  
Date: Sun, Nov 6, 2022, 18:29  
Subject: Offer Mail  
To: <thapasneha005@gmail.com>

Dear Sneha

Congratulations!

Based on our discussion, we are pleased to offer you the role of Process Associate at Floating Numbers Digital Solution Private Limited.

Your training will start from 14th November 2022, So please be available in the office on 14/11/2022.

Your internship period will be for six months starting from your joining date which will be decided after the successful completion of the training. However, this training period can be reduced or extended based on your performance.

Your Stipend during the internship will be INR 22,000 per month which consists of fixed and variable components.

Please acknowledge this mail within 24 hours to accept the offer.

For any clarification feel free to reach out to me.

-  
Regards  
Gurpreet Kaur  
**HR Recruiter**

Gearinc India, Floating Numbers Limited 4th Floor, Unit 402 & 404 Ambuja Neotia Ecostation 64, Street Number  
9, BP Block, Sector V, Bidhannagar, Kolkata,  
West Bengal 700091

+91 9147149552

gurpreet.kaur@floatingnumbers.com

https://www.floatingnumbers.com/

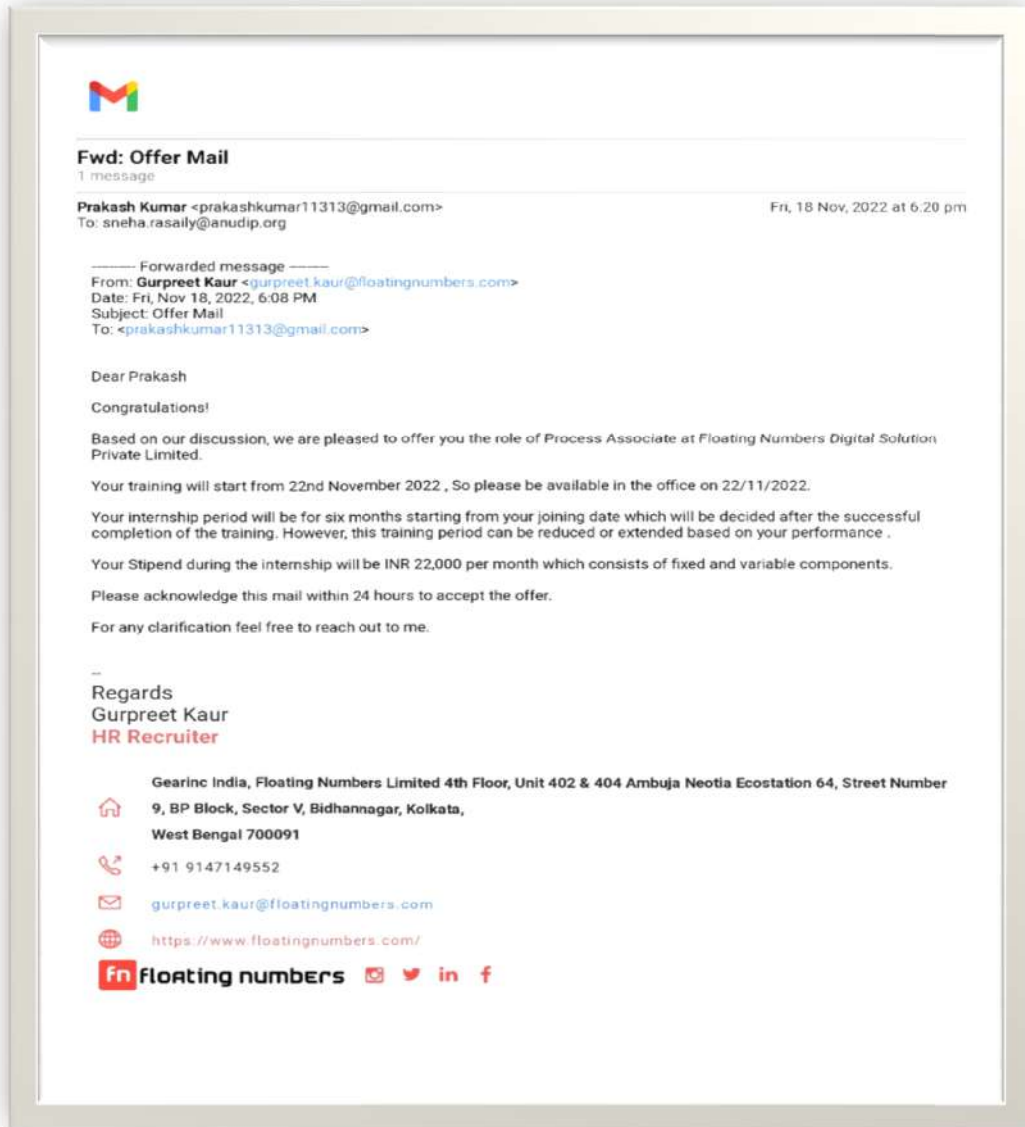
**fn** floating numbers



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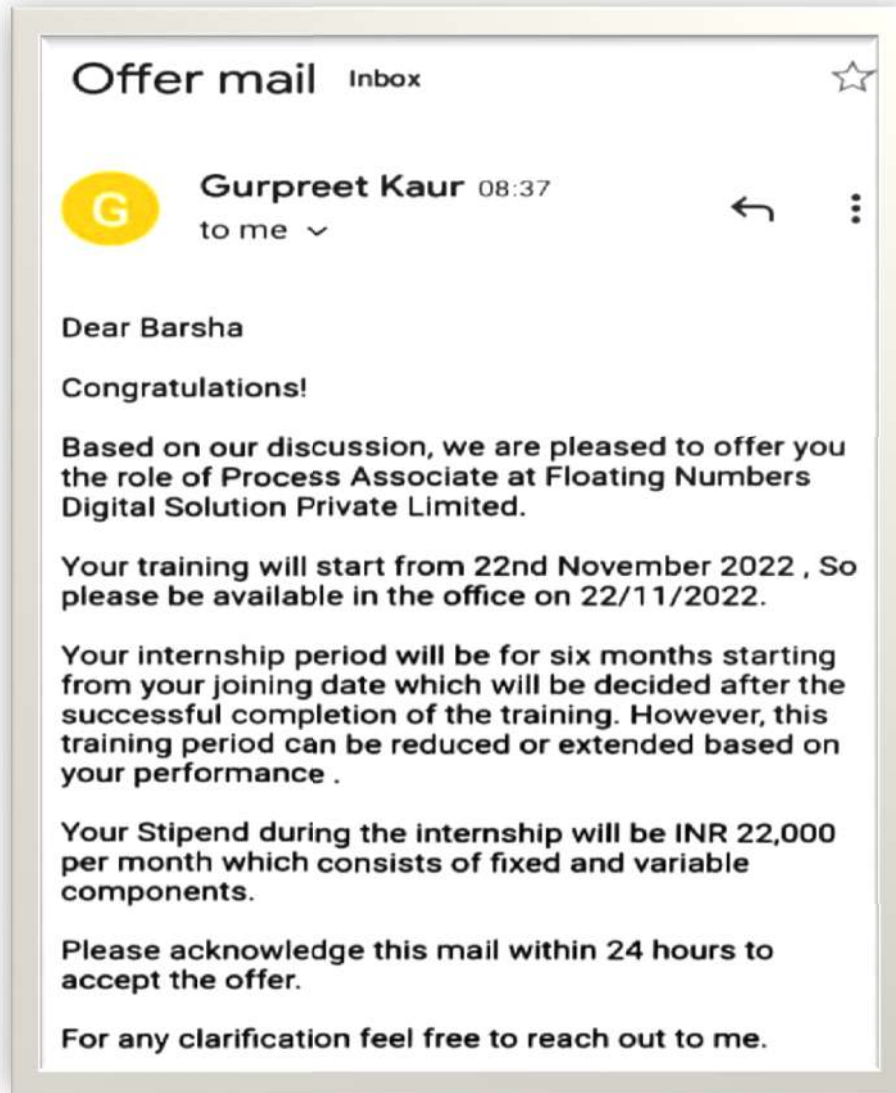
**Offer letter of Prakash Kumar Thami from Floating Numbers Digital Solution Pvt. Ltd.**



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**Offer letter of Barsha Rai from Floating Numbers Digital Solution Pvt. Ltd.**



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**Sheha Rasaily's Offer Letter from Anudip Foundation**



Ref: HRC-OFFER-1505/2022

Date: 10<sup>th</sup> August, 2022

To,  
Ms. Sheha Rasaily,  
Sourini Busty, Manju T. E.,  
Gairi Gaon, Suren Bazar,  
Darjeeling, West Bengal - 734227.

**Sub-Contract Employment Agreement**

Dear Sheha,

This is with reference to your application and the subsequent discussions, we are pleased to offer you the position of "Senior Faculty" in the function – Training, Operations & Placements on the following terms and conditions. You will be based in operational areas of **North Bengal**.

- Contract Period:** The contract period will be valid from **22.08.2022 to 31.08.2023**.
- Position & Benefits:** Your Annual CTC will be **Rs. 300,000** (Rupees Three Lakhs Only) and monthly CTC will be **Rs. 25,000** (Rupees Twenty Five Thousand Only) (refer annexure). You will be entitled for PF and other benefits as specified in Our HR policies. In addition to this, you will be eligible for 7(bwd) days leave (PL) per month as per contract with pay.
- Hours of Work & Paid Holidays:** You will observe the working hours and holidays normally observed by the region or the center you are assigned to.
- Medical Benefits:** You will be eligible to medical benefits in accordance with the Company's scheme applicable for your employment mode.
- Termination:** The contract will be valid up to **31.08.2023**, unless further extended in writing.

Either party can terminate this arrangement at any time at will by giving **30 (Thirty) days'** notices in writing to the other. Notwithstanding anything to the contrary, the Company may by summary notice in writing to terminate your employment forthwith, without a notice period, at any time if you:

- Commit any fraud or gross criminal negligence, herein defined as an intentional criminal act for personal gain; shall be convicted of any criminal offence other than a minor traffic offence or an offence which in the opinion of Anudip does not affect your suitability for your office.
- Commit any breach of any of the provisions herein contained which in the reasonable opinion of Company, is serious; Commit any misconduct or any other breach of employment rules including satisfactory performance on work duty which in the reasonable opinion of the Company, is serious and persistent. Decision to terminate will be taken after due deliberations with the Functional Head, HR and CEO after giving you an appropriate opportunity to explain yourself.

On completion or termination of this contract, you shall return to the Company any moveable and immovable property and all Company material/assets that might be in your possession.

The Company shall release the full and final settlement dues to you within 45 days of completion of all exit formalities by you and subject to your compliance with the terms of this employment letter, company policies and procedures and written instructions from an authorized executive of the Company.

**6. Covenants by the Employee:**

- Confidentiality:** During the term of your employment with Anudip Foundation, or at any time hereafter, irrespective of the time, manner or cause of the termination of this employment agreement you agree to not divulge or communicate any Company Confidential or competitive information to any outside person or Organization, furnish or make accessible to anyone (otherwise than in the regular course of business of the Company) or use for your own account and purpose or for the account of any other person any Company Confidential and Competitive Information (as defined hereunder).

"Company Confidential and Competitive Information" will include but not be limited to the following:

- Any patents, industrial designs, copyrights, trademarks, geographical indications, trade secrets and other legal interests recognized or protected as Intellectual property under the laws of India.
  - Any business/work secrets of the Company.
  - Donor and employer lists, names and contact details of employees and consultants engaged by the Company, training programs, course curricula, any other customer lists, channel partner lists, and any vendor lists of the Company.
  - Cost of goods, business plans, financial accounts of the Company.
  - Formulae, prototypes, research activities and reports, source code, software, proprietary services, business processes, information relating to form of work activity carried out by Company.
  - Any document marked "Confidential" (or with a similar expression), or any information which you have been told is Confidential or which you might reasonably expect that the Company will consider as Confidential or any information which has been given to Company in confidence by donors/employers/customers/students or suppliers/vendors or other persons.
  - Information in respect of which Anudip owes an obligation of confidence to any third party, as long as you have been informed this to be the case or having regard to all the circumstances, ought reasonably to know of the same.
- Other Employment:** You must at all times during your employment uphold the Company's core values of integrity, ethical behavior, and respect for all individuals. You will devote the whole of your time, attention and abilities to your duties for the Company and not undertake any responsibility (full time or part time) in the capacity of an employee /director/advisor or consultant at any other organisation without the prior written approval of Anudip Foundation.

**Anudip Foundation for Social Welfare**

Gems Towers, 3rd Floor, Plot V-13, Block-EP, Sector-5, Salt Lake, PS: Behan Nagar (EAST), Kolkata-700091, India  
☎ +91 33 2357 7400/9145111444 | ✉ info@anudip.org | www.anudip.org | Follow us on   
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*P. P. S. S. S.*

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**Sheha Rasaily's Offer Letter from Anudip Foundation**



**c) Proprietary Rights of the Company:**

- You are to acknowledge and agree that all know-how, documents, reports, plans, proposals, marketing and project plans, donor lists, distributors lists, client files, other information relating to the business of the Company or business of any associate or affiliate of the Company as the case may be, and any materials made by the you during the course of your employment with the Company and every discovery, invention, improvement, design and secret process and other intellectual property right made or discovered by the you (whether alone or with any other person or persons) in connection with or in any way affecting or relating to the business of the Company or business of any associated company or capable of being used or adapted for use therein or in connection therewith ("the Intellectual Property") shall forthwith be disclosed to the Company and shall belong to and be the absolute property of the Company or such associated company as the Company may nominate for the purpose.
- You shall not deliver, reproduce or in any way allow such documents or things to be delivered or used or caused to be used by any third party without specific direction or consent of the Company.

- d) **Company property:** You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

7. **Applicability of Company Policy:** The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the company shall be binding on you and shall override this Agreement to that extent.

8. **Governing Law and Jurisdiction:** This employment agreement is governed by, and shall be construed in accordance with, the laws of India. Any disputes between yourself and the Company concerning or relating to or arising out of this contract shall be subject to the jurisdiction of and be determined by the court of competent jurisdiction in Kolkata only.

If this offer of contract employment on the terms and conditions stated herein are acceptable to you, please sign and return the duplicate copy of this letter as a token of your acceptance.

For Anudip Foundation for Social Welfare.

*Samridhi Guha Majumder*

Samridhi Guha Majumder  
Head - Recruitment

**Salary Annexure**

Employee Name: Ms. Sheha Rasaily  
Designation: Senior Faculty  
Grade: E3  
Effective Date: 22.08.2022

Salary Components	Monthly	Annually
<b>A. Emoluments</b>		
Basic Pay	9,542.00	114,504.00
House Rent Allowance	4,771.00	57,252.00
Conveyance	1,600.00	19,200.00
Special Allowance	7,042.00	85,404.00
Sub Total - A	23,855.00	286,360.00
<b>B. Deductions</b>		
Provident Fund	1,145.00	13,740.00
Professional Tax	130.00	1,560.00
Income Tax (applicable as per the IT act)	0.00	0.00
Sub Total - B	1,275.00	15,300.00
<b>C. Employer's Contribution</b>		
Provident Fund	1,145.00	13,740.00
Sub Total - C	1,145.00	13,740.00
<sup>9</sup> CTC (A+C)	25,000.00	300,000.00
<b>Net Salary (A - B)</b>	<b>22,580.00</b>	<b>270,960.00</b>

\* Mediclaim premium will be borne separately by the Company.

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*P. Jeyavelan*

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**Offer Letter of Prabin Limbu from Floating Numbers Pvt. Ltd.**




**Prabin Limbu** Date of joining : 01/06/2023  
Upper Takbia, Goke, Darjeeling  
West Bengal - 734201

Dear Prabin Limbu,

With the reference to your application to join us and based on your interview with us, we are pleased to offer you a contractual employment in the position of **Process Associate** with **Floating Numbers Digital Solutions Private Limited**. In this document, **Employee** refers to you and **Employer** refers to Floating Numbers Digital Solutions Private Limited.

Your employment with us is subjected to the following terms.

- Remuneration:** Your annual Gross CTC is **INR 3,00,671 (three lakh six hundred seventy one only)** which consists of fixed and variable components. The details of your compensation package along with the other terms of your employment are given in the enclosed Annexure A. You are requested to maintain strict confidentiality about your remuneration package in your own interest.
- Your Date of Appointment:** will be effective from your date of joining.
- Place of Posting:** Your place of posting is Kolkata.
- Training Policy:** As part of our commitment to quality and safety, you will be required to pass the training provided by the company before you can begin work on your assigned project. The training program is designed to equip you with the necessary skills and knowledge to perform your job safely and efficiently. Please note that passing the training program is mandatory before you can begin work on your assigned project. We take our commitment to quality and safety seriously and failure to pass the training program may result in delay in starting work or even termination of employment.
- Probation:** Your probation period will be 6 months from the date of joining. The duration of the probation may be extended to 3 months based on your performance.
- Confirmation:** Confirmation of passing your probation, and becoming a permanent employee will be sent in writing upon successful completion of your probation.
- Transfer Policy:** You are expected to accept the transfer if you are transferred to other departments and/or other branches / regional offices, in India / abroad, existing / to be set up in future, in the client specified locations, with or without the revision in your compensation, based on the Employer's decision. The period of transfer notice is 1 month by the Employer and Employee.
- Other Training Policy:** You are expected to attend all the training programs with specified rules and undergo the evaluations without fail. The whole cost of the training will be contributed by the Employer.
- Promotion Policy:** You will be eligible for promotion only after the successful completion of Probation. Your promotion and designation change is completely based on your effective performance. Promotion may be given based on the business needs and it may / may not come with an increase in compensation.
- Confidentiality agreement:** You are required to acknowledge, sign and follow the Confidentiality Agreement (NDA - Non-Disclosure Agreement) with the employee.
- Prevention of Double Employment:** You are not allowed to work part-time/full time, or in any consultant / advisory roles in other companies, to start, to acquire shares of other companies during the course of the employment.
- Prevention of Concurrent Education:** You will not be allowed to do any concurrent education either in full time / part-time / correspondence mode without the concern of the management.



- Health and Disability:** Your health and well-being are important to us. If your health situation changes, we will always try and accommodate your requests, including making changes to the office. If we aren't able to make suitable adaptations, we will discuss other options, including a role change. If after reviewing all options and we aren't able to find anything suitable, we will be left with the option to terminate your contract, with 30 days notice.
- Company's Internet and Email Usage Policy:** The company's internet and email should be used for professional purposes only. Uploading and/or downloading any pirated, malicious and/or any copyrighted content(s) using the company's internet and email will be an offence.
- Grievance and Complaints Redressal Policy:** Any grievance, complaints or suggestions shall be brought to your Reporting Manager and/or HR Department.
- Travel Policy and Reimbursement Policy:** Commuting to your work is at your own risk. If the Employer wants you to travel to any location for business needs, you are required to follow the Employer's requests in terms of travelling and lodging. Any expenses you made for the Employer shall be reimbursed to you only upon the submission of receipts to the Accounts Department with the approval of your Reporting Manager within 15 days of the expenses being made.
- Leave Policy:** You will be entitled to 2 rest days in a week, for other details related to leave please refer to the employees handbook.
- Work Conduct:** During your employment with the Company, you shall devote your best efforts for promoting the Company's business (and the business of any other relevant affiliate and/or business associate of the Company). You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company. You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as an employee, principal-agent or otherwise. You will be bound by the Code of Conduct and all other rules, regulations, policies, orders etc. issued by the Company from time to time in relation to your conduct and discipline as if the aforesaid rules, regulations, policies orders etc. were a part of this contract of employment.
- Monitoring Policy:** Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company. If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.
- Notice Period policy:** Either party (both the employer and employee) can terminate the employment with Floating Numbers Digital Solutions Private Limited by giving a prior notice of 1 month (i.e., 30 days) or by paying the gross salary of 1 month. However, the employer has the sole right to withdraw the employment without notice & without pay for the notice period if,
  - The Background verification results of the Employee are not satisfactory
  - a. The Employee breaches the terms of the contract and Non-Disclosure Agreement
  - b. The behaviour of Employee is objectionable and or affects the Employer's image inside and outside the organisation
  - c. The Employee is accused of any criminal case (both before and after joining the Employer).

The Employer has the sole right to ask you to serve the full notice period until you properly complete your pending tasks and Hand Over them to your team.

Your Full and Final Settlement will be done only after you surrender the Employer's properties and your Employee ID card given by us.

**Floating Numbers Digital Solutions Private Limited**  
Ambala Heata Essocation, Street Number 5, BP Road, Sector 1, Bilkhanaga, Kolkata, West Bengal 700051  
hr@floatingnumbers.com | www.floatingnumbers.com | +91 79602 35682

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*Prabin Limbu*

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**Offer Letter of Prabin Limbu from Floating Numbers Pvt. Ltd.**



21. The terms of the Employment with us can be amended from time to time based on the business needs by the Employer and the same will be informed to the Employee.
22. In case any dispute arising between the parties, the Employer and the Employee is subjected only to the Judicial Limits of Kolkata.

**Declaration**

I, Prabin Limbu, hereby acknowledge that I carefully read all the terms of the employment mentioned in the appointment letter provided by the Employer. I assure you that I will follow the terms of the employment and if not followed by me, I will abide by the decisions taken by the Employer.

*Prabin Limbu*

Prabin Limbu  
Employee



Anup Kumar Shaw  
HR Officer  
Floating Numbers Digital Solutions Private Limited

*Aniruddha Banerjee*

Aniruddha Banerjee  
Employee Witness

**Annexure A**

Name: Prabin Limbu

Designation: Process Associate

CTC Breakup		
Particulars	Monthly	Yearly
Basic/Allowances (Fixed)	Amount (INR)	Amount (INR)
Basic	4100	49200
HRA	1620	19440
Food Allowances	2142	25704
Travel Allowances	2878	34536
Language Allowance	4000	48000
Education Allowance	5000	60000
Incentives (Variable)		
Punctuality Incentive	1000	12000
Performance Incentives	2000	24000
<b>Total Monthly Income / Gross Salary</b>	<b>14900</b>	<b>178800</b>
<b>Annual Benefits</b>		
Bonus @ 10% of Basic x 12	34800	417600
Medical		
Employer PF (12.00% of Basic x 12)	5040	60480
Gratuity (4.81% of Basic x 12)	3024	36288
<b>CTC</b>	<b>25056</b>	<b>300671</b>

Deduction	Monthly	Yearly
Employee contribution to PF (12% of Basic)	504	6048
Professional Tax	130	1560
<b>Total Monthly Deduction</b>	<b>634</b>	<b>7608</b>
<b>Salary in Hand (Gross salary - Deduction)</b>	<b>23366</b>	<b>280392</b>

**Note:**

- All the payments are subject to deduction to appropriate taxes like TDS, PF, ES as and when applicable as per legal rules and norms.
- Employees are requested to submit adequate bills and proofs as per government norms if they want to reduce their tax liability.
- The above variable pay mentioned in the pay structure is based on 100% achievement level which is an indicative figure only. Actual will be determined based on performance results.

Floating Numbers Digital Solutions Private Limited

Amalgamated Foundation, Street Number 9, PF Block, Sector V, Beliaghata, Kolkata, West Bengal 700091  
hr@floatingnumbers.com | www.floatingnumbers.com | +91 76802 35082



*Aniruddha Banerjee*

**Officer-in-Charge  
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**Offer Letter of Asmita Nandi from Teleperformance Global services Pvt. Ltd.**



teleperformance.in

linkedin.com/company/teleperformance

twitter.com/TPIndiaOfficial

facebook.com/TPIndiaOfficial

**Date: September 23, 2023**

**Emp Temp Code: 3312074259**

**Asmita Nandy**

54/31, Debendra Chandra Dey Road, Belaghata Kolkata - 15, Landmark-  
Kundubagan Pond Kolkata - 700015,  
West Bengal, India

**Letter of Appointment**

**Dear Asmita,**

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Customer Service Associate- Voice**. You are required to report for duties on **September 23, 2023 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Kolkata**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days ("Notice Period")** prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and in case you fail to actually serve the aforementioned notice period, your resignation will be deemed to be rejected and you will be treated as "Absent without leave"/"Absconding" and further disciplinary action will also be initiated against you. However, the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without

Teleperformance Global Services Private Limited.  
Plot No. 94-95, Lidoop Vihar, Phase IV, Connaught - 122016, Haryana, India.  
Tel: +91-124-6783050 | Fax: +91-124-6783059  
Registered Office: Teleperformance Towers, Plot C/1 No. 1406-A/28, Mindspace, Midland - West, Mumbai - 400006, Maharashtra, India.  
Tel: +91-22-66776000 | Fax: +91-22-66776010 | CIN: U72200MH12001PTC232120 | Email: contactus@teleperformance.in



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**Offer Letter of Asmita Nandi from Teleperformance Global services Pvt. Ltd.**



assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

Incase of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfill your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.


10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed/modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically **retire** from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **January 21, 2002**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like by whatever name called.



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Darjeeling Govt. College**



**Offer Letter of Asmita Nandi from Teleperformance Global services Pvt. Ltd.**

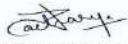


Emp Temp Code : 3312074269

**Annexure I**  
**Compensation Details**

<b>Employee Name:</b>	Asmita Nandy
<b>Designation:</b>	Customer Service Associate- Voice
<b>Grade:</b>	Grade I
<b>Date Of Joining:</b>	September 23, 2023
<b>City:</b>	Kolkata
<b>Pay Components</b>	<b>Amount in Indian (INR)</b>
Basic Pay	15,002.00
Housing Rent Allowance (HRA)	9,001.00
Transport Allowance	0.00
Flexible Benefit Plan	2,580.00
Statutory Bonus#	897.00
<b>Gross Fixed Salary (1)</b>	<b>27,480.00</b>
Provident Fund (Employee) (2)	1,800.00
ESIC (Employee) (3)	0.00
<b>Net Take Home [1-(2+3)]</b>	<b>25,680.00</b>
Provident Fund (Employer) (4)	1,800.00
ESIC (Employer) (5)	0.00
Gratuity* (6)	722.00
<b>Total Fixed Cost (1+4+5+6)</b>	<b>30,002.00</b>
<b>Annual Fixed CTC</b>	360,024.00
<b>Annual Performance Pay**</b>	<b>0 % of Annual Fixed CTC</b>
<b>Annual Performance Linked Incentive (PLI)</b>	<b>0.0</b>

For Teleperformance Global Service Private Limited,



**Preeti Amit Shirke**  
Executive Vice President - Human Resources & Recruitment

\*Gratuity shall be payable as per "The Payment of Gratuity Act".  
\*\*Performance Pay will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "Performance Pay policy/ note."  
#Statutory Bonus is paid monthly as per "The Payment of Bonus Act".

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "Minimum Attendance Threshold/Performance" as qualifying criteria for such payout.

Employee Signature	Accepted On 24 Sep 2023 asmitanandy0261@gmail.com
Employee Name	Asmita Nandy



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## Offer Letter of Upama Timsina from Quess Corp Limited

**QUESS**  
WINNING TOGETHER

Offer Date : AUG 01,2023  
Offer No : GS20015002

### FIXED TERM EMPLOYMENT CONTRACT

Dear **Upama Timsina**

We are pleased to offer you employment at Quess Corp Limited for a fixed period of employment as per the following terms:

#### DEPUTATION:

You are deputed to Client site under this Contract. The terms of employment is exclusively with Quess, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 03,2023 be deputed by Quess, to work at client's office / premises at any of their locations.

Your reporting time will be 9.30 AM.

During the course of your contract,you can be transferred to a location within the territory of india as and required by Quess for rendering the services under this contract

#### TENURE:

The term of your Contract shall be valid from AUG 03,2023 to JUL 01,2024.

#### COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

Quess Confidential

Offer No : GS20015002  
This is a system generated letter

Page 1

Quess Corp Limited  
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.uesscorp.com> | Toll Free No: 1800-572-3333



TO CHECK IF YOUR OFFER LETTER IS GENUINE.  
Open the camera on your smart phone and scan

Upama



*Principallama*

**Officer-in-Charge  
Darjeeling Govt. College**



## Offer Letter of Upama Timsina from Quess Corp Limited



**LOCATION:**

You are required to work at client's location at Siliguri.

**POSITION:**

You are appointed as Branch Relationship Executive.

**REMUNERATION:**

The details of your salary break up with components are as per the enclosure attached herewith.

**EXTENSION:**

Unless otherwise notified to you in writing this contract of employment would be valid JUL 01, 2024 from the date of you joining Quess. This contract may be considered for an extension depending on the client and Quess's requirements. The extension of contract period would be considered on fresh terms as agreed between you and Quess through a separate mutually executed contract of employment. Quess shall inform you in writing of the extension requirements.

**WORKING HOURS:**

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at Quess within the cut-off date as mutually agreed for pay-roll processing.

**TERMINATION & SUSPENSION:**

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment. During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, Quess or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. Quess reserves all such right to withheld full or a portion of your salary during such suspension period.

Quess Confidential

Offer No : GS20015002  
This is a system generated letter

Page 2

Quess Corp Limited  
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.uesscorp.com> | Toll Free No: 1800-572-3333



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Upama



*Principallama*

Officer-in-Charge  
Darjeeling Govt. College



**Offer Letter of Upama Timsina from Quess Corp Limited**



**Compensation Sheet**

Offer No : GS20015002 Associate Name : Upama Timsina  
Designation : Branch Relationship Executive Location : Siliguri

Pay Heads	Rs. Monthly Pay
Basic	10763
House Rent Allowance	3375
Statutory Bonus	897
<b>Gross Salary</b>	<b>15035</b>
Employer's Contribution	Rs. Monthly Pay
Employer PF	1399
Employer Esi	489
<b>Total Contribution</b>	<b>1888</b>
Cost To Company: (Ctc)	16923
Deduction: (Subjected to change)	Rs. Monthly Pay
Employee Esi	113
Provident Fund	1292
Professional Tax	130
<b>Total Deduction</b>	<b>1535</b>
<b>Net Take Home</b>	<b>13500</b>

*Tej Hans Raj Singh*

Tej Hans Raj Singh  
Deputy CEO

Quess Confidential

Offer No : GS20015002  
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Page 6

Quess Corp Limited  
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.uesscorp.com> | Toll Free No: 1800-572-3333



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*Upama*



*Prinivellana*

**Officer-in-Charge  
Darjeeling Govt. College**



Government of West Bengal  
Office of the Principal  
Darjeeling Government College  
Darjeeling - 734 101, West Bengal, INDIA.

Phone / Fax : (0354) 2254078  
(0354) 2254019  
Email : dgc.principal@gmail.com

## 1<sup>ST</sup> PLACEMENT DRIVE OF DARJEELING GOVERNMENT COLLEGE 2022 ( ON CAMPUS)



*Picture from 1<sup>st</sup> Placement Drive of  
Darjeeling Government College*



**Officer-in-Charge  
Darjeeling Govt. College**





**SDM of Darjeeling District and District Employment Exchange Officer along with Officer-in-Charge of Darjeeling Government College were present at the event**



**Offer Letters is being handed over to the successful student Sneha Rasaily by Officer-in-charge Dr. Projjwal Chandra Lama**



**Officer-in-Charge  
Darjeeling Govt. College**



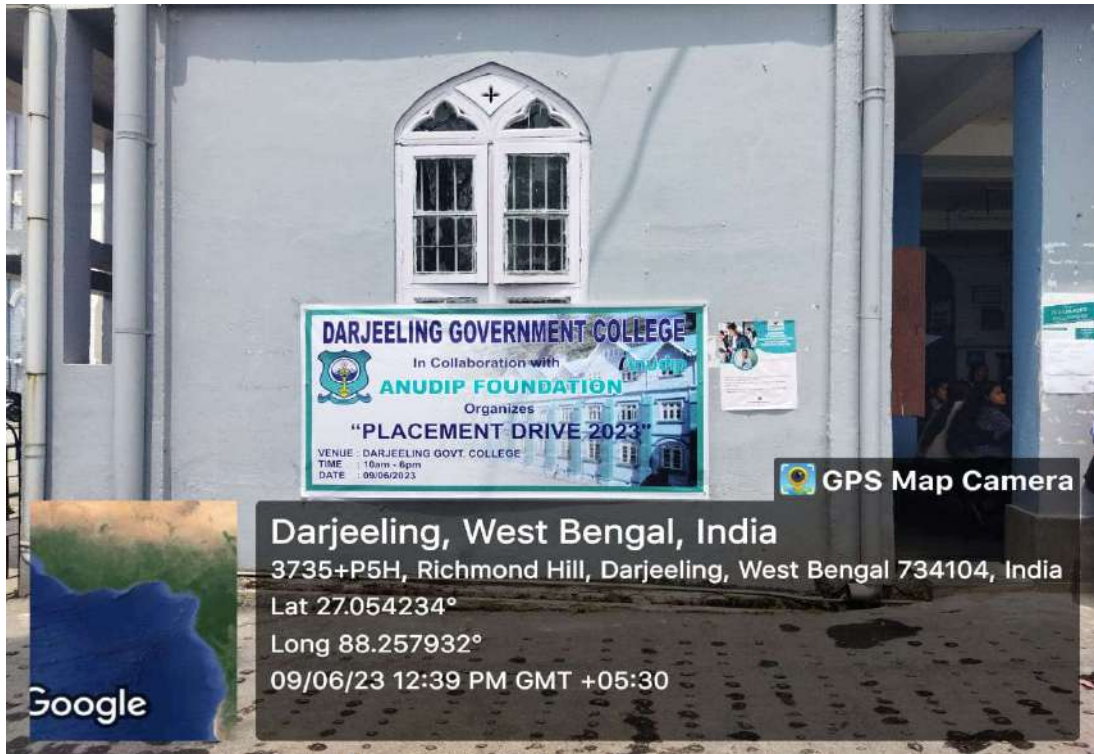


Government of West Bengal  
Office of the Principal  
Darjeeling Government College  
Darjeeling - 734 101, West Bengal, INDIA.

Phone / Fax : (0354) 2254078  
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## 2<sup>ND</sup> PLACEMENT DRIVE : 2022-23 (ON CAMPUS)

The 2<sup>nd</sup> Placement Drive was organized, by Placement Cell of Darjeeling Government College in collaboration with Anudip Foundation on 9<sup>th</sup> June 2023 in Darjeeling Government College.



Officer-in-Charge  
Darjeeling Govt. College



Flyer showing names of the Participating Company Names



**Darjeeling Government College**



**Date :- 09.06.2023**



<http://surl.li/hqawr>



**Contact Number :- Ravi Sir - +91 6295562377 & Sneha Madam - +91 7001145258**

---

**Participation Company Name.**



**Adecco**  
better work, better life



**flysmart**  
Holidays



**QUESS**  
WINNING TOGETHER  
QUESS CORP LIMITED



**EUREKA FORBES**



**ADITYA BIRLA GROUP**



**EXCEL SOLUTIONS**  
Don't Chase. Get Chosen.



**VIBRANT NOCOM**



**Srirenjith Store**



**Globiva**



**GROOTS**

LIFE GOALS. DONE.



**BAJAJ Allianz**



**SBI Life**  
Apne Liye. Apno Ka Liye.



**LIC**  
आयुर्विहीन जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

*15+ years*  
of Social Welfare

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For 10 consecutive years  
INDIA 2022



**Great Place To Work. Certified**  
INDIA 2022



**Best Workplaces™ for Women**  
Great Place To Work. INDIA 2022

**Top 50 | Large India's Best Workplaces™ for Women 2022**



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publicrelations@anudip.org

**Officer-in-Charge  
Darjeeling Govt. College**





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Some Pictures from the 2<sup>nd</sup> Placement Drive



**Officer-in-Charge**  
**Darjeeling Govt. College**



Some Pictures from the 2<sup>nd</sup> Placement Drive



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