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# AAYOJAN SCHOOL OF ARCHITECTURE

(Affiliated with Rajasthan Technical University)

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## Academic Year 2019-20 Number of outgoing Students Placed

Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
2019-20	AAYUSHI RAJANI	Architecture	2020	KOTHARI ARCHITECTS KOTA	216,000
2019-20	AGRIMA SHARMA	Architecture	2020	STHAPATYA JAIPUR	180,000
2019-20	AKHIL SONI	Architecture	2020	SURESH GOYAL AND ASSOCIATES NEW DELHI	216,000
2019-20	AKSHAY MANDOT	Architecture	2020	MANDOT AND ASSOCIATES JAIPUR	355,000
2019-20	AMAN SHARMA	Architecture	2020	APURVA AMIN ARCHITECTS AHMEDABAD	224,640
2019-20	ANKIT MEHRA	Architecture	2020	SKL DESIGN STUDIO PVT LTD JAIPUR	N/M
2019-20	ANKITA GOYAL	Architecture	2020	OFFICE FOR DESIGN CONSULTANCY NEW DELHI	216,000
2019-20	ANKITA SHARMA	Architecture	2020	STHAPATYA JAIPUR	156,000
2019-20	ANKUSH LAKHERA	Architecture	2020	MEGHNA AND PARTNERS BANGALORE	N/M
2019-20	ANUPAM JAIN	Architecture	2020	MUSHRAF DESIGNS JAIPUR	N/M
2019-20	AVI JAIN	Architecture	2020	EXTREME LINES JAIPUR	258,000
2019-20	AVI VANAVADIYA	Architecture	2020	PANKAJ GUPTA AND ASSOCIATES JAIPUR	258,000
2019-20	CHANDNI AGARWAL	Architecture	2020	DIMENSIONS JAIPUR	168,000
2019-20	DAKSHA TANWAR	Architecture	2020	SKYLINE PLANNERS AND DEVELOPERS JAIPUR	264,000
2019-20	DEVANSHI AGARWAL	Architecture	2020	R K MALIK AND ASSOCITES MORADABAD UP	N/M
2019-20	DEVYANI SHARMA	Architecture	2020	RAVI NUPUR ARCHITECTS JODHPUR	168,000
2019-20	DIMPLE JETHANI	Architecture	2020	P.C. DESIGNS AND CONSULTANCY BHILWARA	120,000
2019-20	DIVYA SINGH	Architecture	2020	S R DESIGN CONSULTANTS UDAIPUR	120,000
2019-20	GOHIL KARTAVYA	Architecture	2020	ARCHIFORUM JAIPUR	390,000
2019-20	Gopika Khandelwal	Architecture	2020	DIMENSIONS JAIPUR	192,000
2019-20	HAMZA KHAN	Architecture	2020	ZESTE DESIGN STUDIO	456,000
2019-20	HINAL POKHARNA	Architecture	2020	RHYTHM ARCHITECTS AND ENGINEERS UDAIPUR	120,000
2019-20	HITESH PARWANI	Architecture	2020	IN VOID STUDIO GHAZIABAD	240,000
2019-20	ISHANI SHAH	Architecture	2020	DIMENSIONS JAIPUR	180,000
2019-20	J. VENKAT RAJDEEP	Architecture	2020	DESIGN VIRTUOSO GURGAON	276,000
2019-20	JAHANVI PANDEY	Architecture	2020	SANIDHYA DESIGN CONSULTANCY PVT LTD JAIPUR	156,000

2019-20	JHANVI MAKAR	Architecture	2020	CORE B ENGINEERING CORPORATION JAIPUR	105,600
2019-20	JUNED GUDHIYA	Architecture	2020	SARTH ARCHITECTS JAIPUR	438,000
2019-20	KANAK AGRAWAL	Architecture	2020	ZESTE DESIGN STUDIO	302,000
2019-20	KARTIK MATHUR	Architecture	2020	VARENIYAM ARCHITECTS AND PLANNERS JAIPUR	444,000
2019-20	KASHIKA GOYAL	Architecture	2020	STUDIO IN VOID GHAZIABAD	240,000
2019-20	KAVISHA SINGH	Architecture	2020	STUDIO QUAINT AGRA U.P	N/M
2019-20	KRATI MITTAL	Architecture	2020	SHARMA ARCHITECTS AND LANDSCAPERS AGRA	438,000
2019-20	KRITI KAUSHIK	Architecture	2020	ARCHIFORUM JAIPUR	422,400
2019-20	KRITIKA AGARWAL	Architecture	2020	ESSENCE ARCHITECTS JAIPUR	355,000
2019-20	KUSHAJ THAKUR	Architecture	2020	ATUL CHITKARA SHIMLA H.P.	N/M
2019-20	MAHAK SHARMA	Architecture	2020	KRITI ARCHITECTS AND INTERIOR DESIGNERS NEW DELHI	240,000
2019-20	MANASWI GARODIA	Architecture	2020	DESIGN INTEGRITY JAIPUR	156,000
2019-20	MANSI MATHUR	Architecture	2020	MATHUR & ASSOCIATES	252,000
2019-20	MEDHAVI	Architecture	2020	ARCHIFORUM JAIPUR	218,400
2019-20	MEDHAVI JHALANI	Architecture	2020	DESIGN CONSORTIUM, DELHI	270,000
2019-20	MEGHNA BHARGAVA	Architecture	2020	MATRA JAIPUR	N/M
2019-20	MEHUL GOYAL	Architecture	2020	PRATHU DESIGN GROUP JAIPUR	222,000
2019-20	NAVISHA SOGANI	Architecture	2020	STUDIO ASPIRE JAIPUR	204,000
2019-20	NIHARIKA	Architecture	2020	PANKAJ GUPTA AND ASSOCIATES JAIPUR	N/M
2019-20	NIKITA KHER	Architecture	2020	STUDIO CONTASTINE NEW DELHI	228,000
2019-20	NIVEA GUPTA	Architecture	2020	STUDIO ASPIRE JAIPUR	240,000
2019-20	PALAK MITTAL	Architecture	2020	NaCE ENGINNERS AND CONSULTANTS BHARATPUR	240,000
2019-20	PAYAL SONI	Architecture	2020	SONI KAPIL AND ASSOCIATES UDAIPUR	216,000
2019-20	POORVI JAIN	Architecture	2020	ZESTE DESIGN STUDIO	362,000
2019-20	PRAGYA KABRA	Architecture	2020	DESIGN CONSORTIUM, DELHI	258,000
2019-20	PRANAV GOYAL	Architecture	2020	MAISON ARCHITECTS AJMER	N/M
2019-20	RADHIKA CHOUHAN	Architecture	2020	CHAUHAN & ASSOCIATES	234,000
2019-20	ROOPAL NAGA	Architecture	2020	ORIGINATORS JAIPUR	84,000
2019-20	SALONI CHOUDHARY	Architecture	2020	EXTREME LINES JAIPUR	358,000

2019-20	SAMBHAV MEHTA	Architecture	2020	ESSENCE ARCHITECTS JAIPUR	360,000
2019-20	SANYA NARANG	Architecture	2020	INSIGHT ARCHITECTS, JAIPUR	264,000
2019-20	SHANU SONI	Architecture	2020	SRM ARCHITECTS UDAIPUR	216,000
2019-20	SHIVANGI TALWARIA	Architecture	2020	TALWARIA AND ASSCOIATES JAIPUR	385,000
2019-20	SHIVANSHI SETH	Architecture	2020	M A ARCHITECTS JAIPUR	216,000
2019-20	SHUBHAM JAIN	Architecture	2020	KAPRIS INNOVATION JAIPUR	216,000
2019-20	SHUBHI CHATURVEDI	Architecture	2020	KAPRIS INNOVATION JAIPUR	252,000
2019-20	SHWETA RATHORE	Architecture	2020	ORIGINATORS JAIPUR	84,000
2019-20	SHWETA VAISHNAV	Architecture	2020	EARTHSCAPES CONSULTANCY PVT LTD AHEMDABAD	N/M
2019-20	SUKRITI SETIA	Architecture	2020	DESIGN FORUM INTERNATIONAL	255,000
2019-20	TARANG VISHNOI	Architecture	2020	PRATHU DESIGN GROUP JAIPUR	355,000
2019-20	TANISH MOORJANI	Architecture	2020	ESSENCE ARCHITECTS JAIPUR	362,000
2019-20	TANVI GUPTA	Architecture	2020	GUPTA & ASSOCIATES, MUJJAFARNAGAR	270,000
2019-20	TARUN SHARMA	Architecture	2020	SHARMA Architects, JODHPUR	222,000
2019-20	VARNIKA THOLIA	Architecture	2020	THOLIA & ASSOCIATES	222,000
2019-20	VANDITA BAHETI	Architecture	2020	STUDIO 141 JAIPUR	180,000
2019-20	VINAY KUMAR	Architecture	2020	SUSTAINABLE MOUNTAIN ARCHITECTURE NEPAL	288,000
2019-20	VASU JAIN	Architecture	2020	THE ARCHITECTURE STUDIO DELHI	360,000
2019-20	YESHA KASAT	Architecture	2020	NEWNESS JAIPUR	204,000





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# AAYOJAN SCHOOL OF ARCHITECTURE

(Affiliated with Rajasthan Technical University)

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## Academic Year 2019-20 Placement Order

# KOTHARI ARCHITECTS

ARCHITECTURE | INTERIORS | LANDSCAPE | PROJECT MANAGEMENT

**Date: 31st January 2021**

**Ms. Aayushi Rajani**  
Kota, Rajasthan

**Subject: Appointment for post of Architect.**

We are pleased to offer you the position of **Architect** in our office. Your employment will be effective, as of 1st February 2021.

The normal working days are Monday through Saturday. The office timings are from 10.00 A.M. to 7.00 P.M. Regular timings are expected from you. You will need to inform the office in advance in case you are likely to be late or not attending office.

**Remuneration Details:** We are happy to inform that you will be paid a fixed salary of Rs. 18000/- (Rupees Eighteen Thousand Only) per month.

We wish you best of luck and happy to welcome you as a part of Kothari Architects.

Regards

**Ar. Tushar Kothari**

  
TUSHAR KOTHARI  
ARCHITECT  
CA / 2008 / 42806

4 E 12 RANGBARI YOJNA

KOTA , RAJASTHAN

+91 9610659000

tushar@kothariarchitects.com

[www.kothariarchitects.com](http://www.kothariarchitects.com)

Dear MS. AGRIMA SHARMA

We are pleased to offer you position of As an junior architect / Interior Designer with our firm "STHAPATYA".

As an employee with Sthapatya you will be entitled to a monthly salary of Rs 15,000/- (amount in words ). This will be based on 9 Hrs. working 6 days a week- making a total of 225 hrs per month. Along with 2 paid holidays (per month). If you fail to complete the required 225 hrs in a month, equivalent amount will be deducted from your monthly pay (No. of missed hrs x hourly pay).

All extra hours put in by you shall be paid for.

Travel to sites expenses shall be paid.

Permission for leave will be on the discretion of the company owner.

Your signing this appointment letter confirms your acceptance of the terms and conditions and that you would be joining Sthapatya Architects on 01-02-2021. We hope you enjoy working with us and make yourself important to our firm.

Sincerely

Ritu Khandelwal

(Principal Architect)

"STHAPATYA"

17-09-2020



**Suresh Goel & Associates**  
**C – 85, Shivalik, New Delhi – 110017**

☎: 91-11-41034450, 26676254, Fax: 91-11-26011441, email: Creative@sgadesignlab.com

Ref .No. SGA /AGL/PF- 554/349  
Dated: 01.12.2020

**PRESENT ADDRESS**

Mr. Akhil Soni,  
S/o Mr. M.S Soni  
C-9 R.P.S Colony  
Gumanpura, Kota  
E: akhilsoni003@gmail.com  
Mob: 8233063155  
PAN No. MPEPS5620F  
Adhar No. 2995 4813 7170

**PERMANENT ADDRESS**

S/o Mr. M.S Soni  
C-9 R.P.S Colony  
Gumanpura, Kota

Dear Mr. Akhil Soni,

With reference to your application, data furnished and subsequent interview followed by discussions, we are pleased to appoint you as **Junior Architect Consultant** with SGA with effect from 17-11-2020

The following conditions are mutually agreed to:

1. You will be paid a consolidated salary of Rs.18,000/- per month inclusive of travel & commencement. The above include overtime etc. required to complete the responsibilities. Taxes will be deducted as applicable.
2. Your broad duties and responsibilities will be decided by the Management and shall be given separately. These may be reviewed time to time.
3. You will work under the supervision of any person declared upon by the Management from time to time. You shall diligently and satisfactorily carry out instructions given to you by your superiors in connection with the work assigned to you to the best of your potentialities, skill and ability. Broad Job Description is attached in *Annexure I*
4. You will full fill the targets mutually fixed or commitments made to the Clients.
5. Your timings will be 9.00 AM to 6.00 P.M. at office/ site office, 6 days every week **except Second Saturday for Site Office** and will compensate on same day all late coming. 8 officially listed Holidays, 12 Nos. Casual leave will be admissible within a year. Timeliness is important, therefore late coming will be appraised as per office policy. Timeliness, responsiveness & quality will be appreciated towards your performance evaluation/appraisal.
6. You will put your whole –hearted commitment during your tenure and you will be committed to deliver result oriented output in time bound manner and financial targets as mutually agreed by putting in extra working hours whenever required. You will not work anywhere else till you are in our service.
7. You will fill odoo and Daily report, in format given by management time to time. This will determine your attendance.
8. Please ensure that you submit your daily reports by email and on whatsapp group & such system for coordination. A summary of weekly attendance shall be shared with you at the end of each week based on the daily reports submitted by you. Not complying the same will lead to marking absent by default.

Akhil Soni



Date :- 17-JULY-2020

AKSHAY MANDOT

We are pleased to inform you that you passed your interview and we are hereby offering you employment on contract basis for the position of a junior Architect at MANDOT AND ASSOCIATES JAIPUR

Company. The terms and conditions of your employment are as follows:

**1. Day of Commencement**

You are expected to report to your duties as 17-JULY-2020. Your contract is based on a period of two years after which we may renew it based on your performance and mutual agreement.

**2. Reporting**

You will report to your immediate supervisor on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.

**3. Roles and Responsibilities**

Your roles and responsibilities are outlined in the job description which is an extension of this contract. Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.

**5. Annual Income**

You are entitled to a monthly compensation amounting to (3.55.000) which will be subject to all statutory and company deductions with regards to the law.

**6. Working Hours**

Your working hours shall be from 9 a.m to 6 p.m (Monday-Friday). However, you may also be required to avail yourself outside these stipulated hours if the need arises.

**7. TERMINATION**

**This contract can be terminated:**

By either party given a prior 30 working days written notice failure to which a compensation equivalent to a month's salary will be awarded.

Or,

By the Employer on grounds of indiscipline or under-performance.

Or,  
By the Employer on account of redundancy/retrenchment as per the law.

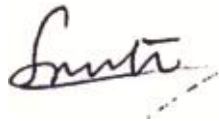
#### **9. Copyrights and Ownership**

You shall not work with any other company either full time or part-time in a capacity that would create a conflict of interest with the company.

#### **10. Amendment and Enforcement**

Any alterations or amendment to this contract shall be duly communicated in writing taking into consideration both the employer's and employee's views.

Your's Faithfully

A handwritten signature in black ink, appearing to read "Santu", with a horizontal line underneath it.

MANDOT AND ASSOCIATES JAIPUR

Ref: AAA/HR/OFF/2020-21/004

February 2, 2021

To,  
Mr. Aman Sharma  
Alwar,  
Rajasthan.

Subject: Employment Offer Letter.

Dear Aman,

We take pleasure to invite you to work as a "Junior Architect" with Apurva Amin Architects with reference to your application for appointment and subsequent interview in connection with your employment on following terms and conditions.

1. Your date of joining will be 16<sup>th</sup> Feb, 2021.
2. Your salary will be Rs.80 per hour. Your salary will be reviewed after a period of 12 months.
3. The Employee hereto agrees that the initial Six (6) months period is "probationary" in the following respects:
  - a. the Employer shall have an opportunity to assess the performance, attitude, skills and other employment-related attributes and characteristics of the Employee;
  - b. the Employee shall have an opportunity to learn about both the Employer and the position of employment;
  - c. the Employer may terminate the employment relationship at any time during the initial three months' period without advance notice or justifiable reason;
4. You should produce the following certificates/documents on the day of joining.
  - a. Original and one Xerox copy each of the certificates of degree/diploma or equivalent educational qualifications with mark sheets.
  - b. Certificate from previous employers, if any, including the relieving certificate stating the reason for leaving the last job.
  - c. Last Salary Certificate from your Employer.

Your official employment will commence only after successful completion of the probation period.

Kindly return the duplicate copy of this letter as a token of your acceptance. We look forward to a fruitful association.

Thanking You,

Yours sincerely,  
For Apurva Amin Architects



Apurva Amin  
[Principal Architect]



Signature of the Employee

Aman Sharma  
Date: 11.02.2021



Ref: AAA/HR/OFF/2020-21/004

February 2, 2021

To,  
Mr. Aman Sharma  
Alwar,  
Rajasthan.

Subject: Employment Offer Letter.

Dear Aman,

We take pleasure to invite you to work as a "Junior Architect" with Apurva Amin Architects with reference to your application for appointment and subsequent interview in connection with your employment on following terms and conditions.

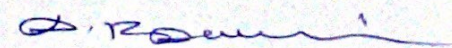
1. Your date of joining will be 16<sup>th</sup> Feb, 2021.
2. Your salary will be Rs.80 per hour. Your salary will be reviewed after a period of 12 months.
3. The Employee hereto agrees that the initial Six (6) months period is "probationary" in the following respects:
  - a. the Employer shall have an opportunity to assess the performance, attitude, skills and other employment-related attributes and characteristics of the Employee;
  - b. the Employee shall have an opportunity to learn about both the Employer and the position of employment;
  - c. the Employer may terminate the employment relationship at any time during the initial three months' period without advance notice or justifiable reason;
4. You should produce the following certificates/documents on the day of joining.
  - a. Original and one Xerox copy each of the certificates of degree/diploma or equivalent educational qualifications with mark sheets.
  - b. Certificate from previous employers, if any, including the relieving certificate stating the reason for leaving the last job.
  - c. Last Salary Certificate from your Employer.

Your official employment will commence only after successful completion of the probation period.

Kindly return the duplicate copy of this letter as a token of your acceptance. We look forward to a fruitful association.

Thanking You,

Yours sincerely,  
For Apurva Amin Architects



Apurva Amin  
[Principal Architect]



Signature of the Employee

Aman Sharma  
Date: 11.02.2021





SKL Design Studio Private Limited  
SKL Mart, B Block Kanak Vrindhavan Township  
Gandhipath West, Vaishali Nagar, Jaipur, 302021  
M: 9829555434, 91166344334  
E: info@skldesignstudio.com  
www.skldesignstudio.com

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**Date: 14/12/2020**

**For: Mr. Ankit Mehra**

Dear Ankit,

We are writing to confirm the terms of the formal employment offer from SKL Design Studio Pvt. Ltd., Jaipur. Please sign and return a copy of this letter to me by no later than 16/12/2020 to confirm your acceptance of the terms below.

Please note that, by accepting this offer, you are agreeing that your employment with SKL Design Studio Pvt. Ltd., Jaipur will be effective as of 14/12/2020 or earlier as discussed with HR Team. We hope you will accept our offer of employment and look forward to you joining us.

This letter will become a legally binding agreement once signed and dated by you, and returned to the Company by the date requested.

## Offer of Employment

11th JANUARY 2021

TO

ANKITA GOYAL

D/O-

ADDRESS-

I am delighted to offer you a full time position as INTERIOR DESIGNER with OFFICE FOR DESIGN CONSULTANCY based in our DELHI office.

This offer is on an Indefinite Term Contract with a 3 months' probation and a 1 month notice period, starting on 22 MARCH, 2021.

A copy of the Company Terms and Conditions of Employment will be sent to you shortly. You need to send back a signed copy of this via email. Do ensure you have the document saved in your records. Please read thoroughly and let me know if you have any questions.

The annual salary package offered for this position will be Rs. 2, 16,000. Salaries are reviewed annually. i.e. January. You will be entitled to all allowances and benefits whatsoever decided by management

You shall receive your payment on or before 7<sup>th</sup> of every month.

We hope very much that you will wish to accept this offer as we believe you will make a valuable contribution to O.D.C.

To accept this offer of employment please let me have the following documents as soon as possible, ideally before your start date.

- A signed copy of the O.D.C Terms & Conditions of Employment
- Completed New Employee Starter Form
- Scanned copies of academic qualifications and professional memberships.
- 2 photograph
- ID PROOF

We very much hope that you will accept this offer of employment and we look forward to working with you.

Yours sincerely

(OFFICE FOR DESIGN CONSULTANCY)

VISHESH KUMAR MINOCHA  
(DIRECTOR)



Dear MS. ANKITA SHARMA

We are pleased to offer you position of As an junior architect / Interior Designer with our firm "STHAPATYA".

As an employee with Sthapatya you will be entitled to a monthly salary of Rs-13,000/- (Thirteen Thousand Rupees only). This will be based on 9 Hrs. working 6 days a week- making a total of 225 hrs per month. Along with 2 paid holidays (per month). If you fail to complete the required 225 hrs in a month, equivalent amount will be deducted from your monthly pay (No. of missed hrs x hourly pay).

All extra hours put in by you shall be paid for.

Travel to sites expenses shall be paid.

Permission for leave will be on the discretion of the company owner.

Your signing this appointment letter confirms your acceptance of the terms and conditions and that you would be joining Sthapatya Architects on 17-09-2020. We hope you enjoy working with us and make yourself important to our firm.

Sincerely

Ritu Khandelwal

(Principal Architect

"STHAPATYA"

17-09-2020

## Appointment letter

The following contract is made between:

MAP Architects. (hereinafter referred to as Company)

And,

*Ms. Ankush Lakhera* (Hereinafter referred to as *The Employee*)

For the position of *Architect* in the company on the terms and conditions as stipulated below,

### 1. Effectiveness

The appointment start date will be *1<sup>st</sup> August 2020*. The Employee shall be based at the Company's office in Bangalore.

The employee recognises that he/she has no interest or obligation that is inconsistent or in conflict with this agreement, or that may prevent, limit or impair his/her performance of any part of this agreement. He/she agrees to notify the company immediately if any such interest or obligation arises.

The employee also agrees that, during his/her employment by the company, he/she shall abide by any confidentiality obligations he/she may owe to any former employer or other party.

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

The Employee will be subject to the Rules and Regulations of the Company and the service conditions as are in force at present or as may be introduced or amended or extended or rescinded from time to time.

TO WHOM SO EVER IT MAY CONCERN

This is to certify that Mr. Anupam Jain has joined our firm Mushraf Designs at Jaipur, Rajasthan as self employed architect from 1st November ,2020 till present.

Regards

For, Mushraf Designs

Ar. Anupam Jain  
Proprietor  
Mushraf Designs  
C.O.A NO. CA/2021/128378

# EXTREME LINE

ARCHITECTS ENGINEERS AND INTERIOR DESIGNERS

## EXTREME LINE JAIPUR

Dear AVI JAIN

We are pleased to inform you that you passed your interview and we are hereby offering you employment on contract basis for the position of a junior Architect at EXTREME LINE JAIPUR

Company. The terms and conditions of your employment are as follows:

### **1. Day of Commencement**

You are expected to report to your duties as from 24th AUG 2020. Your contract is based on a period of two years after which we may renew it based on your performance and mutual agreement.

### **2. Reporting**

You will report to your immediate supervisor on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.

### **3. Allocated Place of Work**

You will be based at the company's Headquarters in New York City.

### **4. Roles and Responsibilities**

Your roles and responsibilities are outlined in the job description which is an extension of this contract. Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.

### **5. Monthly Salary**

You are entitled to a monthly compensation amounting to (21500) which will be subject to all statutory and company deductions with regards to the law.

### **6. Working Hours**

Your working hours shall be from 9 a.m to 6 p.m (Monday-Friday). However, you may also be required to avail yourself outside these stipulated hours if the need arises.

### **7. TERMINATION**

**This contract can be terminated:**

By either party given a prior 30 working days written notice failure to which a compensation equivalent to a month's salary will be awarded.

Or,

By the Employer on grounds of indiscipline or under-performance.

Or,

By the Employer on account of redundancy/retrenchment as per the law.

**9. Copyrights and Ownership**

You shall not work with any other company either full time or part-time in a capacity that would create a conflict of interest with the company.

**10. Amendment and Enforcement**

Any alterations or amendment to this contract shall be duly communicated in writing taking into consideration both the employer's and employee's views.

Your's Faithfully

A handwritten signature in black ink, appearing to read "Extreme Line Jaipur". The signature is written in a cursive, flowing style with a horizontal line underneath the word "Extreme".

**EXTREME LINE JAIPUR**



**ARCHITECTS ENGINEERS AND INTERIOR DESIGNERS**

ADDRESS –B-6 SHRIRAM RESIDENCY, SANKHLA COLONY, JAIPUR

TEL -0141-2706745, 91-9414719352

Dear AVI VANAADIYA

We are pleased to inform you that you passed your interview and we are hereby offering you employment on contract basis for the position of a junior Architect at **PGA ARCHITECT AND INTERIOR JAIPUR**

Company. The terms and conditions of your employment are as follows:

**Day of Commencement**

You are expected to report to your duties as from 01th SEP 2020. Your contract is based on a period of two years after which we may renew it based on your performance and mutual agreement.

**Reporting**

You will report to your immediate supervisor on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.

**Roles and Responsibilities**

Your roles and responsibilities are outlined in the job description which is an extension of this contract. Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.

**Monthly Salary**

You are entitled to a monthly compensation amounting to (21000) which will be subject to all statutory and company deductions with regards to the law.

**Copyrights and Ownership**

You shall not work with any other company either full time or part-time in a capacity that would create a conflict of interest with the company.

**Amendment and Enforcement**

Any alterations or amendment to this contract shall be duly communicated in writing taking into consideration both the employer's and employee's views.

Your's Faithfully

A handwritten signature in black ink, appearing to read 'Dhruvacharya', with a horizontal line underneath.





# DIMENSIONS

Architects, Interior Designers, Landscape Architects

72, Avenue IV, Chandrakala Colony  
Durgapura, Jaipur- 302018  
Tel. : 0141 - 4034364, E-mail : ssa1971@gmail.com

## JOINING LETTER

Date : 31st March 2021

Dear Chandni Agarwal,

With reference to your application, Dimensions is pleased to appoint you as an Architect to work with us from 31st March 2021, on a monthly salary of Rs. 14,000/- inclusive of all benefits.

The working hours are from 10am to 6:30pm.

We look forward to you being a part of our team.

Best Regards.

Sincerely,

Ar. Siddharth Sharma

Principal Architect

DIMENSIONS





# S P D

## ARCHITECTS ENGINEERS AND INTERIOR DESIGNERS

### SKYLINE PLANNERS AND DEVELOPERS JAIPUR

To,

**DAKSHA TANWAR**  
JAIPUR Rajasthan

This is to confirm your appointment as a Employee with SKYLINE PLANNERS AND DEVELOPERS JAIPUR

The tenure for you would be joined from 19 June, 2020

**Employee Responsibilities:**

Your duties will primarily include preparation of drawings which include proposal, working drawings, presentation drawings, coordination with architects/clients/vendors/contractors, site survey & supervision as well as such other office work as may be assigned by your architects/mentor.

**Reporting Relationship :** You will be reporting to Mr. Dharmendra Sharma. (contact -9314606189)

You are entitled to a monthly compensation amounting to 22000 which will be subject to all statutory and company deductions with regards to the law.

**Location :** You will be working in our **Head Office** at SKYLINE PLANNERS AND DEVELOPERS JAIPUR

**Terms and Conditions:**

1. As a student trainee you will be governed by the office Standing Order and Rules and Regulations.
2. Office time is 10:00 a.m hrs to 06:00 p.m hrs 6 days a week. Over – time can be scheduled if needed to meet project deadlines.
3. Daily working roster has to be maintained.
4. Any leave to be taken shall be informed a week prior.
5. Office will not provide any type of hardware, software and computer or laptop. Intern must use his/her own property regarding this and we will not be responsible for any software, hardware used by intern.
6. **The Firm is an equal opportunity employer and dignity is of utmost importance to us. In case you come across any instance of mis-conduct of any nature at any location related to your internship, you must immediately report the same to the Principal Architect Anubhav Mittal so that requisite action can be taken as per demanded by Law/Office Rules and Regulations**

**The Office/Firm will neither re-imburse any kind of expenditure of any nature during the internship and also no stipend will be payable to you of any kind during the Internship. Any kind of liability of any sorts will also be borne by you and The Firm will not be liable in any way – direct or in-direct. all legal matters limited to jaipur jurisdiction only**

If found any misconduct, misbehavior or any other act, the management reserve the right to discontinue your training and cancel your facilities.

We welcome you and look forward to a mutually rewarding tenure of limitless learning possibilities.

Thanking you.

signature



Date: 01/10/2020

**APPOINTMENT LETTER**

To,  
Ms Devanshi Agarwal  
Hari Villa Station Road  
Moradabad-244001

I am pleased to inform you that your employment with **M/S R K MALIK & ASSOCIATES** has been confirmed in the capacity of Junior architect on a monthly remuneration of Rs 12,000 Per month

As agreed Your starting date will be 05/10/2020 and your working hours will be 10:00 AM to 7:00 PM

Therefore you are directed to join our firm as on the aforesaid date. We look forward to years of fruitful cooperation and success. We wish you the best of luck in your new post.

Regards

Ar. Rakesh Kumar Malik



DATE: OCTOBER 5, 2020


**SUB: APPOINTMENT OF JUNIOR ARCHITECT**

Dear Devyani Sharma,

We are pleased to confirm you that you have been selected to work for **RAVI-NUPUR ARCHITECTS, JODHPUR** as a Junior Architect.

Considering your keen interest to learn, we are offering you a chance to train with us in our office on following terms and conditions:

1. You are joining as Junior Architect from 5 October, 2020.
2. You will receive Rs. 14000 per month.
3. The salary is paid by cash on seventh of each month for the work done in the previous month.
4. You shall be fulfilling all assignments to you related to our projects. Assignments include designing, preparing, checking drawings.
5. Regular weekly office hours are 54, From Monday to Saturday we work 9 hours a day.

  
ravi&nupur  
architects  
53, Dev Nagar, Pal Link Road  
Jodhpur (Raj.) 342008

Date: January 18, 2021

SUB: APPOINTMENT OF JUNIOR ARCHITECT.

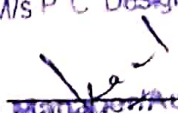
Dear Dimple Jethani,

**We are pleased to confirm you that have been selected to work for P.C DESIGNS & CONSULTANCY, BHILWARA as a Junior Archlfect.**

Considering your keen interest to learn, we are offering you a chance to train with us in our Studio office on the following terms & conditions:

1. You are joining as Junior Architect from January 18, 2021.
2. You will receive rupee 10000 per month for a period.
3. The salary is paid by cheque / cash on the tenth of each month for the work done in the previous month. Your Bank A/c no. is to be provided to us.
4. You shall be fulfilling all assignments given to you related to our projects. Assignments include designing / preparing / checking drawings; preparing/ checking bills; visiting sites and other works for which you are given responsibility.
5. Regular weekly office hours are 54. From Monday through Saturday we Work 9 hours a day. Sometimes office works; site visits; etc. are required beyond regular hours / days.

For M/s P. C. Designs & Consultancy

  
Manager/ Auth. Signatory

(Signature)



# SR DESIGN CONSULTANTS

Architecture | Interior Design | Urban Design and Planning | Landscape

## LETTER OF APPOINTMENT

**DATE:** 29/06/2021

**EMPLOYEE NAME:** M/s Divya Singh Rathore

**ADDRESS:** 27 c Neematch mata scheme Dewali, Udaipur

Dear Divya,

We are pleased to offer you, the position of Junior Architect with SR Design Consultants on the following terms and conditions.

**Date of Joining:** 01/11/2020

**Job Title:** Junior Architect (full-time)

**Job Location:** Udaipur, Rajasthan

**Salary:** Rs. 10,000/-

**Working Hours:** Monday-Saturday 9:30 am – 7:00 pm (Note: In case of work deadlines/site schedules, the working hours may differ and you shall be called on Sundays as well)

**Probation Period:** Successfully completed (3 months from joining date)

**Leave Policy:** You are entitled to 14 working days annual/casual/sick leave per annum after completion of one year. All leaves taken in the first year will be deducted from the salary. Fixed holidays of the practice are 26th January, 15th August, Dhuleti holiday of 1 day and Diwali holidays of 3-5 days inclusive of a weekend.

### Terms and Conditions:

- You will be required to daily sign the attendance register or any such statutory instrument provided by the practice. In case you wish to take leave, you must fill appropriate leave details in the leave tracking system. In case you take more than two continuous working days leave without leave application, you are required to submit a medical certificate on the date of rejoining the office. If you are absent without permission from your duties for more than 6 working days, it will be assumed that you have abandoned your duties and employment with the practice will automatically stand terminated. In case of such action by you, you will further lose any rights, privileges, and remuneration that may be pending at that time.
- We welcome you to our practice and look forward to a fruitful collaboration.

With Best Wishes,



SR Design Consultants

Rajendra Menaria

Principal Architects

# ARCHIFORUM

ARCHITECTS ENGINEERS AND INTERIOR DESIGNERS

## ARCHIFORUM JAIPUR

(Date :- 20-JULY-2020)

Dear GOHIL KARTAVYA

We are pleased to inform you that you passed your interview and we are hereby offering you employment on contract basis for the position of a junior Architect at **ARCHIFORUM JAIPUR**

Company. The terms and conditions of your employment are as follows:

### 1. Day of Commencement

You are expected to report to your duties as from (Date :- 20-JULY-2020. Your contract is based on a period of two years after which we may renew it based on your performance and mutual agreement.

### 2. Reporting

You will report to your immediate supervisor on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.

### 4. Roles and Responsibilities

Your roles and responsibilities are outlined in the job description which is an extension of this contract. Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.

### 5. Monthly Salary


You are entitled to a monthly compensation amounting to 32500 which will be subject to all statutory and company deductions with regards to the law.

### 6. Working Hours

Your working hours shall be from 9 a.m to 6 p.m (Monday-Friday). However, you may also be required to avail yourself outside these stipulated hours if the need arises.

**Copyrights and Ownership** You shall not work with any other company either full time or part-time in a capacity that would create a conflict of interest with the company.

Your's Faithfully



**ARCHIFORUM JAIPUR**





# DIMENSIONS

Architects, Interior Designers, Landscape Architects

72, Avenue IV, Chandrakala Colony

Durgapura, Jaipur- 302018

Tel. : 0141 - 4034364, E-mail : ssa1971@gmail.com

## JOINING LETTER

Date : 1st September 2020

Dear Gcpika Khandelwal,

With reference to your application, Dimensions is pleased to appoint you as an Architect to work with us from 1st September 2020, on a monthly salary of Rs. 16,000/- inclusive of all benefits.

The working hours are from 10am to 6:30pm.

We look forward to you being a part of our team.

Best Regards.

Sincerely,

Ar. Siddharth Sharma

Principal Architect

DIMENSIONS





# ZESTE

Architects, Engineers &  
Interior Designers

13. Imli Phatak, Opp. Railway Line,  
Jaipur # 9414606780, 0141-2592871  
email: -zeste2006@gmail.com

To,

**Hamza Khan**  
Rajasthan 302017

This is to confirm your appointment as a Employee with ' ZESTE '.  
The tenure for your 2<sup>nd</sup> Semester internship would be from 19 June, 2020

**Employee Responsibilities:**

Your duties will primarily include preparation of drawings which include proposal, working drawings, presentation drawings, coordination with architects/clients/vendors/contractors, site survey & supervision as well as such other office work as may be assigned by your architects/ mentor.

**Reporting Relationship :** You will be reporting to Mr. Dharmendra Sharma. (contact -9314606189)

You are entitled to a monthly compensation amounting to 38000 which will be subject to all statutory and company deductions with regards to the law.

**Location :** You will be working in our **Head Office** at **ZESTE Architects, Engineers & Interior designers**, 13 imliphatak, Opp. Railway Line, Jaipur#9414606780, 0141-2592871, email :- zeste2006@gmail.com.

**Terms and Conditions:**

1. As a student trainee you will be governed by the office Standing Order and Rules and Regulations.
2. Office time is 10:00 a.m hrs to 06:00 p.m hrs 6 days a week. Over – time can be scheduled if needed to meet project deadlines.
3. Daily working roster has to be maintained.
4. Any leave to be taken shall be informed a week prior.
5. Office will not provide any type of hardware, software and computer or laptop. Intern must use his/her own property regarding this and we will not be responsible for any software, hardware used by intern.
6. **The Firm is an equal opportunity employer and dignity is of utmost importance to us. In case you come across any instance of mis-conduct of any nature at any location related to your internship, you must immediately report the same to the Principal Architect Anubhav Mittal so that requisite action can be taken as per demanded by Law/Office Rules and Regulations**

**The Office/Firm will neither re-imburse any kind of expenditure of any nature during the internship and also no stipend will be payable to you of any kind during the Internship. Any kind of liability of any sorts will also be borne by you and The Firm will not be liable in any way – direct or in-direct. all legal matters limited to jaipur jurisdiction only**

If found any misconduct, misbehavior or any other act, the management reserve the right to discontinue your training and cancel your facilities.

We welcome you and look forward to a mutually rewarding tenure of limitless learning possibilities.

Thanking you.

**ZESTE**

signature

**Anubhav Mittal**





## JOINING LETTER – JUNIOR ARCHITECT

Dear Ms Hinal,

We are pleased to offer you a full time position of **Junior Architect** starting on **10 February 2021** at an annual salary of **INR 120000** (One Lakh Twenty Thousand Only).

We at RHYTHM ARCHITECTS AND ENGINEERS offer design services related to Architecture, Construction and Site Management. We look forward to working with you based on the following criteria-

- Creating conceptual drawings, detailing, and presentation drawings for the projects.
- Supervision of construction site.
- Creating 3d models and elevations.
- Other general responsibilities related to office maintenance.

Office timings – 9:00 AM to 6:30 PM (6 Day week)

Welcome to the office.

Sincerely,

*For Rhythm Architects & Engineers*

*Bhavya*  
*Partner/Manager*

10/02/2021

Udaipur.



15 June, 2021

## Letter of Employment – Full Time Assistant Architect

Dear Mr. Hitesh,

Studio inVOID is pleased to offer you a full-time position of **Assistant Architect** starting on the **15<sup>th</sup> of June, 2021** at an annual salary of **INR 2,40,000 (Two Lakh Forty Thousand Only)**. Bonuses if any are performance based and cannot be factored in at this point.

Studio inVOID is a multi-disciplinary design office offering design services related to Architecture, Interior Design and Visual Design.

As a part of the office and in the position of **Architect** your responsibilities will include:

- Assisting in the design, drawing, detailing and construction documentation of the projects you are assigned to.
- Assisting in site supervision and project documentation.
- Creation of 3-Dimensional computer generated models and physical models.
- Coordination with consultants, contractors and other design and construction related trades;
- Collating information related to materials and specifications in the office
- General additional responsibilities related to office maintenance, documentation and up gradation.

Office timings will be 9:30 am to 7:00 pm. We have six days working in a week, sundays are off. Leave Policy: One leave in a month will be earned leave, beyond that it may be deducted from the salary subject to the situation.

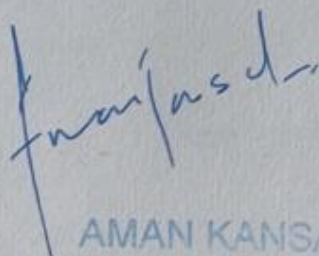
Welcome to the office – we look forward to having you as a member of our team and have a mutually awarding relationship.

Sincerely,

Aman Kansal

Principal Architect

Studio inVOID



AMAN KANSAL  
ARCHITECT  
CA/2014/66155

AMAN KANSAL

B.Arch ( Gold Medalist )

Architect / Interior Designer

KHUSHBOO KANSAL

B.Arch

Architect / Interior Designer



# DIMENSIONS

Architects, Interior Designers, Landscape Architects

72, Avenue IV, Chandrakala Colony  
Durgapura, Jaipur- 302018  
Tel. : 0141 - 4034364, E-mail : ssa1971@gmail.com

## JOINING LETTER

Date : 12th October 2020

Dear Ishani Shah,

With reference to your application, Dimensions is pleased to appoint you as an Architect to work with us from 12th October 2020, on a monthly salary of Rs. 15,000/- inclusive of all benefits.

The working hours are from 10am to 6:30pm.

We look forward to you being a part of our team.

Best Regards.

Sincerely,

Ar. Siddharth Sharma

Principal Architect

DIMENSIONS



PERSONAL AND CONFIDENTIAL

J V Rajdeep

3rd December 2020

Flat No 412, Shivam Khand, Sector 19  
Vasundhara, Ghaziabad , UP

Dear Mr. Rajdeep,

We are pleased to make you a conditional Offer of Appointment as "Architect" at Design Virtuoso LLP, Gurgaon, in the Design Department on monthly CTC of 23,000/- (Rs. Twenty Three Thousand Only/-)

Your appointment shall be subject to the terms & conditions laid down in the Letter of Appointment, which will be issued to you at the time of joining. It may be noted that on your appointment, you shall be placed on probation for a period of six months, which may be extended as stipulated in the appointment letter.

Over and above, upon confirmation, you would be eligible to annual bonus as per the company policy and subject to your Individual Performance & Company Performance.

The offer of appointment is valid for a period of seven days only, and is conditional on your accepting the same by signing & returning a copy thereof, and accepting the terms and conditions of the the appointment letter, as well as a positive reference check.

FOR DESIGN VIRTUOSO LLP

*Aditi*  
Aditi L. Batra

Chief- Operations

Accepted: *Yes*

Signature: *Rajdeep*

Date: *05/12/2020*

**#DESIGN.VIRTUOSO**

L-4, 36 A, DLF City, Phase II, Gurgaon - 122002  
+91 124 46 28 333 info@designvirtuoso.co



**REF No. : SDCPL/APT/20-21/27**

**Date 20-10-2020**

To,  
**Ms. Jahanvi Pandey**  
**1040, Barkat Nagar, Tonk Phatak,**  
**Jaipur**  
**Mobile: 8947874364**  
**Email: jahanvi.jp12@gmail.com**

Dear Jahanvi,

We are pleased to appoint you as “Junior **Architect**” in our organization and to be posted at Jaipur on the following terms and conditions:

1) **DATE OF JOINING**

Your joining the organization is effective from October 26, 2020

2) **SALARY**

Your salary will be **INR 13000/- per month**, the same shall be reviewed and revised after the completion of three month of Service.

3) **LEAVE**

You will be eligible for leave as per Company leave policy.

4) **PROBATION PERIOD**

You will be on probation for a period of 6(Six) months, and on satisfactory completion of the above period you will be confirmed in the regular services of the company. **During the probation period or after it if you are violating or ignore any Type of company rules and regulations your services can be terminate without any prior notice and you are not liable to demand any type of compensation of the said month.**

5) **TRANSFER**

Though you have been engaged for a specific position, the Company reserves the right to transfer you to any other location, Department, Establishment, Factory, Branch or Sister Concern of the company. In such case, you will be governed by terms and conditions of the new assignment. Initially your location will be **Jaipur**.

6) **TRAVEL POLICY**

You will be governed by our Domestic and Foreign Travel Policy rules applicable to your level of business out side your normal place of work.

7) **TERMINATION NOTICE**

After confirmation, your employment with us is terminable by either party with 30 days notice period in writing or equivalent salary in lieu of your notice period. During notice period you can not go on leave without **permission of the Management in writing**.

The Company has the right to claim the recruitment process cost, relocation costs, training costs whichever is applicable if you leave within a year of service.

If you remain absent from your regular services continuously for 10 days without any information to the Management, and then the Management will be liable to take disciplinary action including termination of your services.

8) **CONFLICT OF INTEREST**

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the Business of the Company. You will not take up any other work for remuneration (Part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except for share holder or debenture holder) in any trade or business during the employment without the permission from the Company.

9) **RETIREMENT AGE**

Every employee shall retire from service on the last working days of the month following his attaining the age of 58 years.

10) **CONFIDENTIALITY/ INTELLECTUAL PROPERTY PROTECTION**

You will keep confidential all information, data, documents and other related matters provided to you by your office/Company or by clients concerning the affairs to enable in performing your service. This excludes only such information's as is already known to the public which also you will not release, use or disclose except with prior written permission of concerned authority. Your obligation to keep such information confidential will survive even on external assignments or after your change of employment.

In addition you will also upkeep the intellectual property of the company by keeping all confidentiality and protection of the patents, copy-rights, logo and other related matters to any other outsider of the company. In case of disclosure to any other concerned person, it should be with written permission of your authorities during employments or even after your change of employment.

11) **GENERAL**

You will also abide by all rules and regulations of the Company as shall be in force from time to time. You are hereby giving your consent to abide by the same. All matters related to your service will be subjected to the courts of Jaipur.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the above terms and conditions of appointment and return it to us for our records.

Wishing you all the best and a long association with us.

Thanking you,

Yours faithfully  
For **Sanidhya Design Consultancy Pvt. Ltd.**

**Director**  
**Rahul Agrawal**





**CORE-B ENGINEERING CORPORATION**  
**ADD:- A6, SCHEME NO S12, 200 FT HEERAPURA**  
**BYPASS, OPP HOTEL HIGHWAY KING, AJMER ROAD, JAIPUR-302034**  
**GSTIN-08BPGPM8875M1ZX**  
MOB NO 9602222030, EMAIL ID:- [info@corebgroup.in](mailto:info@corebgroup.in), [accounts@corebgroup.in](mailto:accounts@corebgroup.in)

## **Appointment Letter**

**Jhanvi Makar**  
**115, Bhriagu Nagar, Ajmer Road,**  
**Jaipur - 302021**

Dear Jhanvi Makar

With reference to your interest in job opportunity in CoreB Engineering Corporation and subsequent interview you had with us, we are pleased to appoint you as "HR Manager and Business Development Head" for our vertical Core B Spaces at our Jaipur office from the date of joining 24/07/2020 on the following terms and conditions.

1. You will be paid a basic salary of Rs 8800 per month.
2. You will be covered by the Company's House Rent Subsidy rules which us city that will be entitled to a rent subsidy of 40% of your basic salary.
3. You will be on probation for a period of 6 months, which may be extended the specified period based on your performances during probation period. On satisfactory completion of probation period, you will be confirmed & your salary will be revised based on your performance.
4. You will contribute to the Provident fund as per the rules of the Provident Fund & Miscellaneous Act.
5. You will be entitled to leave in accordance with the role of the Company.
6. You will be entitled to Bonus as per provision under Payment of Bonus Act.
7. You will be entitled to Gratuity as per the Company rules.
8. Other prerequisites applicable to you are enumerated in the enclosed annexure.
9. This appointment is subject to your being medically fit & verification of your credentials.
10. You will be based at Kotputli, Rajasthan. You may at a later date, be transferred to any section, department office or establishment forming part of the company's operations or it's associate companies, within Indian union or elsewhere.
11. You will report to HOD or any such person nominated by the company.
12. Your service may be terminated by giving 3 months' notice on either side. The management reserves the right to terminate your services without specifying any reason what so ever maybe, by giving 3 months' notice or giving notice salary in lieu thereof.
13. In all other respects, you will be subjected to the rules and regulations of the Company, in force from time to time and you will be required to perform such duties as may be assigned to you by the Management.



**CORE-B ENGINEERING CORPORATON**  
**ADD:- A6, SCHEME NO S12, 200 FT HEERAPURA**  
**BYPASS, OPP HOTEL HIGHWAY KING, AJMER ROAD, JAIPUR-302034**  
**GSTIN-08BPGPM8875M1ZX**

MOB NO 9602222030, EMAIL ID:- [info@corebgroup.in](mailto:info@corebgroup.in), [accounts@corebgroup.in](mailto:accounts@corebgroup.in)

14. You will devote your full time and attention exclusively for the company duty and will not seek or accept any other employment or undertake any activity of any nature whatsoever either in your own name or in that of others.
15. You are required to maintain an appropriate standard's of confidentiality. Any disclosures of confidential information (including personal information kept on computer or other media) made unlawfully outside the proper course of duty, even after separation of employment, will be treated as a serious disciplinary offence.
16. In case of disclosing confidential patient records or information to any unauthorized person or persons while in service or even after separation of employment, will render the employee subject to disciplinary action which may result in dismissal.



**CORE-B ENGINEERING CORPORATON**  
**ADD:- A6, SCHEME NO S12, 200 FT HEERAPURA**  
**BYPASS, OPP HOTEL HIGHWAY KING, AJMER ROAD, JAIPUR-302034**  
**GSTIN-08BPGPM8875M1ZX**  
MOB NO 9602222030, EMAIL ID:- [info@corebgroup.in](mailto:info@corebgroup.in), [accounts@corebgroup.in](mailto:accounts@corebgroup.in)

## **ANNEXURE**

Prerequisites applicable to you:

### **Transport**

You will be paid transport allowance of Rs.2500 per month.

### **Education**

You will be entitled to education allowance of Rs.900 per month.

### **Lunch Allowance**

You will be entitled to a lunch allowance of Rs.1500 per month.

### **Other Allowance**

You will be entitled to other allowance of Rs. 5994 per month.

### **Leave Travel Assistance (LTA)**

You will be entitled to LTA of Rs.5500                      Rs. Five Thousand Five Hundred Only.

For each financial year. LTA is applicable after successful completion of probation period.

### **Medical**

As per company's medical policy.

Income Tax liability, if any, on the above benefits, would be as per the Income Tax Act.

Please sign the enclosed copy of this letter to indicate your acceptance and return the same to us.

We extend to you a hearty welcome to CoreB Engineering Corporation and wish you all success.

Yours sincerely,

**CoreB Engineering Corporation**

**Vivek Gupta**

**Chief Executive Officer**

Accepted on above terms and conditions

Signature \_\_\_\_\_

Date of Joining: \_\_\_\_\_





**CORE-B ENGINEERING CORPORATON**  
**ADD:- A6, SCHEME NO S12, 200 FT HEERAPURA**  
**BYPASS, OPP HOTEL HIGHWAY KING, AJMER ROAD, JAIPUR-302034**  
**GSTIN-08BPGPM8875M1ZX**

MOB NO 9602222030, EMAIL ID:- [info@corebgroup.in](mailto:info@corebgroup.in), [accounts@corebgroup.in](mailto:accounts@corebgroup.in)

Name	Jhanvi Makar
Designation	HR Manager & BD Head
Date of Joining	24/7/2020
<b>COMPONENTS</b>	
Basic	8800
HRA	1056
Education Allowance	900
Lunch Allowance	1500
Transport Allowance	2500
Other Allowance	5994
Medical Reimbursement	1250
<b>Monthly Salary</b>	22000
<b>Part I - Per Annum</b>	264000
PF Company's contribution	21600
LTA	5500
Medical Domicillary (Reimb on actual)	0
Bonus (8.33%)	8800
Gratuity (4.81%)	5080
<b>Part II - Per Annum</b>	40980
<b>Annual Fixed CTC (PartI+II)</b>	304980
<b>Annual Total</b>	304980
<b>Monthly CTC - PartI+II</b>	25415

You are eligible for LTA after Successful completion of Probation period.

Performance Bonus: Performance bonus is purely based upon individual performance and company performance.

# ***SARTH ARCHITECTS***

ARCHITECTS ENGINEERS AND INTERIOR DESIGNERS

SARTH ARCHITECTS JAIPUR

Dear JUNED GUDHIYA

We are pleased to inform you that you passed your interview and we are hereby offering you employment on contract basis for the position of a junior Architect **SARTH ARCHITECTS JAIPUR**

Company. The terms and conditions of your employment are as follows:

## **Day of Commencement**

You are expected to report to your duties as from 21th JULY 2020. Your contract is based on a period of two years after which we may renew it based on your performance and mutual agreement.

## **Reporting**

You will report to your immediate supervisor on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.

## **Roles and Responsibilities**

Your roles and responsibilities are outlined in the job description which is an extension of this contract. Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.

## **Monthly Salary**

You are entitled to a monthly compensation amounting to (36500) which will be subject to all statutory and company deductions with regards to the law.

## **Copyrights and Ownership**

You shall not work with any other company either full time or part-time in a capacity that would create a conflict of interest with the company.

## **Amendment and Enforcement**

Any alterations or amendment to this contract shall be duly communicated in writing taking into consideration both the employer's and employee's views.

Your's Faithfully

A handwritten signature in black ink, appearing to be 'Ajay', is written over a faint circular stamp.



# ZESTE

**Architects, Engineers &  
Interior Designers**

13, Imli Phatak, Opp, Railway Line,  
Jaipur # 9414606780, 0141-2592871  
email:-zeste2006@gmail.com

To,

**Kanak Agarwal**  
Rajasthan 302017

This is to confirm your appointment as a Employee with ' **ZESTE** '.  
The tenure for your 2<sup>nd</sup> Semester internship would be from 14 July, 2020

**Employee Responsibilities:**

Your duties will primarily include preparation of drawings which include proposal, working drawings, presentation drawings, coordination with architects/clients/vendors/contractors, site survey & supervision as well as such other office work as may be assigned by your architects/ mentor.

You are entitled to a monthly compensation amounting to 302000 which will be subject to all statutory and company deductions with regards to the law.

**Location :** You will be working in our **Head Office** at **ZESTE Architects, Engineers & Interior designers**, 13 imliphatak, Opp. Railway Line, Jaipur#9414606780, 0141-2592871, email :- zeste2006@gmail.com.

**Terms and Conditions:**

1. As a student trainee you will be governed by the office Standing Order and Rules and Regulations.
2. Office time is 10:00 a.m hrs to 06:00 p.m hrs 6 days a week. Over – time can be scheduled if needed to meet project deadlines.
3. Daily working roster has to be maintained.
4. Any leave to be taken shall be informed a week prior.
5. Office will not provide any type of hardware, software and computer or laptop. Intern must use his/her own property regarding this and we will not be responsible for any software, hardware used by intern.
6. **The Firm is an equal opportunity employer and dignity is of utmost importance to us. In case you come across any instance of mis-conduct of any nature at any location related to your internship, you must immediately report the same to the Principal Architect Anubhav Mittal so that requisite action can be taken as per demanded by Law/Office Rules and Regulations**

**The Office/Firm will neither re-imburse any kind of expenditure of any nature during the internship and also no stipend will be payable to you of any kind during the Internship. Any kind of liability of any sorts will also be borne by you and The Firm will not be liable in any way – direct or in-direct. all legal matters limited to jaipur jurisdiction only**

If found any misconduct, misbehavior or any other act, the management reserve the right to discontinue your training and cancel your facilities.

We welcome you and look forward to a mutually rewarding tenure of limitless learning possibilities.

Thanking you.

**ZESTE**

signature

**Anubhav Mittal**



# VARENIYAM ARCHITECT

## ARCHITECTS ENGINEERS AND INTERIOR DESIGNERS

VARENIYAM ARCHITECTS AND PLANNERS JAIPUR

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### EMPLOYMENT LETTER

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Dear KARTIK MATHUR

We are pleased to inform you that you passed your interview and we are hereby offering you employment on contract basis for the position of a junior Architect at VARENIYAM ARCHITECTS AND PLANNERS JAIPUR Company. The terms and conditions of your employment are as follows:

#### 1. Day of Commencement

You are expected to report to your duties as from 24th JULY 2020. Your contract is based on a period of two years after which we may renew it based on your performance and mutual agreement.

#### 2. Reporting

You will report to your immediate supervisor on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.

#### 3. Allocated Place of Work

You will be based at the company's Headquarters in New York City.

#### 4. Roles and Responsibilities

Your roles and responsibilities are outlined in the job description which is an extension of this contract. Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.

#### 5. Monthly Salary

You are entitled to a monthly compensation amounting to (37000) which will be subject to all statutory and company deductions with regards to the law.

Your's Faithfully



VARENIYAM ARCHITECTS AND PLANNERS JAIPUR

04 January, 2021

## Letter of Employment – Full Time Assistant Architect

Dear Ms. Kashika,

Studio inVOID is pleased to offer you a full-time position of **Assistant Architect** starting on the **04<sup>th</sup> of January, 2021** at an annual salary of **INR 2,40,000 (Two Lakh Forty Thousand Only)**.

Bonuses if any are performance based and cannot be factored in at this point.

Studio inVOID is a multi-disciplinary design office offering design services related to Architecture, Interior Design and Visual Design.

As a part of the office and in the position of **Architect** your responsibilities will include:

- Assisting in the design, drawing, detailing and construction documentation of the projects you are assigned to.
- Assisting in site supervision and project documentation.
- Creation of 3-Dimensional computer generated models and physical models.
- Coordination with consultants, contractors and other design and construction related trades;
- Collating information related to materials and specifications in the office
- General additional responsibilities related to office maintenance, documentation and up gradation.

Office timings will be 9:30 am to 7:00 pm. We have six days working in a week, sundays are off.

Leave Policy: One leave in a month will be earned leave, beyond that it may be deducted from the salary subject to the situation.

Welcome to the office – we look forward to having you as a member of our team and have a mutually awarding relationship.

Sincerely,

Aman Kansal

Principal Architect

Studio inVOID

**AMAN KANSAL**

B.Arch ( Gold Medalist )

Architect / Interior Designer

**KHUSHBOO KANSAL**

B.Arch

Architect / Interior Designer

**Contact : +91-9910155444, Address :604, Aditya High Street, NH9, Lal kuan, Ghaziabad.**



studio  
quaint  
architecture • interior • graphic design •

+91-7466943637

+91-8169635254

68, Nehru Nagar, Agra

studioquaint@gmail.com

Dated: 10.04.2021

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Kavisha Singh has worked in our firm, **Studio Quint** from 05<sup>th</sup> January 2021 to 30<sup>th</sup> March 2021 as a Junior Architect. During her time with us she has worked on interior design and detailing along with some architectural design concepts. Her work done here was satisfactory. She is a hardworking and sincere student. We found her honest, dedicated and well behaved during her work period here with us.

We wish her luck for her future endeavors,

Ar. SHRUTI BANSAL

(B.Arch)

CA/2017/82896

68, Nehru Nagar, Agra

For Studio Quint

Ar. Shruti Bansal

(Architect)

# SHARMA ARCHITECTS

## ARCHITECTS ENGINEERS AND INTERIOR DESIGNERS

SHARMA ARCHITECTS AND LANDSCAPEARS AGRA

Dear KRATI MITTAL

We are pleased to inform you that you passed your interview and we are hereby offering you employment on contract basis for the position of a junior Architect SHARMA ARCHITECTS AND LANDSCAPEARS AGRA

Company. The terms and conditions of your employment are as follows:

### **Day of Commencement**

You are expected to report to your duties as from 21th JULY 2020. Your contract is based on a period of two years after which we may renew it based on your performance and mutual agreement.

### **Reporting**

You will report to your immediate supervisor on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.

### **Roles and Responsibilities**

Your roles and responsibilities are outlined in the job description which is an extension of this contract. Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.

### **Monthly Salary**

You are entitled to a monthly compensation amounting to (36500) which will be subject to all statutory and company deductions with regards to the law.

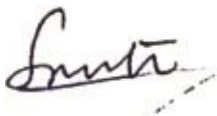
### **Copyrights and Ownership**

You shall not work with any other company either full time or part-time in a capacity that would create a conflict of interest with the company.

### **Amendment and Enforcement**

Any alterations or amendment to this contract shall be duly communicated in writing taking into consideration both the employer's and employee's views.

Your's Faithfully





# ARCHIFORUM

ARCHITECTS ENGINEERS AND INTERIOR DESIGNERS

## ARCHIFORUM JAIPUR

(Date :- 02-AUG-2020)

Dear KRITI KAUSHIK

We are pleased to inform you that you passed your interview and we are hereby offering you employment on contract basis for the position of a junior Architect at **ARCHIFORUM JAIPUR**

Company. The terms and conditions of your employment are as follows:

### 2. Day of Commencement

You are expected to report to your duties as from Date :- 02-AUG-2020. Your contract is based on a period of two years after which we may renew it based on your performance and mutual agreement.

### 3. Reporting

You will report to your immediate supervisor on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.

### 5. Roles and Responsibilities

Your roles and responsibilities are outlined in the job description which is an extension of this contract. Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.

### 6. Monthly Salary

You are entitled to a monthly compensation amounting to 35200 which will be subject to all statutory and company deductions with regards to the law.

### 7. Working Hours

Your working hours shall be from 9 a.m to 6 p.m (Monday-Friday). However, you may also be required to avail yourself outside these stipulated hours if the need arises.

**Copyrights and Ownership** You shall not work with any other company either full time or part-time in a capacity that would create a conflict of interest with the company.

Your's Faithfully



**ARCHIFORUM JAIPUR**

# ARCHIFORUM

ARCHITECTS ENGINEERS AND INTERIOR DESIGNERS

## ARCHIFORUM JAIPUR

(Date :- 02-AUG-2020)

Dear KRITI KAUSHIK

We are pleased to inform you that you passed your interview and we are hereby offering you employment on contract basis for the position of a junior Architect at **ARCHIFORUM JAIPUR**

Company. The terms and conditions of your employment are as follows:

### 2. Day of Commencement

You are expected to report to your duties as from Date :- 02-AUG-2020. Your contract is based on a period of two years after which we may renew it based on your performance and mutual agreement.

### 3. Reporting

You will report to your immediate supervisor on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.

### 5. Roles and Responsibilities

Your roles and responsibilities are outlined in the job description which is an extension of this contract. Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.

### 6. Monthly Salary

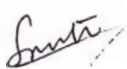
You are entitled to a monthly compensation amounting to 35200 which will be subject to all statutory and company deductions with regards to the law.

### 7. Working Hours

Your working hours shall be from 9 a.m to 6 p.m (Monday-Friday). However, you may also be required to avail yourself outside these stipulated hours if the need arises.

**Copyrights and Ownership** You shall not work with any other company either full time or part-time in a capacity that would create a conflict of interest with the company.

Your's Faithfully



**ARCHIFORUM JAIPUR**

# ESSENCE ARCHITECTS

## ARCHITECTS ENGINEERS AND INTERIOR DESIGNERS

### ESSENCE ARCHITECTS JAIPUR

To,

**KRITIKA AGARWAL**  
Rajasthan

This is to confirm your appointment as a Employee with ' **ESSENCE ARCHITECTS JAIPUR** '.  
The tenure for you would be joining from 19 July, 2020

#### **Employee Responsibilities:**

Your duties will primarily include preparation of drawings which include proposal, working drawings, presentation drawings, coordination with architects/clients/vendors/contractors, site survey& supervision as well as such other office work as may be assigned by your architects/ mentor.

You are entitled to a Annual compensation amounting to 355000 which will be subject to all statutory and company deductions with regards to the law.

#### **Terms and Conditions:**

1. As a student trainee you will be governed by the office Standing Order and Rules and Regulations.
2. Office time is 10:00 a.m hrs to 06:00 p.m hrs 6 days a week. Over – time can be scheduled if needed to meet project deadlines.
3. Daily working roster has to be maintained.
4. Any leave to be taken shall be informed a week prior.
5. Office will not provide any type of hardware, software and computer or laptop. Intern must use his/her own property regarding this and we will not be responsible for any software, hardware used by intern.
6. **The Firm is an equal opportunity employer and dignity is of utmost importance to us. In case you come across any instance of mis-conduct of any nature at any location related to your internship, you must immediately report the same to the Principal Architect Anubhav Mittal so that requisite action can be taken as per demanded by Law/Office Rules and Regulations**

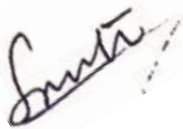
**The Office/Firm will neither re-imburse any kind of expenditure of any nature during the internship and also no stipend will be payable to you of any kind during the Internship. Any kind of liability of any sorts will also be borne by you and The Firm will not be liable in any way – direct or in-direct. all legal matters limited to jaipur jurisdiction only**

If found any misconduct, misbehavior or any other act, the management reserve the right to discontinue your training and cancel your facilities.

We welcome you and look forward to a mutually rewarding tenure of limitless learning possibilities.

Thanking you.

signature



ESSENCE ARCHITECTS JAIPUR

# Atul Chitkara

BE Civil, F.I.V, F. IRC, F.I.E, F.C.E.T ( I )

Income Tax Approved Valuers, Landscape Architects, Designers and consultants.

Fellow member, Indian Institute of Valuers.

Fellow member, Indian Road Congress

Fellow member Indian Institute Of Engineers

Fellow Member Council Of Engineering & Technology ( INDIA)

Member National Security Council

Life Member INTACH

Life Member Institute for research development and training of construction trades and management ( Bangalore)

Registered as an Architecture firm with Department Of Town & Country Planning, Himachal Pradesh.

1-Commercial Building, The Mall, Shimla. 171001

Email: chitkarashimla@gmail.com

PH 98160-31144

Dated: 27-11-2020

## EXPERIENCE CERTIFICATE

This is certified that **Miss Kushaj Thakur D/O Shri Parmod Singh Thakur** is working as **Junior Architect** in our organization since **September 1<sup>st</sup> 2020**. During her service with the organization, we have found her very honest, hardworking and diligent professional who have delivered the job targets up to the entire satisfaction of the management.

We wish her for a bright future.



Atul Chitkara.





Dear Mahak Sharma

I am pleased to know that you have decided to join our office to the position of Junior architect. As discussed you will be getting a consolidated salary of Rs. 18000/- for the first 3 months and will be subsequently reviewed and revised to Rs. 20000.00 on satisfactory performance.

Date of joining: 22<sup>nd</sup> March, 2021

Wish you all the best.

**HARSH GUPTA**

**KRITI, Architects and Interior Designers**

216A/13 (First Floor)

Gautam Nagar

New Delhi - 110049

Tel. : 91 (11) 41004472 , 40451864

## Re: Zoom meeting

Dear Manaswi,

Greetings from Design Integrity.

We are pleased to extend our offer for the position of Junior Architect and welcome you on Board in our growing team. You are requested to Join by next week..Please submit a copy of your ID and address proof along with a photograph for our reference at the time of joining.

Your probation period will be of three months. During this period your net salary will be 13,000/- per month. We will be reviewing your performance post completion of your probation.

You will be entitled for 18 paid holidays annually.

Office timings - 10:00 AM - 5:30 PM six days a week.

We wish you good luck and are looking forward for a successful journey with you!!

Please contact for any further information.



# MATHUR ASSOCIATES

## ARCHITECTS ENGINEERS AND INTERIOR DESIGNERS

MATHUR & ASSOCIATES JAIPUR

MANSI MATHUR

We are pleased to inform you that you passed your interview and we are hereby offering you employment on contract basis for the position of a junior Architect at **MATHUR & ASSOCIATES JAIPUR**

Company. The terms and conditions of your employment are as follows:

### **1. Day of Commencement**

You are expected to report to your duties as from 24th AUG 2020. Your contract is based on a period of two years after which we may renew it based on your performance and mutual agreement.

### **2. Reporting**

You will report to your immediate supervisor on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.

### **3. Roles and Responsibilities**

Your roles and responsibilities are outlined in the job description which is an extension of this contract. Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.

### **5. Monthly Income**

You are entitled to a monthly compensation amounting to (21000) which will be subject to all statutory and company deductions with regards to the law.

### **6. Working Hours**

Your working hours shall be from 9 a.m to 6 p.m (Monday-Friday). However, you may also be required to avail yourself outside these stipulated hours if the need arises.

### **7. TERMINATION**

**This contract can be terminated:**

By either party given a prior 30 working days written notice failure to which a compensation equivalent to a month's salary will be awarded.

Or,

By the Employer on grounds of indiscipline or under-performance.

Or,  
By the Employer on account of redundancy/retrenchment as per the law.

#### **9. Copyrights and Ownership**

You shall not work with any other company either full time or part-time in a capacity that would create a conflict of interest with the company.

#### **10. Amendment and Enforcement**

Any alterations or amendment to this contract shall be duly communicated in writing taking into consideration both the employer's and employee's views.

Your's Faithfully

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

**MATHUR & ASSOCIATES JAIPUR**



# ARCHIFORUM

ARCHITECTS ENGINEERS AND INTERIOR DESIGNERS

## ARCHIFORUM JAIPUR

(Date :- 12-SEP-2020)

Dear MEDHAVI CHOUDHARY

We are pleased to inform you that you passed your interview and we are hereby offering you employment on contract basis for the position of a junior Architect at **ARCHIFORUM JAIPUR**

Company. The terms and conditions of your employment are as follows:

### 3. Day of Commencement

You are expected to report to your duties as from Date :- 12-SEP-2020. Your contract is based on a period of two years after which we may renew it based on your performance and mutual agreement.

### 4. Reporting

You will report to your immediate supervisor on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.

### 6. Roles and Responsibilities

Your roles and responsibilities are outlined in the job description which is an extension of this contract. Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.

### 7. Monthly Salary

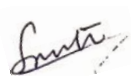
8. You are entitled to a monthly compensation amounting to 18200 which will be subject to all statutory and company deductions with regards to the law.

### 8. Working Hours

Your working hours shall be from 9 a.m to 6 p.m (Monday-Friday). However, you may also be required to avail yourself outside these stipulated hours if the need arises.

**Copyrights and Ownership** You shall not work with any other company either full time or part-time in a capacity that would create a conflict of interest with the company.

Your's Faithfully



**ARCHIFORUM JAIPUR**

# DESIGN CONSORTIUM

## ARCHITECTS ENGINEERS AND INTERIOR DESIGNERS

DESIGN CONSORTIUM DELHI

Dear MEDHAVI JHALANI

We are pleased to inform you that you passed your interview and we are hereby offering you employment on contract basis for the position of a junior Architect at DESIGN CONSORTIUM DELHI

### 1. Day of Commencement

You are expected to report to your duties as from 24th SEP 2020. Your contract is based on a period of two years after which we may renew it based on your performance and mutual agreement.

### 2. Reporting

You will report to your immediate supervisor on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.

### 3. Allocated Place of Work

You will be based at the company's Headquarters in New York City.

### 4. Roles and Responsibilities

Your roles and responsibilities are outlined in the job description which is an extension of this contract. Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.

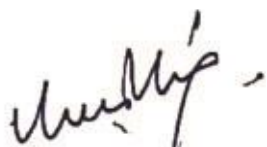
### 5. Monthly Salary

You are entitled to a monthly compensation amounting to (22500) which will be subject to all statutory and company deductions with regards to the law.

### Working Hours

Your working hours shall be from 9 a.m to 6 p.m (Monday-Friday). However, you may also be required to avail yourself outside these stipulated hours if the need arises.

Your's Faithfully



DESIGN CONSORTIUM DELHI



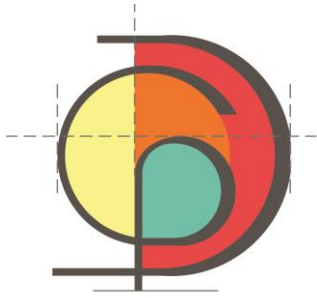
11 June 2021

To Whom It May Concern,

This letter is to certify income and employment for Meghna Bhargava. She has been employed at Matra, Jaipur and holds the title of co-founder. She has been the co-founder since July,2020. The company is located at Jawahar Nagar, Jaipur.

Sincerely,

Meghna Bhargava



# PRATHU DESIGN GROUP

A-16, GOLE MARKET, JAWAHAR NAGAR, JAIPUR.

Dear MEHUL GOYAL

We are pleased to inform you that you passed your interview and we are hereby offering you employment on contract basis for the position of a junior Architect at PRATHU DESIGN GROUP JAIPUR Company. The terms and conditions of your employment are as follows:

## **Day of Commencement**

You are expected to report to your duties as from 24th October 2020. Your contract is based on a period of two years after which we may renew it based on your performance and mutual agreement.

## **Reporting**

You will report to your immediate supervisor on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.

## **Roles and Responsibilities**

Your roles and responsibilities are outlined in the job description which is an extension of this contract. Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.

## **Monthly Salary**

You are entitled to a monthly compensation amounting to (18500) which will be subject to all statutory and company deductions with regards to the law.

## **Copyrights and Ownership**

You shall not work with any other company either full time or part-time in a capacity that would create a conflict of interest with the company.

## **Amendment and Enforcement**

Any alterations or amendment to this contract shall be duly communicated in writing taking into consideration both the employer's and employee's views.

Your's Faithfully





## **STUDIO ASPIRE**

Landscape Architecture, Architecture & Master Planning

668, First Floor, Shantanu Path, Prince Road, Vidhyut Nagar A,  
Vaishali Nagar, Jaipur, Rajasthan- 302021

Email- [studioaspire.contact@gmail.com](mailto:studioaspire.contact@gmail.com), Contact- +91-9643515801

### **APPOINTMENT LETTER**

**10<sup>th</sup> September 2020**

**Ms. Navisha Sogani,**  
Jaipur, Rajasthan

Please refer to your interview; we are happy to offer you the post of “**Architect**” in our office on the following terms-

1. The office timings are from 9.30 A.M to 06.30 P.M. Regular timings are expected from you. You will need to inform the office in advance in case you are likely to be late or not attending office.
2. You will be on probation for a period of 2 Months from the day of your joining. During this period-
  - You can terminate your services with our firm or We can terminate your employment without any obligation or compensation
  - You will familiarize with the office atmosphere, working style and format
3. You are expected to follow a semi formal attire at all times in office.
4. Working days are from Monday to Saturday (Including both days); 2<sup>nd</sup> Saturday of every month will be a paid holiday along with the major national holidays.
5. In case of deadlines and pending jobs, you will need to stay back beyond the usual office hours and also expected to attend office on holidays and weekends.
6. You are expected to visit sites and coordinate with vendors/ salesman as part of the project you are involved in.
7. You should not disclose office information/ Drawings/ Details to any person not associated with office.
8. Your services after the probation period can be terminated/ Or you can resign by giving a month's notice to the office.

---

**Remuneration Details-** We are happy to inform that you will be paid a fixed salary of Rs. 17000/- (Rupees Seventeen Thousand Only) per month.

**Date of Joining- 14<sup>th</sup> September 2020**

Please send a signed reply to this letter as your formal acceptance of job.  
We wish you best of luck and happy to welcome you as a part of STUDIO ASPIRE family.

Yours Truly,



**Ankur Jajpuria**  
**Principal Landscape Architect**



**ARCHITECTS ENGINEERS AND INTERIOR DESIGNERS**

ADDRESS –B-6 SHRIRAM RESIDENCY, SANKHLA COLONY, JAIPUR

TEL -0141-2706745, 91-9414719352

Dear NIHARIKA

We are pleased to inform you that you passed your interview and we are hereby offering you employment on contract basis for the position of a junior Architect at **PGA ARCHITECT AND INTERIOR JAIPUR**

Company. The terms and conditions of your employment are as follows:

**Day of Commencement**

You are expected to report to your duties as from 01th SEP 2020. Your contract is based on a period of two years after which we may renew it based on your performance and mutual agreement.

**Reporting**

You will report to your immediate supervisor on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.

**Roles and Responsibilities**

Your roles and responsibilities are outlined in the job description which is an extension of this contract. Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.

**Monthly Salary**

You are entitled to a monthly compensation amounting to 19500 which will be subject to all statutory and company deductions with regards to the law.

**Copyrights and Ownership**

You shall not work with any other company either full time or part-time in a capacity that would create a conflict of interest with the company.

**Amendment and Enforcement**

Any alterations or amendment to this contract shall be duly communicated in writing taking into consideration both the employer's and employee's views.

Your's Faithfully

A handwritten signature in black ink, appearing to read 'Dhruvacharya', with a flourish underneath.



**Dear. Ms. Nikita Kher**

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

**Date of Joining: 1<sup>st</sup> April 2021.**

**Designation: JUNIOR ARCHITECT**

**Salary:** Your per month salary would be Rs 19,000/-(Nineteen thousand only). Based on your willingness to learn and hone your skillset fast, thereafter your ability to perform to your best and deliver ,we will be looking at an increment.

The details of which, have been given in the Annexure attached below.

**Timings:** We would appreciate if the work assigned is completed in the hours assigned. At present the timings are 10am to 6:30pm

**Job Profile:** You will devote all support for making all drawings , presentations, site visits, BOQs etc at the studio as required by your superiors.

**Probation/Confirmation:** You will be on a Probation period for 90 days (3 months) from the date of joining. Based on your performance your services will be confirmed with the company in written after three months TDS will be deducted if applicable. Based on your willingness to learn and hone your skillset, thereafter your ability to perform to your best and deliver ,we will be looking at an increment.

During the probation period your services can be terminated with seven days notice on either side and without any reason whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on one month's notice on either side. Absence for a continuous period of five days without a week's prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

**Leave:** You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service. A written application for leave will need to be signed/approved by your superior, a minimum of two days in advance.

**Terms & Conditions:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company
2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile
3. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter
5. If at any time in our opinion, which is final in this matter you are found to be non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company which is having dealing with 'Studio Constantine' and if you are offered any, you should immediately report the same to the Management.
7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
8. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance. We welcome you to 'Studio Constantine' and look forward to a fruitful collaboration. With best wishes,

For Studio Constantine  
Name: Mr Aneel Constantine,

Ms Nikita Kher



## **STUDIO ASPIRE**

Landscape Architecture, Architecture & Master Planning

668, First Floor, Shantanu Path, Prince Road, Vidhyut Nagar A,  
Vaishali Nagar, Jaipur, Rajasthan- 302021

Email- [studioaspire.contact@gmail.com](mailto:studioaspire.contact@gmail.com), Contact- +91-9643515801

### **APPOINTMENT LETTER**

**28<sup>th</sup> August 2020**

**Ms. Nivea Gupta,**  
Ajmer, Rajasthan

Please refer to your interview; we are happy to offer you the post of “**Architect**” in our office on the following terms-

1. The office timings are from 9.30 A.M to 06.30 P.M. Regular timings are expected from you. You will need to inform the office in advance in case you are likely to be late or not attending office.
2. You will be on probation for a period of 2 Months from the day of your joining. During this period-
  - You can terminate your services with our firm or We can terminate your employment without any obligation or compensation
  - You will familiarize with the office atmosphere, working style and format
3. You are expected to follow a semi formal attire at all times in office.
4. Working days are from Monday to Saturday (Including both days); 2<sup>nd</sup> Saturday of every month will be a paid holiday along with the major national holidays.
5. In case of deadlines and pending jobs, you will need to stay back beyond the usual office hours and also expected to attend office on holidays and weekends.
6. You are expected to visit sites and coordinate with vendors/ salesman as part of the project you are involved in.
7. You should not disclose office information/ Drawings/ Details to any person not associated with office.
8. Your services after the probation period can be terminated/ Or you can resign by giving a month's notice to the office.



---

**Remuneration Details-** We are happy to inform that you will be paid a fixed salary of Rs. 15000/- (Rupees Fifteen Thousand Only) per month.

**Date of Joining- 02<sup>nd</sup> September 2020**

Please send a signed reply to this letter as your formal acceptance of job.  
We wish you best of luck and happy to welcome you as a part of STUDIO ASPIRE family.

Yours Truly,



**Ankur Jajpuria**  
**Principal Landscape Architect**

# Congratulation: Offer letter of Employment \_ Palak Mittal

Inbox x



**NaCE Engineers & Architect** <naavya.ce@gmail.com>

to me, Chandan, nace.info.in

Thu, Mar 4, 9:17 PM



Ms. Palak Mittal  
D/O – Mr. Pawan Mittal  
D-127, Ranjeet Nagar,  
Bharatpur, Rajasthan 321001  
Mob: # 9588076460

Date: 4th March 2021

[pmittal0014@gmail.com](mailto:pmittal0014@gmail.com)

Dear **Ms. Palak Mittal**,

This is with respect to your application and subsequent rounds of discussions you had with us, we are pleased to extend our Offer of Employment to you as **Junior Architect** with **Naavya Consulting Engineers (NaCE)**, starting on or before **8th March 2021** on the terms and conditions as below.

- 1) Your total Monthly compensation will be 20000/- (Twenty Thousand only).
- 2) Your probationary period will be 6 months and will be reviewed after completion of the 3rd month from the date of joining.
- 3) You are required to report on or before **8th March 2021** failing which this offer letter will stand automatically withdrawn.
- 4) Please note that this offer and your employment with Naavya Consulting Engineers is contingent on your satisfactory completion of all verification and/or background/reference checks, which may occur at any time prior to/after your effective joining date.

Kindly send us your acceptance of offer by an E-mail indicating your date of joining on or before 8th March 2021. On the date of joining, you have to bring required documents as stated in Annexure- 1.

In case after acceptance of this offer, you failed to join us, this offer shall stand as Null and Void and further you will be debarred from reapplying for any positions open with us for a period of 3 years from your effective date of acceptance of the offer.

We look forward to your joining and long-term successful association endeavoring growth for all of us.

**10<sup>th</sup> January 2021**

**Dear Payal,**

**Congratulatio**

**ns!**


You have been selected as an **Architect** with the **Soni Kapil & Associates**. Your project will begin from 15<sup>th</sup> January 2021.

Subject to the compliance with terms, you will be paid a amount of **Rs. 18,000 /- (Eighteen Thousand only) per month**. This offer is subject to your joining us on the mentioned date and time. You hereby consent that your engagement will be terminated with an immediate effect if the Compliance terms and conditions are not complied.

This offer is valid until 7 days from the date of this letter. Look forward to your acceptance.

**Soni Kapil & Associates**

For, Soni Kapil & Associates  
**For SONI KAPIL & ASSOCIATES**

  
**Authorised Signatory**





# ZESTE

**Architects, Engineers &  
Interior Designers**

13.Imli Phatak, Opp. Railway Line,  
Jaipur# 9414606780, 0141-2592871  
email:-zeste2006@gmail.com

To,

**POORVI JAIN**  
Rajasthan 302017

This is to confirm your appointment as a Employee with ' **ZESTE** '.  
The tenure for your 2<sup>nd</sup> Semester internship would be from 12 Aug, 2020

**Employee Responsibilities:**

Your duties will primarily include preparation of drawings which include proposal, working drawings, presentation drawings, coordination with architects/clients/vendors/contractors, site survey & supervision as well as such other office work as may be assigned by your architects/ mentor.

You are entitled to a monthly compensation amounting to (362000) which will be subject to all statutory and company deductions with regards to the law.

**Location :** You will be working in our **Head Office** at **ZESTE Architects, Engineers & Interior designers**, 13 imliphatak, Opp. Railway Line, Jaipur#9414606780, 0141-2592871, email :- zeste2006@gmail.com.

**Terms and Conditions:**

1. As a student trainee you will be governed by the office Standing Order and Rules and Regulations.
2. Office time is 10:00 a.m hrs to 06:00 p.m hrs 6 days a week. Over – time can be scheduled if needed to meet project deadlines.
3. Daily working roster has to be maintained.
4. Any leave to be taken shall be informed a week prior.
5. Office will not provide any type of hardware, software and computer or laptop. Intern must use his/her own property regarding this and we will not be responsible for any software, hardware used by intern.
6. **The Firm is an equal opportunity employer and dignity is of utmost importance to us. In case you come across any instance of mis-conduct of any nature at any location related to your internship, you must immediately report the same to the Principal Architect Anubhav Mittal so that requisite action can be taken as per demanded by Law/Office Rules and Regulations**

**The Office/Firm will neither re-imburse any kind of expenditure of any nature during the internship and also no stipend will be payable to you of any kind during the Internship. Any kind of liability of any sorts will also be borne by you and The Firm will not be liable in any way – direct or in-direct. all legal matters limited to jaipur jurisdiction only**

If found any misconduct, misbehavior or any other act, the management reserve the right to discontinue your training and cancel your facilities.

We welcome you and look forward to a mutually rewarding tenure of limitless learning possibilities.

Thanking you.

**ZESTE**

signature

**Anubhav Mittal**

# DESIGN CONSORTIUM

## ARCHITECTS ENGINEERS AND INTERIOR DESIGNERS

DESIGN CONSORTIUM DELHI

Dear PRAGYA KABRA

We are pleased to inform you that you passed your interview and we are hereby offering you employment on contract basis for the position of a junior Architect at DESIGN CONSORTIUM DELHI

### **2. Day of Commencement**

You are expected to report to your duties as from 1 AUG 2020. Your contract is based on a period of two years after which we may renew it based on your performance and mutual agreement.

### **3. Reporting**

You will report to your immediate supervisor on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.

### **4. Allocated Place of Work**

You will be based at the company's Headquarters in New York City.

### **5. Roles and Responsibilities**

Your roles and responsibilities are outlined in the job description which is an extension of this contract. Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.

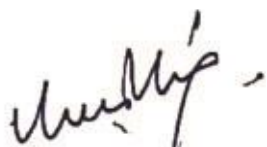
### **6. Monthly Salary**

You are entitled to a monthly compensation amounting to (21500) which will be subject to all statutory and company deductions with regards to the law.

### **Working Hours**

Your working hours shall be from 9 a.m to 6 p.m (Monday-Friday). However, you may also be required to avail yourself outside these stipulated hours if the need arises.

Your's Faithfully



DESIGN CONSORTIUM DELHI

Date: 16<sup>th</sup> June, 2021

TO WHOM SO EVER IT MAY CONCERN

This is to certify that Mr. Pranav Goyal has joined our firm Maison Architects at Ajmer, Rajasthan as self employed architect from 1st October,2020 till present.

For, Maison Architects

*Pranav*



Ar. Pranav Goyal  
Proprietor  
Maison Architects  
C.O.A NO. CA/2021/125706



# CHAUHAN & ASSOCIATES

## ARCHITECTS ENGINEERS AND INTERIOR DESIGNERS

CHAUHAN & ASSOCIATES JAIPUR

Dear RADHIKA CHOUHAN

We are pleased to inform you that you passed your interview and we are hereby offering you employment on contract basis for the position of a junior Architect at **CHAUHAN & ASSOCIATES JAIPUR**

Company. The terms and conditions of your employment are as follows:

### 1. Day of Commencement

You are expected to report to your duties as from 24th JULY 2020. Your contract is based on a period of two years after which we may renew it based on your performance and mutual agreement.

### 2. Reporting

You will report to your immediate supervisor on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.

### 3. Allocated Place of Work

You will be based at the company's Headquarters in New York City.

### 4. Roles and Responsibilities

Your roles and responsibilities are outlined in the job description which is an extension of this contract. Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.

### 5. Monthly Salary

You are entitled to a monthly compensation amounting to (19500) which will be subject to all statutory and company deductions with regards to the law.

### 6. Working Hours

Your working hours shall be from 9 a.m to 6 p.m (Monday-Friday). However, you may also be required to avail yourself outside these stipulated hours if the need arises.

### 7. TERMINATION

**This contract can be terminated:**

By either party given a prior 30 working days written notice failure to which a compensation equivalent to a month's salary will be awarded.

Or,

By the Employer on grounds of indiscipline or under-performance.

Or,

By the Employer on account of redundancy/retrenchment as per the law.

## 9. Copyrights and Ownership

You shall not work with any other company either full time or part-time in a capacity that would create a conflict of interest with the company.

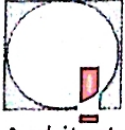
## 10. Amendment and Enforcement

Any alterations or amendment to this contract shall be duly communicated in writing taking into consideration both the employer's and employee's views.

Your's Faithfully

A handwritten signature in black ink, appearing to be 'Raj' or similar, with a long horizontal stroke extending to the right.

CHAUHAN & ASSOCIATES JAIPUR



Architects, Planners & Interior designers



25<sup>th</sup> January, 2021

Subject: Letter of Appointment

Dear Ms. Roopal Naga

We are pleased to appoint you as an Architect in our firm. You can join from 27<sup>th</sup> January, 2021 and start working. Scope of work will include architecture, interior and landscape design as well as client interactions.

Initial stipend would be 7,000/- for the probation period of three months, rest will be discussed.

We welcome you to Originators family and trust we will have a long and mutually rewarding association.

Yours faithfully,

AR. SAURABH YADAV  
C.O.A. No. 30777



# EXTREME LINE

ARCHITECTS ENGINEERS AND INTERIOR DESIGNERS

## EXTREME LINE JAIPUR

Dear SALONI CHAUDHARY

We are pleased to inform you that you passed your interview and we are hereby offering you employment on contract basis for the position of a junior Architect at EXTREME LINE JAIPUR

Company. The terms and conditions of your employment are as follows:

### **2. Day of Commencement**

You are expected to report to your duties as from 24th JULY 2020. Your contract is based on a period of two years after which we may renew it based on your performance and mutual agreement.

### **3. Reporting**

You will report to your immediate supervisor on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.

### **4. Allocated Place of Work**

You will be based at the company's Headquarters in New York City.

### **5. Roles and Responsibilities**

Your roles and responsibilities are outlined in the job description which is an extension of this contract. Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.

### **6. Annual Salary**

You are entitled to a annual compensation amounting to (358000) which will be subject to all statutory and company deductions with regards to the law.

### **8. Working Hours**

Your working hours shall be from 9 a.m to 6 p.m (Monday-Friday). However, you may also be required to avail yourself outside these stipulated hours if the need arises.

### **9. TERMINATION**

**This contract can be terminated:**

By either party given a prior 30 working days written notice failure to which a compensation equivalent to a month's salary will be awarded.

Or,

By the Employer on grounds of indiscipline or under-performance.

Or,

By the Employer on account of redundancy/retrenchment as per the law.


**10. Copyrights and Ownership**

You shall not work with any other company either full time or part-time in a capacity that would create a conflict of interest with the company.

**11. Amendment and Enforcement**

Any alterations or amendment to this contract shall be duly communicated in writing taking into consideration both the employer's and employee's views.

Your's Faithfully

A handwritten signature in black ink, appearing to read "Extreme Line Jaipur". The signature is written in a cursive, flowing style with a horizontal line underneath the word "Extreme".

**EXTREME LINE JAIPUR**

# ESSENCE ARCHITECTS

## ARCHITECTS ENGINEERS AND INTERIOR DESIGNERS

### ESSENCE ARCHITECTS JAIPUR

To,

**SAMBHAV MEHTA**  
Rajasthan

This is to confirm your appointment as a Employee with ' **ESSENCE ARCHITECTS JAIPUR** '.  
The tenure for you would be joining from 11 SEP , 2020

#### **Employee Responsibilities:**

Your duties will primarily include preparation of drawings which include proposal, working drawings, presentation drawings, coordination with architects/clients/vendors/contractors, site survey& supervision as well as such other office work as may be assigned by your architects/ mentor.

You are entitled to a Annual compensation amounting to 360000 which will be subject to all statutory and company deductions with regards to the law.

#### **Terms and Conditions:**

1. As a student trainee you will be governed by the office Standing Order and Rules and Regulations.
2. Office time is 10:00 a.m hrs to 06:00 p.m hrs 6 days a week. Over – time can be scheduled if needed to meet project deadlines.
3. Daily working roster has to be maintained.
4. Any leave to be taken shall be informed a week prior.
5. Office will not provide any type of hardware, software and computer or laptop. Intern must use his/her own property regarding this and we will not be responsible for any software, hardware used by intern.
6. **The Firm is an equal opportunity employer and dignity is of utmost importance to us. In case you come across any instance of mis-conduct of any nature at any location related to your internship, you must immediately report the same to the Principal Architect Anubhav Mittal so that requisite action can be taken as per demanded by Law/Office Rules and Regulations**

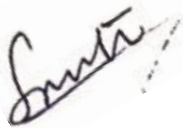
**The Office/Firm will neither re-imburse any kind of expenditure of any nature during the internship and also no stipend will be payable to you of any kind during the Internship. Any kind of liability of any sorts will also be borne by you and The Firm will not be liable in any way – direct or in-direct. all legal matters limited to jaipur jurisdiction only**

If found any misconduct, misbehavior or any other act, the management reserve the right to discontinue your training and cancel your facilities.

We welcome you and look forward to a mutually rewarding tenure of limitless learning possibilities.

Thanking you.

signature



ESSENCE ARCHITECTS JAIPUR



# INSIGHT ARCHITECTS

## ARCHITECTS ENGINEERS AND INTERIOR DESIGNERS

INSIGHT ARCHITECTS JAIPUR

Dear SANYA NARANG

We are pleased to inform you that you passed your interview and we are hereby offering you employment on contract basis for the position of a junior Architect at INSIGHT ARCHITECTS Company. The terms and conditions of your employment are as follows:

### **2. Day of Commencement**

You are expected to report to your duties as from 24th SEP 2020. Your contract is based on a period of two years after which we may renew it based on your performance and mutual agreement.

### **3. Reporting**

You will report to your immediate supervisor on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.

### **4. Allocated Place of Work**

You will be based at the company's in JAIPUR City.

### **5. Roles and Responsibilities**

Your roles and responsibilities are outlined in the job description which is an extension of this contract. Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.

### **6. Monthly Salary**

You are entitled to a monthly compensation amounting to (22000) which will be subject to all statutory and company deductions with regards to the law.

### **8. Working Hours**

Your working hours shall be from 9 a.m to 6 p.m (Monday-Friday). However, you may also be required to avail yourself outside these stipulated hours if the need arises.

### **9. TERMINATION**

**This contract can be terminated:**

By either party given a prior 30 working days written notice failure to which a compensation equivalent to a month's salary will be awarded.

Or,

By the Employer on grounds of indiscipline or under-performance.

Or,

By the Employer on account of redundancy/retrenchment as per the law.

**10. Copyrights and Ownership**

You shall not work with any other company either full time or part-time in a capacity that would create a conflict of interest with the company.

**11. Amendment and Enforcement**

Any alterations or amendment to this contract shall be duly communicated in writing taking into consideration both the employer's and employee's views.

Your's Faithfully



**INSIGHT ARCHITECTS**

22nd October 2020  
To: Shanu Soni



**Subject: Appointment for post of Architect**

Dear Shanu,

We are pleased to offer you, the position of an Architect, on the following terms and conditions:

- 1. Commencement of employment:** Your employment will be effective, as of 03 January 2021.
- 2. Probation Period:** Probation period is effective for 3 calendar months. There shall be no paid leaves allotted during this period.
- 3. Designation:** Architect Designer
- 4. Salary:** Your monthly remuneration shall be INR 15,000/- during probation, and INR 18,000/- post that.
- 5. Hours of Work:** The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Studio. The normal working hours are from 10:00 am to 7:00 pm and if necessary for additional hours depending on your responsibilities. You are expected to bring your own laptop to the studio initially.
- 6. Leave/Holidays:** You are entitled to casual leave of 12 days. The Studio shall notify a list of declared holidays at the beginning of each year.
- 7. Nature of duties:** During your employment with the Studio you will devote your whole time, attention and skill to perform to the best of your ability all the duties as are inherent in your post and such additional duties as the Studio may call upon you to perform, from time to time.
- 8. Studio property:** You will always maintain in good condition Studio property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Studio prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Studio.
- 9. Official Conduct with Clients:** You will not place yourself under pecuniary (connected with money or payment) obligation to any person/client with whom you may be having official dealings.
- 10. Termination:** Your appointment can be terminated by the Studio, without any reason, by giving you not less than One month's prior notice in writing or salary in lieu thereof. You may terminate your employment with the Studio, without any cause, by giving no less than One month's prior notice.

The Studio reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Studio.

On the termination of your employment for whatever reason, you will return to the Studio all property; soft and hardcopies of data, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.



**11. Confidential Information:** You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Studio which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Studio.

For the purposes of this clause 'Confidential Information' means information about the Studio's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Studio's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

At no time, will you remove any Confidential Information from the office without permission.

Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Studio.

**12. Acceptance of our offer:** Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy. We welcome you, and look forward to receiving your acceptance and working with you.

**Yours Sincerely,**

**Rajendra Mantri**  
Principal Architect  
SRM Architects  
Date:

Please Sign below to indicate your acceptance of the terms of the Offer as enumerated above.

Name: Shanu Soni



Date: 23-12-2020



Architecture | Interiors | Planning

4, (2nd Floor) Dhabai Ji Ki Bari, Pula, Near R. K. Circle, Udaipur  
313004 (Rajasthan)

[www.srmarchitects.in](http://www.srmarchitects.in) +91 9649903842

# **TALWARIYA ASSOCIATES**

**ARCHITECTS ENGINEERS AND INTERIOR DESIGNERS**

**TALWARIYA AND ASSOCIATES JAIPUR**

SHIVANGI TALWARIA

We are pleased to inform you that you passed your interview and we are hereby offering you employment on contract basis for the position of a junior Architect at **TALWARIYA AND ASSOCIATES JAIPUR**

## **1. Day of Commencement**

You are expected to report to your duties as from 24th AUG 2020. Your contract is based on a period of two years after which we may renew it based on your performance and mutual agreement.

## **2. Reporting**

You will report to your immediate supervisor on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.

## **3. Roles and Responsibilities**

Your roles and responsibilities are outlined in the job description which is an extension of this contract. Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.

## **5. Annual Income**

You are entitled to a monthly compensation amounting to 385000 which will be subject to all statutory and company deductions with regards to the law.

## **6. Working Hours**

Your working hours shall be from 9 a.m to 6 p.m (Monday-Friday). However, you may also be required to avail yourself outside these stipulated hours if the need arises.

Your's Faithfully



**TALWARIYA AND ASSOCIATES JAIPUR**

Private & Confidential

Date: Aug 31, 2020

Ms. Shivanshi Seth

Mail id: shivanshi.seth11@gmail.com

(M): 9799034499

Dear Ms. Shivanshi Seth

Subject: Letter of Appointment (Probation Period)

With reference to your acceptance of the offer of appointment, we are pleased to appoint you in the services of m a a r c h i t e c t s on the terms and conditions detailed in this letter.

You will be designated as **Assistant Associate** and report to the **Associate and Above**. You will be posted in **Jaipur**. Your date of joining will be **01<sup>st</sup> Sep 2020**. Your roles and responsibilities will be as directed by the Company from time to time.

The present salary structure can be changed depending upon work assignment, financial position of the company and if there is any change in government policy.

You will be governed by the terms and conditions but not limited to those contained in Annexure 1 to this letter and the policies and practices prevalent and adopted by the company.

Your Annual compensation shall be **Rs. Rs. 2,16,000/- (Rs. Two Lakh Sixteen Thousand Only)** as per the detail of the break-up provided in annexure 2 attached here with.

Statutory deductions, as applicable, will be made from your salary as per the prevailing law of the country. All taxes on your income shall be payable by you.

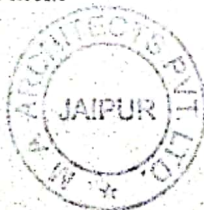
Please sign and send us the duplicate copy of this letter with annexure as a token of your acceptance of the appointment.

Yours Sincerely,

For m a a r c h i t e c t s p v t . l t d .



Sharad Maithel  
Director



jaipur

a plot no. 1, greenwoods, lai kothi scheme,  
sahkar marg, jaipur - 302 001, rajasthan, india  
t + 9 1 - 1 4 1 - 4 2 9 9 9 9 9 , 2 7 4 3 6 1 3  
e studio@maarchitects.in w www.maarchitects.in

bangalore

a 2508, hind cross, 18th main, hal II stage indira nagar,  
bangalore - 560 008, india t +91 80 41153691  
e chisel@maarchitects.in w www.maarchitects.in





Architecture  
Interior Design  
Project Management

[kapprinnovation@gmail.com](mailto:kapprinnovation@gmail.com)  
[kapilmistry@hotmail.com](mailto:kapilmistry@hotmail.com)

Phone – 141-4002369  
35 Shri Path Nemi Nagar Extension  
Vaishali Nagar Jaipur, 302021

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Dear SHUBHAM JAIN

We are pleased to inform you that you passed your interview and we are hereby offering you employment on contract basis for the position of a junior Architect at KAPPRI INNOVATIONS JAIPUR

Company. The terms and conditions of your employment are as follows:

#### **Day of Commencement**

You are expected to report to your duties as from 24th October 2020. Your contract is based on a period of two years after which we may renew it based on your performance and mutual agreement.

#### **Reporting**

You will report to your immediate supervisor on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.

#### **Roles and Responsibilities**

Your roles and responsibilities are outlined in the job description which is an extension of this contract. Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.

#### **Monthly Salary**

You are entitled to a monthly compensation amounting to (18000) which will be subject to all statutory and company deductions with regards to the law.

#### **Copyrights and Ownership**

You shall not work with any other company either full time or part-time in a capacity that would create a conflict of interest with the company.

#### **Amendment and Enforcement**

Any alterations or amendment to this contract shall be duly communicated in writing taking into consideration both the employer's and employee's views.

Your's Faithfully

A handwritten signature in black ink, appearing to be 'Ajay', is written over a horizontal line.





Architecture  
Interior Design  
Project Management

[kappriinnovation@gmail.com](mailto:kappriinnovation@gmail.com)  
[kapilmistry@hotmail.com](mailto:kapilmistry@hotmail.com)

Phone – 141-4002369  
35 Shri Path Nemi Nagar Extension  
Vaishali Nagar Jaipur, 302021

---

Dear SUBHI CHATURVEDI

We are pleased to inform you that you passed your interview and we are hereby offering you employment on contract basis for the position of a junior Architect at KAPPRI INNOVATIONS JAIPUR

Company. The terms and conditions of your employment are as follows:

#### **Day of Commencement**

You are expected to report to your duties as from 24th October 2020. Your contract is based on a period of two years after which we may renew it based on your performance and mutual agreement.

#### **Reporting**

You will report to your immediate supervisor on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.

#### **Roles and Responsibilities**

Your roles and responsibilities are outlined in the job description which is an extension of this contract. Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.

#### **Monthly Salary**

You are entitled to a monthly compensation amounting to (21000) which will be subject to all statutory and company deductions with regards to the law.

#### **Copyrights and Ownership**

You shall not work with any other company either full time or part-time in a capacity that would create a conflict of interest with the company.

#### **Amendment and Enforcement**

Any alterations or amendment to this contract shall be duly communicated in writing taking into consideration both the employer's and employee's views.

Your's Faithfully

A handwritten signature in black ink, appearing to be 'Subhi Chaturvedi', is written over a horizontal line.







Architects, Planners & Interior designers



9<sup>th</sup> February, 2021

Subject: Letter of Appointment

Dear Ms. Shweta Rathore

We are pleased to appoint you as an Architect in our firm. You can join from today and start working. Scope of work will include architecture, interior and landscape design as well as client interactions.

Initial stipend would be 7,000/- for the probation period of three months, rest will be discussed.

We welcome you to Originators family and trust we will have a long and mutually rewarding association.

Yours faithfully,

AR. SAURABH YADAV  
C.O.A. No. 30777



To,  
Ms. Shweta Vaishnav,  
A6 jamnalal bajaj marg c scheme Jaipur  
Phone: 9521889529  
Email: shwetavaishnav2302@gmail.com

Sub: Agreement for Junior Architect Consultant

Dear Ms. Shweta,

We are pleased to offer you a position of junior architect consultant with Earthscapes Consultancy Pvt Ltd at its Ahmedabad offices, and reporting to the Directors.

This agreement covers the general terms and conditions of your consultancy with ECPL. Now it is agreed that, this consultancy agreement between Earthscapes Consultancy Pvt Ltd (herein referred to as 'ECPL') as the first party, and Shweta Vaishnav (herein referred to as 'you') as the second party, will be subject to the following





DESIGN FORUM  
INTERNATIONAL

• ARCHITECTURE • URBAN DESIGN • TOWN PLANNING •

Date:05.06.2021

## Salary Slip

This is to certify that Ms. Sukriti Setia has been working in our organization as an “Jr. Architect ” at a Gross Salary of Rs 21250/- per month ,

The Last 3 months salary is as under.

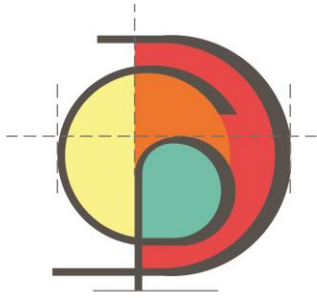
Months	Basic	HRA	Conveyance +Medical	Total Gross Salary	TDS	Other Deduction	Net Payable Salary
Mar 21	15033	2050	4167	21250	0	0	21250
Apr 21	15033	2050	4167	21250	0	0	21250
May 21	15033	2050	4167	21250	0	0	21250

For **Design Forum International.**

Authorized Signatory







# PRATHU DESIGN GROUP

A-16, GOLE MARKET, JAWAHAR NAGAR, JAIPUR.

Dear TARANG VISHNOI

We are pleased to inform you that you passed your interview and we are hereby offering you employment on contract basis for the position of a junior Architect at PRATHU DESIGN GROUP JAIPUR Company. The terms and conditions of your employment are as follows:

## **Day of Commencement**

You are expected to report to your duties as from 24th October 2020. Your contract is based on a period of two years after which we may renew it based on your performance and mutual agreement.

## **Reporting**

You will report to your immediate supervisor on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.

## **Roles and Responsibilities**

Your roles and responsibilities are outlined in the job description which is an extension of this contract. Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.

## **ANUNAL Salary**

You are entitled to a monthly compensation amounting to 355000 which will be subject to all statutory and company deductions with regards to the law.

## **Copyrights and Ownership**

You shall not work with any other company either full time or part-time in a capacity that would create a conflict of interest with the company.

## **Amendment and Enforcement**

Any alterations or amendment to this contract shall be duly communicated in writing taking into consideration both the employer's and employee's views.

Your's Faithfully



# ESSENCE ARCHITECTS

## ARCHITECTS ENGINEERS AND INTERIOR DESIGNERS

### ESSENCE ARCHITECTS JAIPUR

To,

**TANISH MOORJANI**  
Rajasthan

This is to confirm your appointment as a Employee with ' **ESSENCE ARCHITECTS JAIPUR** '.  
The tenure for you would be joining from 15 SEP , 2020

#### **Employee Responsibilities:**

Your duties will primarily include preparation of drawings which include proposal, working drawings, presentation drawings, coordination with architects/clients/vendors/contractors, site survey& supervision as well as such other office work as may be assigned by your architects/ mentor.

You are entitled to a Annual compensation amounting to 362000 which will be subject to all statutory and company deductions with regards to the law.

#### **Terms and Conditions:**

7. As a student trainee you will be governed by the office Standing Order and Rules and Regulations.
8. Office time is 10:00 a.m hrs to 06:00 p.m hrs 6 days a week. Over – time can be scheduled if needed to meet project deadlines.
9. Daily working roster has to be maintained.
10. Any leave to be taken shall be informed a week prior.
11. Office will not provide any type of hardware, software and computer or laptop. Intern must use his/her own property regarding this and we will not be responsible for any software, hardware used by intern.
12. **The Firm is an equal opportunity employer and dignity is of utmost importance to us. In case you come across any instance of mis-conduct of any nature at any location related to your internship, you must immediately report the same to the Principal Architect Anubhav Mittal so that requisite action can be taken as per demanded by Law/Office Rules and Regulations**

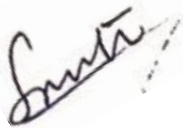
**The Office/Firm will neither re-imburse any kind of expenditure of any nature during the internship and also no stipend will be payable to you of any kind during the Internship. Any kind of liability of any sorts will also be borne by you and The Firm will not be liable in any way – direct or in-direct. all legal matters limited to jaipur jurisdiction only**

If found any misconduct, misbehavior or any other act, the management reserve the right to discontinue your training and cancel your facilities.

We welcome you and look forward to a mutually rewarding tenure of limitless learning possibilities.

Thanking you.

signature



ESSENCE ARCHITECTS JAIPUR

# **GUPTA ASSOCIATES**

## **ARCHITECTS ENGINEERS AND INTERIOR DESIGNERS**

**GUPTA & ASSOCIATES MUJJAFRANAGAR**

### **EMPLOYMENT LETTER**

Dear TANVI GUPTA

We are pleased to inform you that you passed your interview and we are hereby offering you employment on contract basis for the position of a junior Architect at **GUPTA & ASSOCIATES MUJJAFRANAGAR** Company. The terms and conditions of your employment are as follows:

#### **1. Day of Commencement**

You are expected to report to your duties as from 04th JULY 2020. Your contract is based on a period of two years after which we may renew it based on your performance and mutual agreement.

#### **2. Reporting**

You will report to your immediate supervisor on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.

#### **4. Roles and Responsibilities**

Your roles and responsibilities are outlined in the job description which is an extension of this contract. Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.

#### **5. Monthly Salary**

You are entitled to a monthly compensation amounting to (22500) which will be subject to all statutory and company deductions with regards to the law.

#### **6. Working Hours**

Your working hours shall be from 9 a.m to 6 p.m (Monday-Friday). However, you may also be required to avail yourself outside these stipulated hours if the need arises.

#### **7. TERMINATION**

**This contract can be terminated:**

By either party given a prior 30 working days written notice failure to which a compensation equivalent to a month's salary will be awarded.

Or,



By the Employer on grounds of indiscipline or under-performance.

Or,

By the Employer on account of redundancy/retrenchment as per the law.

#### **9. Copyrights and Ownership**

You shall not work with any other company either full time or part-time in a capacity that would create a conflict of interest with the company.

#### **10. Amendment and Enforcement**

Any alterations or amendment to this contract shall be duly communicated in writing taking into consideration both the employer's and employee's views.

Your's Faithfully

A handwritten signature in black ink, appearing to be 'A. Gupta', written over a faint circular stamp.

**GUPTA ARCHITECTS**

# SHARMA ARCHITECTS

## ARCHITECTS ENGINEERS AND INTERIOR DESIGNERS

SHARMA ARCHITECTS AND LANDSCAPEARS AGRA

Dear TARUN SHARMA

We are pleased to inform you that you passed your interview and we are hereby offering you employment on contract basis for the position of a junior Architect SHARMA ARCHITECTS AND LANDSCAPEARS AGRA

Company. The terms and conditions of your employment are as follows:

### **Day of Commencement**

You are expected to report to your duties as from 21th JULY 2020. Your contract is based on a period of two years after which we may renew it based on your performance and mutual agreement.

### **Reporting**

You will report to your immediate supervisor on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.

### **Roles and Responsibilities**

Your roles and responsibilities are outlined in the job description which is an extension of this contract. Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.

### **Monthly Salary**

You are entitled to a monthly compensation amounting to (18500) which will be subject to all statutory and company deductions with regards to the law.

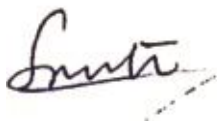
### **Copyrights and Ownership**

You shall not work with any other company either full time or part-time in a capacity that would create a conflict of interest with the company.

### **Amendment and Enforcement**

Any alterations or amendment to this contract shall be duly communicated in writing taking into consideration both the employer's and employee's views.

Your's Faithfully





Letter of Employment

Date: 16<sup>th</sup> March, 2021

Dear Ms. Vandita Baheti

Welcome to Studio141!

I would like to offer you a position of junior architect at Studio141. Your remuneration will be 15000 /- INR as base salary and can go upto 18000/- INR per month, based on your performance. Your joining date would be 17<sup>th</sup> March, 2021. The office timings are from 10:00 am to 7 pm.

We are glad to have you as part of the team.

Regards



Ar. Vipul Verma

Principal Architect

# THOLIA ASSOCIATES

## ARCHITECTS ENGINEERS AND INTERIOR DESIGNERS

### THOLIA & ASSOCIATES JAIPUR

To,

**VARNIKA TOLIA**  
Rajasthan 302017

This is to confirm your appointment as a Employee with ' THOLIA & ASSOCIATES JAIPUR

:

The tenure for your 2<sup>nd</sup> Semester internship would be from 14 july, 2020

#### **Employee Responsibilities:**

Your duties will primarily include preparation of drawings which include proposal, working drawings, presentation drawings, coordination with architects/clients/vendors/contractors, site survey& supervision as well as such other office work as may be assigned by your architects/ mentor.

You are entitled to a monthly compensation amounting to 18500 which will be subject to all statutory and company deductions with regards to the law.

#### **Terms and Conditions:**

1. As a student trainee you will be governed by the office Standing Order and Rules and Regulations.
2. Office time is 10:00 a.m hrs to 06:00 p.m hrs 6 days a week. Over – time can be scheduled if needed to meet project deadlines.
3. Daily working roster has to be maintained.
4. Any leave to be taken shall be informed a week prior.
5. Office will not provide any type of hardware, software and computer or laptop. Intern must use his/her own property regarding this and we will not be responsible for any software, hardware used by intern.
6. **The Firm is an equal opportunity employer and dignity is of utmost importance to us. In case you come across any instance of mis-conduct of any nature at any location related to your internship, you must immediately report the same to the *Principal Architect Anubhav Mittal* so that requisite action can be taken as per demanded by Law/Office Rules and Regulations**

**The Office/Firm will neither re-imburse any kind of expenditure of any nature during the internship and also no stipend will be payable to you of any kind during the Internship. Any kind of liability of any sorts will also be borne by you and The Firm will not be liable in any way – direct or in-direct. all legal matters limited to jaipur jurisdiction only**

If found any misconduct, misbehavior or any other act, the management reserve the right to discontinue your training and cancel your facilities.

We welcome you and look forward to a mutually rewarding tenure of limitless learning possibilities.

Thanking you.

THOLIA & ASSOCIATES JAIPUR

signature





# Salary Slips/Bank Statement record

The Architectural Studio, New delhi to Vasu Jain

Date	Narration	Chq./Ref.No.	Value Dt	Withdrawal Amt.	Deposit Amt.
12/11/20	NEFT CR-BARB0SAKETX-THE ARCHITECTURAL ST UDIO-VASU JAIN-BARBP20317648712	BARBP20317648712	12/11/20		18,000.00
28/12/20	NEFT CR-BARB0SAKETX-THE ARCHITECTURAL ST UDIO-VASU JAIN-BARBX20363032789	BARBX20363032789	28/12/20		26,680.00
01/01/21	NEFT CR-BARB0SAKETX-THE ARCHITECTURAL ST UDIO-VASU JAIN-BARBR21001250727	BARBR21001250727	01/01/21		25,000.00
22/02/21	NEFT CR-BARB0SAKETX-THE ARCHITECTURAL ST UDIO-VASU JAIN-BARBW21053219974	BARBW21053219974	22/02/21		30,000.00
25/03/21	NEFT CR-BARB0SAKETX-THE ARCHITECTURAL ST UDIO-VASU JAIN-BARBY21084175594	BARBY21084175594	25/03/21		30,000.00
16/04/21	NEFT CR-BARB0SAKETX-THE ARCHITECTURAL ST UDIO-VASU JAIN-BARBT21106981594	BARBT21106981594	16/04/21		30,000.00
24/05/21	NEFT CR-BARB0SAKETX-THE ARCHITECTURAL ST UDIO-VASU JAIN-BARBU21144038051	BARBU21144038051	24/05/21		30,000.00



Vinay Shrestha &lt;vinayshrestha1@gmail.com&gt;

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## Job application - Junior Architect

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**sma Architects/Planners** <sma.anp@gmail.com>  
To: Vinay Shrestha <vinayshrestha1@gmail.com>

22 January 2021 at 11:50

Dear Vinay,  
Thank you for making time earlier this week. It was good to talk to you in person.  
We appreciate your approach to sustainability and your fondness for designing with nature.  
We've had an office discussion after your interview and in short, we would like you on-board the SMA team!

We are offering you the position of an architect starting February 1st, 2021  
(let us know if this date works or if you will need more time) with a probation period of 12 weeks. If during that 12 weeks period, you like working with us and vice versa, and if you can pickup our way of working, you can continue working with us.  
We generally work five days a week, Monday to Friday from 10:00 to 18:00 hours but this may vary as per the need of the hour.

Remuneration wise, since we're non-profit, we can offer you NRs 20,000 for the first 3 months.  
After we assess your work at the end of the probation period, we can offer you NRs 24,000.  
The salary offered is inclusive of the employee's provident fund which is 20% of your gross salary.

We are an organisation that believes in rewarding our team members so if you do good work,  
there is always more room for review as you keep working with us. Field visit costs will off course be covered.

If you accept this offer, please reply back to this email and also confirm that you can commit for at least a year.

We are very inclusive and have an open office structure with a flat hierarchy. We expect everybody, even our interns to take part in design discussions and take their own initiatives. A willingness to try out new things and seeing things through is a must. We believe in clear communication so we will help you along the way and hope that you never stop asking questions!

Do let us know if you accept our offer. We hope you do!

It will be an unique and valuable experience to learn the sustainable way of building!

Kind regards,  
Rabita

**Sustainable Mountain Architecture**  
*Chakupat, Lalitpur, Nepal*  
Phone : +9779860438052  
Skype ID: sma.anp  
[sustainablemountainarchitecture.tumblr.com](http://sustainablemountainarchitecture.tumblr.com)

[Quoted text hidden]



Vinay Shrestha &lt;vinayshrestha1@gmail.com&gt;

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**Job application - Junior Architect**

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**Vinay Shrestha** <vinayshrestha1@gmail.com>

27 January 2021 at 14:55

To: sma Architects/Planners &lt;sma.anp@gmail.com&gt;

Respected Ma'am,

Thank you for your time and for offering the opportunity to work with SMA. I'm delighted to accept the offer.

I confirm that I am willing to commit for at least a year however I will need some time before joining, thus, I propose for my joining date to be 1st March 2021, after which, I will be on a probation period for 12 weeks.

I look forward to beginning work and meeting the team and I hope to make notable contributions and successfully assist the company in achieving its set goals and milestones.

Best regards,  
Vinay Kumar Shrestha  
+917976025491

[Quoted text hidden]





Vinay Shrestha &lt;vinayshrestha1@gmail.com&gt;

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**Job application - Junior Architect**

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**sma Architects/Planners** <sma.anp@gmail.com>  
To: Vinay Shrestha <vinayshrestha1@gmail.com>

28 January 2021 at 09:00

Dear Vinay,  
Thank you for accepting our offer and welcome to team SMA!  
We look forward to working with you.  
See you in March!

Best,  
Rabita

**Sustainable Mountain Architecture**  
*Chakupat, Lalitpur, Nepal*  
Phone : +9779860438052  
Skype ID: sma.anp  
[sustainablemountainarchitecture.tumblr.com](https://sustainablemountainarchitecture.tumblr.com)

[Quoted text hidden]



# newness

Architecture

Interior

Landscape

June 02, 2021

To,  
Ms. Yesha Kasat,

## **SUB: LETTER OF CONFIRMATION**

Dear Yesha Kasat,

We are pleased to inform you that you have been confirmed as “**Junior Architect**” in our organization on the following terms and conditions.

- **Confirmation Date:** Your date of confirmation as per our firm records is **June 01, 2021**.
- **Compensation:** You will be paid **total yearly** emoluments of **INR 2,04,000/-**(Rupees two lakh and four thousand only) or **17,000/-**(Rupees Seventeen thousand only) **per month**. Your emoluments would be reviewed from time to time and revision will be made at the firm’s discretion based on your conduct, length of service, performance, results achieved, etc. You will be eligible for benefits as per government rules and rules laid down by the management of the firm. All payments to you under the terms of employment are subject to deductions at source under the Income Tax Act, 1961 and any other enactment that may be in force from time to time.
- **Other Work/Activity:** Yours is a full-time employment with the firm. You shall not take up any other work for remuneration or work in advisory capacity in any other trade or business, other than looking after activities of our sister companies during your employment with the firm.
- **Confidentiality:** You will be required to maintain confidentiality about all matters, documents, drawings and information relating to the firm’s work and this requirement for confidentiality would continue even after cessation of your employment. You would be required to sign an Undertaking to this effect and any breach of confidentiality would be subject to penal action by the management including termination of your services with immediate effect as also making you liable for all losses and damages which may be suffered by the firm.
- **Code of Conduct:** The code of conduct and discipline as maintained in the office shall be applicable to you as well. You will be required to observe all the rules and regulations concerning office procedures and discipline that may be in force from time to time. You shall be responsible for protecting the property of the firm entrusted to you in the due discharge of your duties and you shall indemnify the firm, when there is a loss of any

[designbynewness@gmail.com](mailto:designbynewness@gmail.com)

Address 1: 33-Yadav nagar, pani pech,  
Jaipur - 302016



Phone: +91-9096480645/+91-8218408715

Address 2: 404 - suyash building, parel(w),  
Mumbai - 400013



# newness

Architecture

Interior

Landscape

kind to the said property. Failure to adhere to this code of conduct will be treated very seriously and may lead to disciplinary action, in accordance to local policy and law.

- **Travel:** You may be required to travel on firm work. You will be paid expenses for travel as per the firm's rules.
- **Working hours and Working days:** Your working hours will be 9 hours per day. The firm weekly off be on Sunday and every third Saturday will also be given as an off. A detailed list of specific firm holidays may be obtained from the management. You may also be required to do shift duties. You may be required to work beyond scheduled working hours whenever the need arises. If eligible, you will be overtime as per firm rules.
- **Leave:** On probation you shall not be entitled to any paid leave. All leave needs prior approval of your head to whom you will be reporting. Your leave entitlement is as follows:
  - **Casual Leave:** You are entitled to 12 casual leaves in a calendar year subject to maximum one per month. This leave is non-cumulative.
  - **Privilege Leave:** You are entitled to 20 paid annual leave during a calendar year, i.e., 1st January to 31st December. This leave is cumulative and the accumulation is subject to a maximum of 30 days. Employees can claim paid leave only after completion of one year i.e. 12 months or 240 days of service with effect from the date of joining. These leaves may be availed at a prior notice of 15 days.
  - **Leave without pay:** Occasions may arise when you may need to avail of leave even when you may not have leave to your credit such leave will be treated as leave without pay. Leave which is not duly authorized may lead to disciplinary action including termination of your employment.
  - **Please note:** The firm reserves the right to change leave policy with 30 days written notice to the employees.
- **Transfer:** The firm may need you to provide your services at any other unit/location of the firm or its affiliates and the management reserves the right to affect a transfer of your services accordingly.
- **Notice Period:** Either party giving two weeks' notice in writing during probationary period or two-month notice in writing after confirmation may terminate this contract of employment. Neither party is required to provide any reason for giving notice of termination of service. In an event of such notice not being served, you shall be liable pay two-month gross salary to the firm. The firm reserves the right to pay or recover salary in lieu of notice period not served. All benefits will cease from the day you are relieved of your duties. Once you submit your resignation letter, your pending dues will only be cleared at the time of your final settlement.

[designbynewness@gmail.com](mailto:designbynewness@gmail.com)

Address 1: 33-Yadav nagar, pani pech,  
Jaipur - 302016



Phone: +91-9096480645/+91-8218408715

Address 2: 404 - suyash building, parel(w),  
Mumbai - 400013





# newness

Architecture

Interior

Landscape

- **Termination:** The firm reserves the right to terminate your employment if there are disciplinary issues. Your services are liable to be terminated without any notice if the cessation is due to misconduct, disloyalty, act or omission involving moral turpitude or any act of indiscipline.
- **Separation:** On acceptance of notice you will be required to restore to the firm all documents, media, literature and all other firm property issued to you without retaining any copies. Failure to do so may result in monetary deductions from the dues payable to you.

**Dispute Resolution:** All disputes, differences of opinion and controversies shall be resolved amicably, failing which they shall be finally settled by a sole arbitrator appointed by the Parties. The Arbitration shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 or any amendment thereof for the time being in force. The award of the arbitrator shall be a reasoned award and shall be final and binding on the Parties. The place of arbitration proceedings shall be in Mumbai and the proceeding language and award shall be rendered in the English Language.

**Age of Superannuation:** Your age of Superannuation will be as per the policy of the firm, which on date is 58 years. However, the firm reserves the right to change the same.

**Verification and Misrepresentation:** This appointment is made assuming all the information given by you is correct. Any misrepresentation on any of the below would lead to termination of the appointment without any notice.

- Verification of Certificates regarding educational qualifications, age, experience and other testimonials which are to be submitted by you to the firm and which would be informed to you at the time of your interview confirmation.
- Production of a clear and unconditional relieving letter from your present employer which is to be submitted on the date of your joining the firm.
- A satisfactory report in regard to reference checks to be carried out by the firm and/or production of satisfactory letter of reference from your referees.
- Your employment will be governed by the rules of the firm at all times. Your detailed job description will be as given by your head to whom you will report.

The firm reserves the right to change any of the above terms with 30 days written notice to the employees. Please sign and return the duplicate copy of this letter as a token of your acceptance of the terms and conditions of service.

[designbynewness@gmail.com](mailto:designbynewness@gmail.com)

Address 1: 33-Yadav nagar, pani pech,  
Jaipur - 302016



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Mumbai - 400013



**newness**

Architecture

Interior

Landscape

We are happy that you have chosen Newness for your career and we look forward to working with you and hope that your association with us will be happy, mutually enriching and rewarding one.

Rajat Upadhyaya

Principal Architect

Newness

I agree and accept the above terms and conditions of employment

Yesha Kasat

Junior Architect

Newness

[designbynewness@gmail.com](mailto:designbynewness@gmail.com)

Address 1: 33-Yadav nagar, pani pech,  
Jaipur - 302016



Phone: +91-9096480645/+91-8218408715

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