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# AAYOJAN SCHOOL OF ARCHITECTURE

(Affiliated with Rajasthan Technical University)

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## Academic Year 2020-21 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)
2020-21	Aanchal Bansal	Architecture	2021	Jacobs solution India Pvt Ltd	5,75,814/-
2020-21	Abhilasha Jain	Architecture	2021	MA Architects	2,16,000/-
2020-21	Abhilasha singhal	Architecture	2021	Lines and Thoughts	1,44,000/-
2020-21	Akash Agarwal	Architecture	2021	Design Esprit	N/A
2020-21	Aman Khandelwal	Architecture	2021	Studio Symposium	N/A
2020-21	Anushka Tiwari	Architecture	2021	One Landscape Design Ltd	3,36,000/-
2020-21	Arushi Agarwal	Architecture	2021	Onething	N/A
2020-21	Avi Sharma	Architecture	2021	M/S Confluence Consultancy Services	3,00,000/-
2020-21	Ayush Kohli	Architecture	2021	Entrepreneur	2,16,000/-
2020-21	Ayush Mathur	Architecture	2021	Firki Studio	2,64,000/-
2020-21	Bhagya Laxmi bhargava	Architecture	2021	Design Impression	2,04,000/-
2020-21	Charul Khandelwal	Architecture	2021	Studio Symposium	Entrepreneur
2020-21	Deepanshi Jindal	Architecture	2021	Eco Mind Studio	1,80,000/-
2020-21	Deepti Jain	Architecture	2021	Ar.Vipul jain	1,44,000/-
2020-21	Disha Saxena	Architecture	2021	Vis Arch	2,22,300/-
2020-21	Divya soni	Architecture	2021	Venugopal Associates	1,44,000/-
2020-21	Divyansha Jain	Architecture	2021	Nhance Design Studio	1,80,000/-
2020-21	Gitayan Sahni	Architecture	2021	CMSM Design Workshop	3,00,000/-
2020-21	Harsh somani	Architecture	2021	Prime City Spaces	84,000/-
2020-21	Harshita Mangal	Architecture	2021	Studio 2M	N/M
2020-21	Karan jain	Architecture	2021	Navya Designs Pvt Ltd	2,40,000/-
2020-21	Kaushal Anchalia	Architecture	2021	Firki Studio	2,64,000/-
2020-21	Komal Lakhyani	Architecture	2021	The Sai Nest	2,76,000/-
2020-21	Krittika Uckoo	Architecture	2021	Studio Next	2,88,000/-
2020-21	Latika Kumawat	Architecture	2021	Black white Grey Design Studio	1,44,000/-
2020-21	Lokesh Kataria	Architecture	2021	Design Workshop	1,50,000/-
2020-21	Maansi Khangarot	Architecture	2021	Stephane Paumier	3,25,000/-
2020-21	Mahak Jain	Architecture	2021	SG design and Builds Pvt Ltd	3,00,000/-
2020-21	Mohika Sharma	Architecture	2021	Archore Design Firm	3,00,000/-
2020-21	Muskan Goyal	Architecture	2021	Basics Architects	3,00,000/-
2020-21	Muskan Rana	Architecture	2021	Design Square	1,44,000/-
2020-21	Poorva Gupta	Architecture	2021	Studio next	2,88,000/-
2020-21	Pranaya Gupta	Architecture	2021	Matra Architects & Urban planners	3,00,000/-
2020-21	Preksha Agrawal	Architecture	2021	Design Impression	2,04,000/-
2020-21	Priyansh Ajmera	Architecture	2021	Urbanism Architecture and Design	2,00,000/-
2020-21	Radhika Somani	Architecture	2021	INTACH	N/M
2020-21	Rahul Sharma	Architecture	2021	Space grid Architects	2,40,000/-
2020-21	Rajat Bansal	Architecture	2021	Prismarch Studio	Entrepreneur
2020-21	Raksha Garg	Architecture	2021	Jacobs solution India Pvt Ltd	4,83,000/-
2020-21	Rakshita Bhatt	Architecture	2021	MiniM	2,40,000/-
2020-21	Ravindra Kumar Singh	Architecture	2021	Studio 3 Space	2,40,000/-
2020-21	Riddhima Bhogra	Architecture	2021	Indara Consultants	3,00,000/-

2020-21	Rishika Jain	Architecture	2021	Imagine Design Studio	1,68,000/-
2020-21	Roshni Khandelwal	Architecture	2021	Brick by Brick Design Studio	Entrepreneur
2020-21	Saloni Gahlot	Architecture	2021	Attalika Architects	N/M
2020-21	Saumya Nagpal	Architecture	2021	TSDPL	1,92,000/-
2020-21	Shailesh Sancheti	Architecture	2021	Morphogenesis	N/M
2020-21	Shreya tandon	Architecture	2021	Design Esprit	N/M
2020-21	Shriya Mittal	Architecture	2021	Morphogenesis	N/M
2020-21	Smriti Mahindra	Architecture	2021	RMA Archirctects	2,64,000/-
2020-21	Snehi Poddar	Architecture	2021	NEEV Architects	Entrepreneur
2020-21	Snehlaxmi Shekhawat	Architecture	2021	Studio Lotus	5,38,188/-
2020-21	Somya Mathur	Architecture	2021	Rikki Mathur And associates	2,40,000/-
2020-21	Swarna Agarwal	Architecture	2021	Plural Design	2,76,000/-
2020-21	Swechha gupta	Architecture	2021	Vijay Gupta Architects	2,64,000/-
2020-21	Tanya Kaushik	Architecture	2021	Vesta	2,16,000/-
2020-21	Tejeswani tanwar	Architecture	2021	Morphogenesis	3,04,156/-
2020-21	Vaishnavi Singh	Architecture	2021	Entrepreneur	Entrepreneur
2020-21	VINAY AGARWAL	Architecture	2021	Kumarmoorthi and Associates	3,24,000/-
2020-21	Vipneet Kaur Brar	Architecture	2021	Viacon Architecture and Interior	3,00,000/-
2020-21	Yash Baid	Architecture	2021	The creators lab	N/M



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# AAYOJAN SCHOOL OF ARCHITECTURE

(Affiliated with Rajasthan Technical University)

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## Academic Year 2020-21 Placement Order



REF : vs: rn : sc  
DATE : 15 September 2022

**Ms. Aanchal Bansal**  
137 Pratap Nagar,  
Dadabadi Kota,  
Kota, Rajasthan – 324009

Dear Aanchal,

Further to the discussions you had with us, we are pleased to offer you contract appointment effective **15<sup>th</sup> September 2022** on the following terms and conditions.

Your place of reporting will be **Gurgaon**.

1. **DESIGNATION**

You will be designated as **Assistant Architect**. Your internal title will be **“Design Architecture Professional Entry Level”** in **grade in “10B”**. Your employment Number is **223319**.

2. **DURATION OF APPOINTMENT**

Your appointment will be up to **31<sup>st</sup> August 2023**. In the event of the work for which you are employed is completed before the above-mentioned date, your services are liable to be terminated earlier. Similarly, in the event of the work for which you are employed is not completed by **31<sup>st</sup> August 2023** your services may be extended for an appropriate period.

3. **SALARY & PERQUISITES**

- 3.1 You will be paid a Basic salary of **Rs. 16,795/-** per month.
- 3.2 House Rent Allowance of **50%** of Basic Salary.
- 3.3 Statutory Bonus is **Rs. 1,400/-** per month
- 3.4 You will be paid Management Allowance of **Rs. 21,392/-** per month.
- 3.5 You will be eligible for Provident Fund as per Company Rules.

4. **WORKING HOURS**

You will observe working hours as are applicable to the establishment to which you are attached.

5. **LEAVE**

You will be granted an all-inclusive leave with pay at the rate of 24 working days for each completed year of service. This leave or part thereof if not availed, can be encashed at the end of your contract period.

.2

6. **DUTIES**

You will be expected to perform all the duties as assigned to you from time to time by your superiors.

7. **NOTICE OF TERMINATION**

Notwithstanding what has been stated above, your contract of appointment will be subject to 30 days' notice on either side.

8. **OTHER TRAINING OR EMPLOYMENT**

You shall not accept any other training or employment, part time or otherwise, or engage in any commercial business or pursuit on your own account or as an agent for others. You shall not utilize or divulge to any person or persons any of the Company's trade secrets or affairs.

9. **CONFIDENTIAL AND BUSINESS CONDUCT**

As a further condition of employment and as part of your Onboarding process, you will be asked to read and acknowledge a Confidentiality Agreement and the Jacobs Corporate Policy concerning Business Conduct.

10. **ACCEPTABLE USE OF JACOBS INFORMATION SYSTEMS REQUIREMENTS**

Jacobs' information systems, including but not limited to computer equipment, software, operating systems, storage media, and network accounts providing electronic mail or other communications, are the property of Jacobs and are intended to promote Jacobs' business and support the needs of its clients. Use of Jacobs' resources, such as information systems, must be appropriate. Unauthorized use of Jacobs' information systems is prohibited.

11. **GENERAL**

If at any time, you become insolvent or are found guilty of dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or of any other conduct considered by the Company as detrimental to its interest, or of violation of one or more terms of this appointment, your services may be terminated without notice.

Please sign and return the duplicate copy of this letter indicating your acceptance of the above terms and conditions.

Yours faithfully,  
**JACOBS SOLUTIONS INDIA PRIVATE LIMITED**



**MANPREET BAKSHI**  
**HR PARTNER**



Private & Confidential

Date: Mar 08, 2022

Ms. Abhilasha Jain

5/386, SFS Agarwal Farm,

Mansarovar, Jaipur

Mail id: ar.abhilashaj@gmail.com

(M): 9636493386

Dear Ms. Abhilasha Jain

**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 **Junior Architect** and report to the **Sr. Architect & Above**. You will be posted at **Jaipur**. Your date of joining will be **09<sup>th</sup> March 2022**. Your roles and responsibilities will be as directed by the Company from time to time.

The attached Salary Structure can be changed in future as per change in Company's Salary Structure Policy or as per changes in Government norms keeping the same CTC.

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.

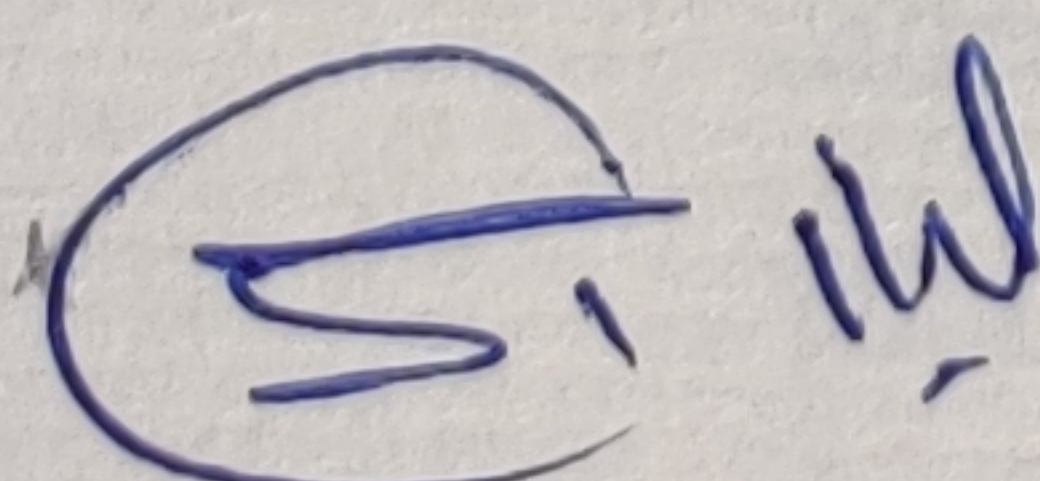
Your Annual compensation shall be **Rs. 2,16,000/- (Rs. Two Lakh Sixteen Thousand Only)** as per the detail of the break-up provided in annexure 2 attached here with.

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 architects pvt. ltd.



**Sharad Maithel**  
Director



jaipur  
a plot no.1, greenwoods, lal kothi scheme  
sahkar marg, jaipur - 302 001, India  
t +91-141-4299999, 2743613  
e studio@maarchitects.in  
w www.maarchitects.in

bangalore  
a plot no. 10/1-1, 2nd floor, 7th main,  
1st cross, appareddy palya, near ESI hospital,  
indira nagar, bangalore-560038, India  
t +91-80 41153691  
studio.blr@maarchitects.in





# LINES & THOUGHTS

BY KARTIK | AKSHAY

| ARCHITECTURE | INTERIORS |  
| LUXURY LIVING | DESIGN | BUILD | FURNITURE & DECOR |

OFFICE ADDRESS -  
FIRST FLOOR, NEAR ARYA NAGAR CHOWK,  
OPPOSITE PEER MAZAR, JWALAPUR - KANKHAL ROAD,  
HARIDWAR, UTTARAKHAND - 249407  
STUDIOLINESTHOUGHTS@GMAIL.COM  
+91-8958542717  
+91-7417755331

10th November 2021

**Ms. Abhilasha Singhal**

+91-7049096646

Dear Abhilasha,

We are please to inform you that Lines & Thoughts is offering to you an position as a Junior Architect beginning from 10th Novemeber 2021 .  
Your job responsibilities will include: independent design work, active collaboration on design in a group (hand sketches, CAD drawings, model making, support research, independent research etc.).

We will be offering you Rs.12,000/- per month for the post of Junior Architect.

On behalf of the company, I welcome you to the Lines & Thoughts family.

Regards,



Ar. Kartik Khurana  
Co-Founder / Principal Architect  
| Lines & Thoughts |

# DESIGN ESPRIT

## TO WHOM SO EVER IT MAY CONCERN

This is to certify that Mr. Akash Agarwal s/o Mr. Ravindra Agrawal is working as a junior architect in our office.

We look forward to our association with him.

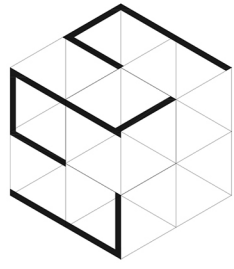
The salary has not been decided yet.

Date :- 20.09.2022

For Design Esprit

  
rajinder puri

**KAJINDER FURI**  
Architect  
Registration No. CA/87/11120



Studio  
Symposium

December 15<sup>th</sup> 2021

To Whomesoever it may concern

This is to certify that Ar. Aman Khandelwal has been working as Principal Architect in our office since 1st Dec 2021.

STUDIO SYMPOSIUM



**One Landscape Design Limited**

Landscape Consultant Service

**Anushka Tiwari**  
**Passport No# T4130863**

## **Landscape Consultant Service**

This agreement is made on 6<sup>th</sup> Aug, 2021 between:

**Company:** **One Landscape Design Limited of**  
"One" *Rm506, 5/F, Opulent Building, 402-406 Hennessy Road, Hong Kong*

**Landscape Consultant:** **Anushka Tiwari, Passport No# of T4130863**  
D-45 'SAI-KRIPA', JYOTI MARG, BAPU NAGAR, JAIPUR , RAJASTHAN

### **Commencement of Landscape Consultant Service**

Your service shall commence on 9<sup>th</sup> Aug, 2021

#### **1. Position and Duties**

Your job title is **Landscape Designer**.

A job description in respect of your employment may be provided to you but will not form part of this contract and may be amended by the Company from time to time. In addition to your normal duties, you may be required to carry out other duties as required.

You shall not undertake any other employment whether paid or otherwise without the consent of the Company.

#### **2. Probation**

You will undergo a probation period of 3 months from the commencement date.

#### **3. Salary**

Your monthly remuneration will consist of INR 28,000.00 per calendar month.

The Company reserves the right at its absolute discretion to deduct from your salary any amount you may owe the Company subject to the restrictions as set out in the Employment Ordinance as amended from time to time.

#### **4. Bonus**

Any bonus or declarations of bonus shall be made at the sole and absolute discretion of the Company. The bonus amount will be based on the achievement of the Company and your individual performance.



## **5. Place of Work**

Your primary place of work will be in India or other such places whether within or outside India as the Company may specify from time to time.

## **6. Hours of Work**

The working hours of the Company are Monday to Friday from 9am to 6pm with an hour break for lunch. No overtime or additional remuneration will be payable for any time worked outside the normal working hours of the Company.

## **7. Leave**

You will be entitled to 12 working days paid annual leave in each period of 12 consecutive months commencing on 1st May in each calendar year subject to the following:

If your employment commenced or terminates part way through the holiday year, your leave entitlement during that year will be assessed on a pro-rated basis. Deductions from your final salary due to you on termination of employment will be made in respect of any leave taken in excess of your entitlement.

Holidays must be taken at times convenient to and agreed with the Company and sufficient notice of intention to take holidays must be given. Prior written approval has to be obtained from the Company for request of holidays for 5 or more consecutive days.

You will be entitled to carry over beyond 30th April in any year up to 5 days unused leave entitlement provided that any such unused days shall not be carried forward beyond 31st July in any year unless prior written approval has been obtained from the Company.

Special leave may be obtained in emergency situations with the agreement of the Company.

## **8. Public Holidays**

In addition to annual leave, you are entitled to all general holidays of India as defined in the General Holidays Ordinance and shall be paid for each general holiday.

## **9. Sickness**

You will be entitled to paid sickness day(s) in accordance with the Employment Ordinance.

If you are absent from work on account of sickness or injury, you or someone on your behalf should inform the Company of the reason as soon as possible but no later than 10am.

Doctor's note must be presented for the fifth or beyond sickness days taken within the calendar year.

Doctor's note is also required for 2 or more consecutive sickness days.

## **10. Expenses**

All legitimate travel and out of pocket expenses incurred whilst on the Company's business and in proper discharge of your duties hereunder are claimable, but need to be supported by receipts or other evidence of actual payment of such expenses prior to the claim being made. All claims must be approved by the Project Director, and all claims should be processed within two calendar months from the date of expense.

### **Policy for Expense Reimbursement**

#### *A. Local Traveling*

Local Traveling should aim at achieving the following objectives:

- Lowest reasonable cost
- Effective; and
- Fast

Whenever possible, public transport should be taken, Taxi can be considered for urgent assignments or if there are more than one person traveling together or OT work and leave office after 11:00p.m

#### *Project Related Expenses*

A hard copy of the expense claim should be printed out, attached with original receipts and passed to the respective Project Director for approval.

OT meal could claim in every Saturday, Sunday or Public holiday. Weekday could claim after 8:00pm.

Maximum claim INR 500.00 per meal.

## **11. Termination**

Landscape Consultant Service may be terminated either by you or the Company giving a one month written notice. Upon termination, you shall return to the Company all documents, records, items and materials in your possession or custody belonging to the Company or its clients and you shall not retain any copies (including electronic or soft copies) thereof.

## **12. Confidentiality**

Both during and after the period of your service provided with the Company for whatever reason you should keep confidential and must not disclose to a third party without the Company's prior written consent all confidential information and trade secrets whether of a design nature or otherwise, and whether relating to the Company its suppliers, agents, distributors, clients or customers.

All notes, memoranda, records and writing made by you relating to the business of the Company shall be and remains the property of the Company and shall be delivered by you to the Company forthwith upon request.

## **13. Publicity**

Under this Contract you must not, except with the prior consent of a director of the Company, write, contribute to or cause to be written or published (whether or not under your own name) any book or newspaper, magazine or other journal article or participate in or contribute to any television or radio broadcast in each case in so far as any such communication, book, article or broadcast relates to or is in anyway connected with the business of the Company.

#### **14. Intellectual Property**

You acknowledge and agree that all intellectual property rights in all the designs, drawings and other information, documents or ideas produced, invented, developed or created by you whether alone or jointly with other, in the course of your service provided period and in association with the Company shall belong to and remain the sole and absolute property of the Company and in consideration of such employment or association you agree to release and / or waive any moral rights thereto.

You will not seek to assert any proprietary interest in respect of the same and will do all such things and acts as the Company may require, including, without limitation, applying or joining in applying for protection in Hong Kong or any other parts of the world for such intellectual property rights, the signature or execution of any deeds, contracts or other instruments, to cause such intellectual property rights to be duly vested in the Company or such other company as may be nominated by the Company on and for it to enjoy the full rights associated with the ownership thereof.

#### **15. Governing Law**

This employment contract shall be governed by and constructed in accordance with the laws of Hong Kong and the parties hereto submit to the exclusive jurisdiction of the Hong Kong courts.

Signed for and behalf of One Landscape Design Limited:

#### **16. Ownership of software**

You can only purchase or rent any software after getting the Company's official permission. The Company grants you a limited, personal, non-transferable, non-exclusive license to use or access any software and documentation solely for the purposes specified in this Contract. You have no ownership rights, express or implied, or any other rights in the software or Documentation other than those specified in this Contract. You shall not relicense, sublicense, copy, modify, enhance, make errors corrections to, create derivative works based on, decompile, decrypt, reverse engineer, or disassemble the Software (including any database) or Documentation, or permit any third party to do so. You shall not rent, lease, lend, or otherwise distribute or use the Software or Documentation in any time-sharing, service bureau, or similar arrangement, or in any manner that may causes the Software or Documentation in whole or in part to become subject to any excluded License.



..... Date: 6 Aug 2021 .....

**Viraj Chatterjee**

Principal

**EMPLOYEE:**

*I warrant to the Company that I am not bound by or subject to any court order, agreement, arrangement or undertaking which in any way restricts or prohibits me from entering into this Agreement or from performing my duties under this Agreement.*

*I confirm that I have read and understand the above Agreement setting out the particulars of my employment by the company and I accept and agree to be bound by them.*



..... Date: 06-08-2021 .....

**Anushka Tiwari, Passport No# T4130863**



# Offer Letter- Arushi...



**Designing for  
Growth and Transformation**

Dear Arushi Agarwal

December 21, 2021

Subject : **Offer for the position of UX Designer**

Following our recent discussions, we're delighted to extend our offer for the position of **UX Designer** with 1thing Design & Innovation Pvt Ltd. You will be an integral part of a fast-paced and dedicated team that works together to provide the highest level of quality and service.

As a member of the team, we would ask for your commitment to deliver outstanding quality and results that exceed expectations. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

Please find below the Terms and Conditions of your employment, should you accept this offer letter:

# PAYSLIP JUN 2022

M/S CONFLUENCE CONSULTANCY SERVICES

B-421, NEW FRIENDS COLONY,  
NEW DELHI DELHI 110065

## AVI SHARMA

Employee Number CCS0065	Date Joined 13 Dec 2021	Department Design Team - Sauren Banerjee	Sub Department N/A
Designation Architect	Payment Mode Bank Transfer	Bank Axis Bank	Bank IFSC UTIB0000031
Bank Account 916010027017176	PAN HOEPS9672P	UAN NA	PF Number NA

## SALARY DETAILS

ACTUAL PAYABLE DAYS 31.0	TOTAL WORKING DAYS 31.0	LOSS OF PAY DAYS 0.0	DAYS PAYABLE 31
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### EARNINGS

Basic	21,100.00
HRA	3,900.00
<b>Total Earnings (A)</b>	<b>25,000.00</b>

Net Salary Payable ( A )	25,000
Net Salary in words	<b>Twenty Five Thousand only</b>

**\*\*Note :** All amounts displayed in this payslip are in **INR**

\*This is computer generated statement, does not require signature.

23rd September 2022

Respected Sir/Ma'am

This is to declare that I, Ar. Ayush Kohli has been practicing architecture, as a freelancer in Sriganaganagar; from January, 2022 to present time.

And my average earning per month since Jan.'22 is Rs. 18,000/-.

I haven't established a firm till now, as I'm planning to apply for a job.



Ar. Ayush Kohli



15<sup>th</sup> December, 2021

### **JOINING CUM OFFER LETTER**

Dear Ayush,

It is my pleasure to offer you the position of an Architect in Firki Studio. You will be part of our design team as an Architect. Please go through the following terms and conditions of our organization:

1. Your joining would be from 1<sup>st</sup> January, 2022.
2. You will be required to take up multiple projects which would vary from Architecture, Interior, landscape, product design or furniture design. Your involvement would be from conceptual design to construction on site which also include preparation of all drawings, coordination among different consultants, site supervisions, client meetings and presentations.
3. Your salary would be 22k per month which would be increased based on your performance after probation period.
4. You will be on a probation for 2 months post which your salary would be 25k per month.
5. You will have to give 1 month notice in advance before leaving this job.
6. You will be eligible for 18 days leave pro-rated per calendar year. However, leave will be allowed subject to exigencies of work.
7. All Sundays are off unless there are certain emergencies at site. Saturdays are relaxed.
8. In addition to the above, you will be entitled to travel allowance or outstation allowance if there are site visits outside Delhi/NCR.

Please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to FIRKI STUDIO and look forward to a fruitful collaboration.

With best wishes,

Shiv Pratap  
(Partner- Firki Studio)

15<sup>th</sup> December, 2021  
COA No. – CA/2012/56280



# DESIGN IMPRESSION

ARCHITECTURE.INTERIORS.LANDSCAPE

## JOB CERTIFICATE

This is to certify that **Ar. Bhagya Laxmi Bhargava** is working at Design Impressions at the position of Architect with salary of Rs. 17000/- per month.

The effective date of joining was 21<sup>st</sup> Feb, 2022 with office working hours as 10:00 a.m. – 6:30p.m. with Probation period of 3 months from the date of joining.

Her duties and responsibilities include planning, designing and execution of Interior as well as Architectural projects.

She has been a valuable asset to the organization who always comes with creative and fast solutions to all the problems.

Regards,



ANKIT KUMAR GUPTA  
ARCHITECT  
(CA/2008/42332)

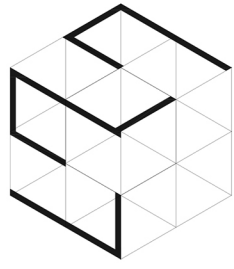
Seal of Director/Principal Architect

Date: 23-09-2022

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DESIGN IMPRESSION STUDIO

56/8, RAJAT PATH, MADHYAM MARG, MANSAROVAR, JAIPUR -302020  
(P): +91-141-2784982 (M): +91-94144 58704 (EMAIL): [ar.ankitguptastudio@gmail.com](mailto:ar.ankitguptastudio@gmail.com)



Studio  
Symposium

December 15<sup>th</sup> 2021

To Whomesoever it may concern

This is to certify that Ar. Charul Khandelwal has been working as Principal Architect in our office since 1st Dec 2021.

STUDIO SYMPOSIUM

**OFFER AND APPOINTMENT LETTER**

Date: 19<sup>th</sup> August, 2021

To,

**Ms. Deepanshi Jindal**

Address: 3/19 A-3 Sita kunj, Agra – 282003

Phone: +91 8890108274

Email: [deepanshijindal244@gmail.com](mailto:deepanshijindal244@gmail.com)

Dear Deepanshi,

Thank you for the keen interest you have shown in our firm. Consequent to your application and subsequent discussions you had with us, we are pleased to offer you the position of **Junior Architect** at EcoMind Studio. We expect you to join the firm in the first week of September as per your convenience, latest by **6<sup>th</sup> of September, 2021**.

We look forward to have you as a part of the team and wish you a fascinating career with us.

Please sign and return a copy of this letter, indicating your acceptance of the offer via email.

Your salary for the probation period of first three months will be Rs.15,000/-, which we will revise and increment after the mentioned time period.

Looking forward to working with you.

Regards

For **EcoMind Studio**



**Aman Sonel**

M.Arch (Landscape), B.Arch



**Mayank Modi**

B.E.(Civil)

**Ar. VIPUL JAIN**  
ARCHITECTURE | PLANNING | INTERIOR DESIGN  
G-35, MANGLAM FUN SQUARE, DURGA NURSERY ROAD  
UDAIPUR (RAJ.) 313001  
+91-9982609826

**OFFER AND APPOINTMENT LETTER**

Date: 15<sup>th</sup> February, 2022

To,  
Ms. Deepti Jain  
Address: *Kanhaiya Villa, I-2, h. no. 21 jai shree colony, Udaipur - 313001*  
Phone: +91 9414719470  
Email: [deeptijain2793@gmail.com](mailto:deeptijain2793@gmail.com)

Dear Deepti,

Thank you for the keen interest you have shown in our firm. Consequent to your application and subsequent discussions you had with us, we are pleased to offer you the position of Junior Architect. We expect you to join the firm in the first week of March, 2022 as per your convenience.

We look forward to have you as a part of the team and wish you a fascinating career with us. Please sign and return a copy of this letter, indicating your acceptance of the offer via email.

Your salary for the probation period of first three months will be RS12,000, which we will revise and increment after the mentioned time period.

Looking forward to working with you.

Regards

**Ar. VIPUL JAIN**  
CO. No. CA/2020/25111  
66, MP Colony, Sec. 2, H.M. Udaipur-313001  
Mob. No. : 9982609826  
Ar. Vipul Jain  
M. Arch, B. Arch



**Private & Confidential**

**Date : 2<sup>nd</sup> Aug, 2021**

**Ms. Disha Saxena  
28, Ayodhya colony,  
Herapura Ajmer road,  
Jaipur, Rajasthan.**

Dear Disha,

**Subject: Letter of Appointment (Probation period Six Months)**

With reference to the subject, We are pleased to inform you that your employment with VISARCH has been confirmed in the Services of **Junior Architect**. Your Salary will commence Rs 65 per hour.

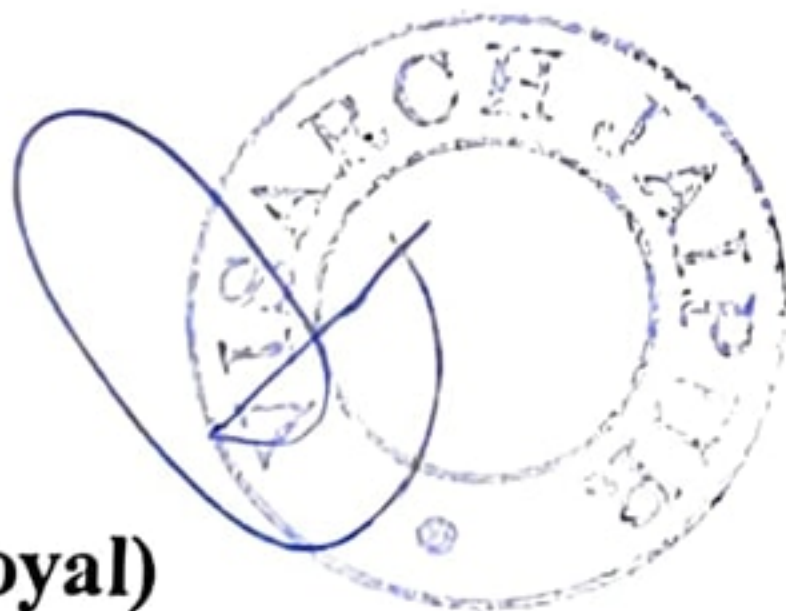
As agreed, your starting date will be 2<sup>nd</sup> Aug. 2021 and your work timings is 9.30am to 7.00 pm, Monday to Saturday.

If you have any further queries about your employment, you may contact me directly or approach the HR department.

Congratulations on your appointment and welcome to VISARCH. We look forward to years of fruitful cooperation and success. We wish you the best of luck in your new post.

Sincerely,

For VISARCH



**(Archana Goyal)**  
*Principal Architect  
& Proprietor*



Date 06.12.2021

Ms. Divya Soni

Further to your resume & telephonic discussion held we appoint you as Jr.Architect in our organization on following terms & conditions.

1. You will be initially for three months on probation. We will evaluate and observe you.
2. You will be paid 12000/- per month as your salary. Leaves are not paid.
3. You are requested to carry out your duties and responsibilities diligently, and shall at all times safeguard the interest of the organization. The Management regards conflict of interest as a severe offence, which may lead to dismissal.
4. Following the successful completion of Probation period, after confirmation either party may terminate the agreement by giving one (1) month notice in writing.
5. 15 days salary will be kept as deposit which will be paid at the time of final settlement
6. Min15 days pre notice is required for before leaving the organization

We welcome you on board.

M. Venugopal

Proprietor


Date: 03.03.2022

## JOINING LETTER

This is to inform Miss Divyansha Jain D/o Mr. Santosh kumar Jain that subsequent to your interview, you are offered a job as a junior architect. You are to report to the office on 21March, 2022 at 10:30 am.

As discussed during the interview your starting salary would be 15,000 rupees and we would consider giving a raise after 3 months of tenure. We hope to see you acheive your goals with us.

Welcome to the office!

Regards,  
  
Ar. Nityendra Yadav

**Nhance**  
DESIGN STUDIO  
Proprietor

**(Principal Architect)**

Nhance Design Studio,

Kota, Rajasthan



01-08-2022

To,  
Mr. Gitayan Sahni,  
5-Ka-11, Jawahar Nagar,  
Jaipur

Dear Mr. Gitayan,

**Sub: - Appointment Letter**

We are pleased to appoint you as "Architect" in our organization at **CMSM Design Workshop** Bangalore with effect from 01/08/2022 on the following terms and conditions: -

- 1 You will have the responsibility for efficient, satisfactory and economical operation in the areas of responsibilities that may be assigned to you from time to time.
- 2 You will act within the framework of organizational structure policies and directions laid down by the management from time to time.

The salary and other benefits per month shall be as under: -

Salary Structure	
Basic	12,500.00
HRA	5,000.00
Conveyance	2,500.00
Medical Allowance	2,500.00
Executive Allowance	2,500.00
Total:	25,000.00
Less:- Profession Tax Deduction	200.00
Total	24,800.00

Plus other benefits such as business related expenses will be reimbursed as per company policies.

C M S M  
DESIGN WORKSHOP



Date: 09-01-2020

To,

Mr. HARSH SOMANI

Ref: Your appointment for Intern,

With reference to your aforesaid application and your subsequent interview, the Management is pleased to inform you that, you have been appointed as an intern in our organization w.e.f 20-01-2020 to 20-07-2020 on the following terms and conditions.

1. You will draw a consolidated Stipend of **Rs.7000/-** per month (**SEVEN THOUSAND ONLY**).You will not be entitled to take leave or any other facilities during the Internship period.
2. During internship your services are liable for termination without giving any reason, any notice.
3. You will contribute to fulfill the present and future plans, targets and goals of the company by strictly observing instructions of your seniors.
4. Your timing will be 10.AM to 6.PM.

If the above offer is acceptable to you kindly sign a copy of this letter as a token of your acceptance.



For PRIME CITY SPACES

I accept

HARSH SOMANI

Studio 2M  
119 Royal lane, Vivek vihar,  
Opp. Dainik Bhaskar  
Jaipur , 302015

**Sub : Certificate of Co-founder position**

This is to certify that **Ms. Harshita Mangal** has been given the position of Co-founder at Studio 2M , Jaipur starting 1st Aug 2022.

Thank you  
Regards  
Studio 2M

**SIGNATURE OF DIRECTOR +DESIGN PRINCIPAL**

*Rachit*

RACHIT MODANI  
COA Registration No. - CA/2022/148033

*Harshita*

HARSHITA MANGAL  
COA Registration No. -CA/2022/147378

Date - 1st August 2022



CONTACT :  
8690044880, 8690575789

ADDRESS :  
119A, Royal Ln, Vivek vihar,  
Bhaskar flyover, Jaipur,



To,  
Karan Jain,  
Jaipur

### **Sub: Appointment Letter**

This letter is to certify that **Karan Jain** is appointed in our firm **Navya Designs Pvt. Ltd., Jaipur** as an architect with effect from 21.09.2021 with the following terms and conditions.

1. You are required to abide with the area of responsibilities that may be assigned to you from time to time.
2. You have to act within the policies and structural framework laid down by the firm.

The basic pay per month shall be of Rs 20,000/- only.

The other benefits such as travel expenses will be reimbursed as per firm's policies.



*Sheetal*



15<sup>th</sup> March, 2022

### **JOINING CUM OFFER LETTER**

Dear Kaushal,

It is my pleasure to offer you the position of an Architect in Firki Studio. You will be part of our design team as an Architect. Please go through the following terms and conditions of our organization:

1. Your joining would be from 1<sup>st</sup> April, 2022.
2. You will be required to take up multiple projects which would vary from Architecture, Interior, landscape, product design or furniture design. Your involvement would be from conceptual design to construction on site which also include preparation of all drawings, coordination among different consultants, site supervisions, client meetings and presentations.
3. Your salary would be 22k per month which would be increased based on your performance after probation period.
4. You will be on a probation for 2 months post which your salary would be 25k per month.
5. You will have to give 1 month notice in advance before leaving this job.
6. You will be eligible for 18 days leave pro-rated per calendar year. However, leave will be allowed subject to exigencies of work.
7. All Sundays are off unless there are certain emergencies at site. Saturdays are relaxed.
8. In addition to the above, you will be entitled to travel allowance or outstation allowance if there are site visits outside Delhi/NCR.

Please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to FIRKI STUDIO and look forward to a fruitful collaboration.

With best wishes,

Shiv Pratap  
(Partner- Firki Studio)

15<sup>th</sup> March, 2022  
COA No. – CA/2012/56280

## JOB JOIN LETTER

THE SAI NEST PROPERTY HUB,

56, Santosh Vihar, Vishwa Vidhalaya Nagar,

Jagatpura, Jaipur(Raj.) (302017)

27 June 2022

Dear Komal Lakhyani,

We are pleased to offer you employment at **THE SAI NEST PROPERTY HUB**. We feel that your skills and background will be valuable assets to our team.

As per our discussion, the position is Architectural Designer. Your starting date is 04 July, 2022.

Your Joining date is confirmed at 04 July, 2022 as per the following terms and conditions.

- You agree to comply with Terms and Conditions of Appointment
- You agree to submit with us a signed copy of Pan Card, Aadhaar Card as well as Passport Size Photograph and also bring the originals for verification.
- Offer letter or salary slip of previous company.
- Salary started from Rs 21,000+2000 (Allowance) Per month, increment 20% per year and also depends on work performance.

We look forward to welcoming you as a new employee at The Sai Nest.

Sincerely,

Anuj Jain

[DIRECTOR]



P.No. : 20, Gurukul, Mahal Gaon,  
Mahal Road, Near NRI Circle,  
Jagatpura, Jaipur - 302017



+91 94140 69089  
thesainest@gmail.com



www.thesainest.com

08th April 2022

Krittika Uckoo  
Ajmer, Rajasthan.

Dear Krittika,

We are pleased to appoint you as an Architect with our firm, beginning third week of April 2022.

Your employment is subject to the policies of the Company as may be promulgated from time to time; the principal terms and conditions are set out below.

Your compensation shall be Rs. 24,000 (Rupees Twenty Four thousand only) per month.

Your duties will be explained to you as per the job profile. The standard working hours are Monday to Saturday (except 2<sup>nd</sup> and 4<sup>th</sup> Saturday) from 9:30 am to 6:30 pm, including lunch break. We expect, however, that you will be flexible with respect to commitments to deadlines and tasks assigned.

Your employment with the Company shall be subject to a probationary period of the initial 3 months. If your performance during the probationary period is satisfactory to the Company and the Company provides you with confirmation of your regular employment on the date when the probationary period ends, you will then be deemed a regular employee of the Company.

During the probationary period, service may be terminated by either side giving two weeks of written notice, and thereafter one calendar month's written notice is required.

Please sign and return this letter to indicate your acceptance of Studio Next's offer of employment as described in this letter.

Sincerely,



For Studio Next



black white grey  
design studio

16, nand vihar, durgapura, jaipur

05-10-21

Latika Kumawat,

We are pleased to offer you a job at our office for the position of Junior Architect starting 11-10-21 for a probation period of 1 month. Please note the following:

1. Office time 10:00am to 6:00pm (Mon-Sat).
2. Lunch time of half an hour as per convenience.
3. You are expected to carry a diary and a measuring tape at all times.

After the completion of 1 month probation period, confirmation of the job would be decided by the firm based on the performance during the probation.

Once the probation period is over, quitting the office would require 1 month prior notice.

During probation period, no paid leaves are allowed. Post the completion of probation and confirmation of job, we allow 1.5 paid leaves each month on prior intimation and valid reasons.

The salary offered for the above position is 12000/- per month. Diwali bonus and other incentives only applicable after completion of 1 year at the office.

Shubhangini Soni  
principal architect

studiobwg.com  
pulkitsoniarchitects@gmail.com, mail@studiobwg.com  
0141-4923840  
9462800111

# Design Workshop

13 Workshop Dwell, Vajih Co-Op Housing Society, Khakkar Road, Lonavala 410401 Tel 02114-273157.  
Email id: contact@designworkshop.co

---

To,  
Lokesh Kataria  
Pune  
Maharashtra  
Date.06.09.21

Dear Lokesh,

We are pleased to inform you that, you have been appointed as Junior Architect at Design Workshop Lonavla, from 21<sup>st</sup> August 2021.

Your monthly remuneration will be Rs.12, 500/-+free accommodation, after a year you will get increment as per our agreed terms

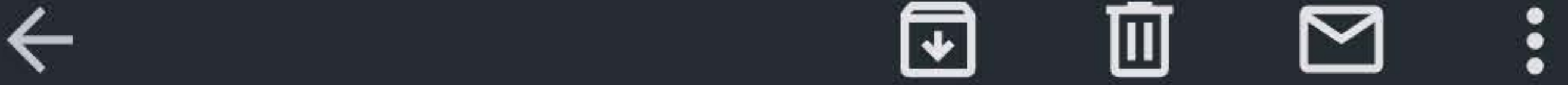
Lokesh Welcome to Design Workshop.

Sincerely



Shabbir Unwala  
(Principal Architect  
Design Workshop)





**Stephane Paumier** 24/07/2021

à moi ▾



Dear Maansi,

Following your interview yesterday, we would like to offer you a position as junior architect in our studio.

The position is for a minimum of 2 years unless your work is not found satisfying. We would like you to start from the 2nd August 2021.

The entry salary is 25 000/month, 1 extra month bonus after a year and a salary increase after March 2022.

Lunch is provided by the office.

Working days are from Monday to Friday with 2 Saturdays a month if there is work pressure.

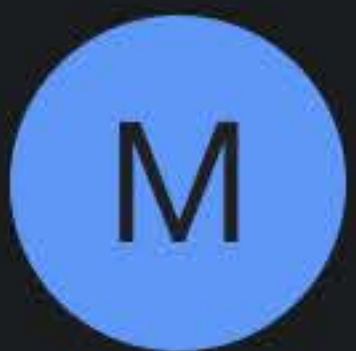
You are kindly requested to confirm this appointment proposal by Monday 26 morning.

With best wishes

Stephane Paumier

On Sat, Jul 10, 2021 at 9:54 AM Maansi Khangarot <[khangarotmaansi@gmail.com](mailto:khangarotmaansi@gmail.com)> wrote:

[Afficher le texte des messages précédents](#)



**Maansi Khangarot** 24/07/2021

à Stephane ▾



M. Paumier

Thank you so much. I sincerely look forward to working for SPAD.

I would like to confirm the joining following the email.

My best  
Maansi





# SG DESIGNS & BUILDS PVT LTD

□ ARCHITECTS □ BUILD SOLUTIONS □ INTERIOR DESIGNERS  
44 E/9 F.F, KISHANGARH (NEAR SEC-A, PKT-A.) VASANT KUNJ, N. DELHI - 110070  
TEL: 011-41808321 EMAIL: office@architectsudhirgandhi.com  
GST NO.:- 27ABICS1862Q1ZL CIN NO.:- U74994DL2022PTC396058

To,

**Mahak Jain,**

**Date:** - 1st October 2021

230/9 Prem Mandir, Hathi Bhata,

Ajmer, Rajasthan 305001

## OFFER LETTER

Dear Mahak,

With reference to the various discussions, you had with us, we are pleased to make an appointment Order as a **"Junior Architect"**. You joined the Company from 1st October 2021.

Your annual earnings including salary, allowances, annual benefits and statutory payments as applicable will total **Rs 25,000/-** Per month.

During your employment with us, you will be governed by the standard terms and conditions of appointment, which will be part of the formal contract. The standard terms and conditions have to be read with the Company policy, which may be changed by the Company from time to time. You will also be governed by the Company policy including any changes therein made from time to time.

This letter is being issued to you on the basis of the particulars provided and representations made by you in your application/ interview/ employment form/ other documents. Your appointment with the Company is subject to the satisfactory verification of your character, antecedents and testimonials. If any material discrepancy be found at any time or post joining and/or if any time your professional references check feedback either from internal or external verification agency is non-satisfactory, then the Company's management reserves the right to take appropriate action as deemed fit, and the decision of the Management shall be final and binding on you. In such event, the Company shall be free to treat the job offer herein as null and void and/or to terminate your services forthwith and/or take any other legal remedy against you as it deems fit.

Nothing stated herein shall constitute the candidate as an employee of the Company until and unless he joins and completes all joining formalities including signing of the formal appointment letter/ contract. Notwithstanding anything set out herein, the Company shall not be obliged to take you into employment if force majeure conditions (including serious economic downturn) intervene preventing, obstructing or rendering onerous your acceptance into the employment of the Company.

This letter and the contents hereof are strictly confidential. You shall not disclose this letter or any part of the contents hereof to any person other than the authorized representative of the Company. Without prejudice to the generality of the foregoing, you shall not use this offer letter to secure any other employment or to bargain with your current employer or any other potential employer for better remuneration or position.

Notice Period Clause: If the Employee Desire to leave the company, He needs to serve the notice period for 30 Days.

We look forward to a mutually rewarding relationship.

Yours faithfully,



SG DESIGNS & BUILDS PVT. LTD.



ARCHORE  
DESIGN  
FORUM  
[www.archore.com](http://www.archore.com)

3<sup>rd</sup> AUGUST 2022

### JOINING LETTER

Dear Mohika Sharma,

We are pleased to offer you to join Archore Design Forum as Architect. You are expected to join office on 3<sup>rd</sup> August 2022.

The reimbursement during your tenure will be INR 25000/- per month. If you accept this offer, please respond to the email or return a signed copy of this letter.

We take great pleasure in welcoming you aboard and are confident that your period of collaboration with us will be pleasant and of mutual growth!

Regards,

Ar. Yashansh Sharma

71-A Ramgali No. 6,  
Raja Park, Jaipur,  
Rajasthan-302004  
INDIA

Principal Architect, M.Arch  
[archoredf@gmail.com](mailto:archoredf@gmail.com)  
+91-8233736046



Ar. Yashansh Sharma

January 6, 2022

Mr. Muskan Goyal  
New Delhi

**Sub: Offer letter for Position of Junior Architect**

Dear Muskan,

This is in reference to your application for Architect in our firm Basics Architects. We are pleased to offer you a position as per the following terms and conditions:

NAME: Muskan Goyal

POSITION: Junior Architect

EMPLOYMENT TYPE: Consultant Architect

DATE OF JOINING: 10<sup>th</sup> January 2022

SALARY / REMUNERATION: Fixed salary (CTC) of Rs 3,00,000/-per annum plus 4% annual bonus as per terms and conditions. TDS will be deducted as per Government regulations.

WORK HOURS: As applicable

PROBATION PERIOD: Three Months. Holidays or standard leaves will not be applicable during the probation period.

NATIONAL & FESTIVAL HOLIDAYS: 12 days per year as per BASICS Calendar.

CASUAL & SICK LEAVE: 18 days per year as per policies of the firm.

SALARY DATE: 10<sup>th</sup> of every month

All other terms & conditions of the firm shall be applicable.

Please send us a written acceptance of the offer so that we can process your application.

Best Regards

  
**BA** **BASICS**  
ARCHITECTS

Vinod Singhi  
Principal Architect & Managing Partner

DESIGN THAT DELIVERS






**JOINING LETTER**

Dear Muskan,

Congratulation! We are pleased to confirm that you have been selected to work for our company, Design Square. We are delighted to make you the following offer:

- The position we are offering you is that of Junior Architect with a monthly pay of Rs 12,000. This position directly reports to the Principal Architect.
- We would like you to start work from Monday, 04-10-2021. The hours of work will be 10.00 AM – 7.00 PM from Monday to Saturday.

We are confident you will be able to make a significant contribution to the success of our company, and look forward to working with you.

 Sincerely,  
AR Amit Goswami  
(Principal Architect at Design Square)

For DESIGN SQUARE

Partner

08th April 2022

Poorva Gupta  
Sriganganagar, Rajasthan.

Dear Poorva,

We are pleased to appoint you as an Architect with our firm, beginning third week of April 2022. Your employment is subject to the policies of the Company as may be promulgated from time to time; the principal terms and conditions are set out below.

Your compensation shall be Rs. 24,000 (Rupees Twenty Four thousand only) per month.

Your duties will be explained to you as per the job profile. The standard working hours are Monday to Saturday (except 2<sup>nd</sup> and 4<sup>th</sup> Saturday) from 9:30 am to 6:30 pm, including lunch break. We expect, however, that you will be flexible with respect to commitments to deadlines and tasks assigned.

Your employment with the Company shall be subject to a probationary period of the initial 3 months. If your performance during the probationary period is satisfactory to the Company and the Company provides you with confirmation of your regular employment on the date when the probationary period ends, you will then be deemed a regular employee of the Company.

During the probationary period, service may be terminated by either side giving two weeks of written notice, and thereafter one calendar month's written notice is required.

Please sign and return this letter to indicate your acceptance of Studio Next's offer of employment as described in this letter.

Sincerely,



For Studio Next

24<sup>th</sup> December 2021

To  
Ms. Pranaya Gupta

Subject: Appointment letter

Dear Pranaya,

We take pleasure in appointing you as an apprentice in  
Matra Architects & Rurban Planners, with effect from  
January 2022.

You shall draw a fixed monthly remuneration of Rs.25,000/-  
(Rupees twenty-five thousand only).

We look forward to having you as a part of our team.

Verendra Wakhloo  
Partner & Principal Architect

# DESIGN IMPRESSION

ARCHITECTURE.INTERIORS.LANDSCAPE

## JOB CERTIFICATE

This is to certify that **Ar. Preksha Agrawal** is working at Design Impressions at the position of Architect with salary of Rs. 17000/- per month.

The effective date of joining was 13 August, 2022 with office working hours as 10:00 a.m. – 6:30p.m. with Probation period of 3 months from the date of joining.

Her duties and responsibilities include planning, designing and execution of Interior as well as Architectural projects.

She has been a valuable asset to the organization who always comes with creative and fast solutions to all the problems.

Regards,



ANKIT KUMAR GUPTA  
ARCHITECT  
(CA/2008/42332)

Seal of Director/Principal Architect

Date: 23-09-2022

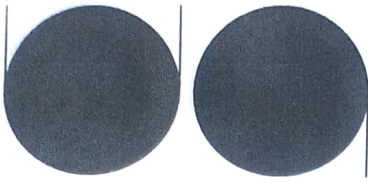
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DESIGN IMPRESSION STUDIO

56/8, RAJAT PATH, MADHYAM MARG, MANSAROVAR, JAIPUR -302020

(P): +91-141-2784982 (M): +91-94144 58704 (EMAIL): [ar.ankitguptastudio@gmail.com](mailto:ar.ankitguptastudio@gmail.com)





ARCHITECTURE  
PLANNING  
DESIGN  
WWW.UADESIGN.IN

07 Mar 2022

**OFFER LETTER**

Dear **Mr Priyansh Ajmera**,

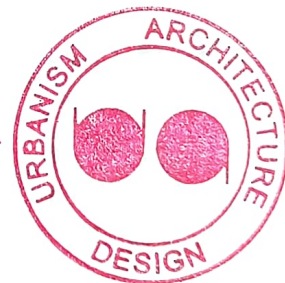
We are pleased to offer you to join UA Design as an Architect.

You shall join office on 14 March. The reimbursement during your tenure will be calculated at INR 65/- per hour.

We take great pleasure in welcoming you aboard and are confident that your period of collaboration with us will be pleasant and of mutual growth!

Regards,

Umang Goswami



Please Note:

1. As per our standard protocol, an employee's tenure shall be for 3 months of probation.
2. Remuneration details are not to be disclosed to other employees of the organisation.

01, Elanza Vertex, Sindhu Bhawan Road  
behind Armieda, Bodakdev  
Ahmedabad-380059  
INDIA

Principal Architect, M.arch (CEPT)  
umang@uadesign.in  
+91 99258 04525

**Umang Goswami**



Indian  
National Trust  
for Art and  
Cultural Heritage

**MADAN MOHAN UPADHYAY**  
I.A.S. (Retd.)  
Former Addl. Chief Secretary  
Convenor, MP & Bhopal Chapter

Date: 11<sup>th</sup> March 2022

TO WHOMSOEVER IT MAY CONCERN

Subject: Certificate of Acknowledgment of Joining as an Architect.

This is to inform and certify that Miss **RADHIKA SOMANI**, has joined us as an Architect at our office at INTACH Bhopal from **11<sup>th</sup> March 2022**.

We congratulate you on this appointment and wish for a successful tenure with us. We are confident that your contribution will be helpful in our further journey. We assure you of our support for your professional growth.

Best Wishes.

Madan Mohan Upadhyay  
State Patron, INTACH Madhya Pradesh  
Convenor, INTACH Bhopal Chapter

D E D I C A T E D T O C O N S E R V A T I O N

A/88, 1<sup>st</sup> floor, Vidya Nagar, Bhopal (M.P.) 462026 | [intachbhopalchapter2020@gmail.com](mailto:intachbhopalchapter2020@gmail.com)



# SPACE GRID ARCHITECTS

C-49, VIDYA APARTMENT, PARAS MARG, BAPU NAGAR, NEAR  
JANTA STORE CIRCLE, JAIPUR-302015, PH-09314918766,  
0141-4005506 (O), Email:-info.spacegrid@gmail.com

## SALARY CERTIFICATE

This is certified that Mr. Rahul Sharma S/O Shri Krishan Sharma is working in our organization as architect since 01 July 2021 to till date. His work has been found extremely satisfactory and good.

Presently he is getting salary of Rs – 20000 /- only (Twenty thousand Only) per month and Rs Two Lac fourteen thousand per year.

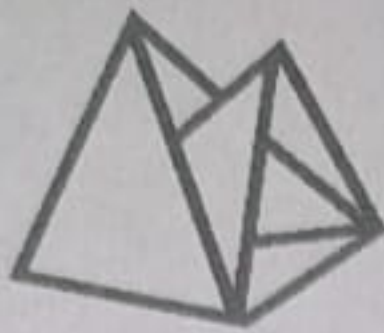
Month	Gross Salary	Conveyance allowance	Other Deduction	Net Amount
August-2022	Rs 20,000/-	0.00	0.00	Rs 20,000/-

  
SHRI KRISHAN  
ARCHITECT  
CA/09/25451  
(SHRI KRISHAN)

SPACE GRID ARCHITECTS

Dated 18/09/2022





**PRISMARCH STUDIO**

## **PRISMARCH STUDIO**

Architecture | Interior | Designers

Mobile: 75083-68693, 96801-23562

190, New Gupta Colony, Tohana (Distt. Fatehabad)

Prismarch Studio  
190, New Gupta Colony,  
Tohana (Distt. Fatehabad)-125120

Subject: Certificate of Senior Designer

This is to certify that Mr. Rajat Bansal at the position of Senior Designer at Prismarch Studio, Tohana starting July 18,2021

Thanking You,

(Signature of Architect)

Architect Name: Rajat Bansal

COA Registration No.: CA/2022/144498

Date: 20-09-2022

Seal of Firm:

**RAJAT BANSAL**  
**ARCHITECT**  
**PRISMARCH STUDIO**  
**COA No. -CA/2022/144498**

**PRISMARCH STUDIO**  
**MAYANK**  
**Architect**  
**CoA. No. : CA/2022/147231**

REF : TA:BI:APR/2022/067  
DATE : 26<sup>th</sup> April 2022

**Ms. Raksha Garg**  
73/130, Mansarovar.  
Jaipur, Rajasthan - 302020

Dear Raksha,

Further to the discussion you had with us, we are pleased to offer you a position of **Assistant Architect** in our organization on **Contract Basis** with a basic salary of **INR 15,000/-** per month plus admissible allowances. Compensation details are mentioned in Annexure 1 (Page 2).

Your formal appointment letter will be issued to you within a week of your joining. Please let us know your exact date of joining.

**Kindly bring along with you the following documents**

- Original and a set of photocopies of educational, and experience certificates for our verification.
- Relieving letter of immediate employer along with latest salary slip is mandatory.
- Please also bring 1 passport size photograph.

**This offer is valid subject to background verification clearance.**

The Company fully reserves the right to terminate your services in future if the information/ documents provided by you are found to be discrepant.

**Acceptable Use of Jacobs Information Systems Requirements**

Jacobs' information systems, including but not limited to computer equipment, software, operating systems, storage media, and network accounts providing electronic mail or other communications, are the property of Jacobs and are intended to promote Jacobs' business and support the needs of its clients. Use of Jacobs' resources, such as information systems, must be appropriate. Unauthorized use of Jacobs' information systems is prohibited.

Please return the duplicate copy of this letter, duly signed, in token of your acceptance.

Yours faithfully,  
**Jacobs Solutions India Private Limited**



**Sindhu Madhavan**  
**Senior Manager Talent Acquisition, India**

I Accept

Signature

Date of Joining

:

:

*Raksha*

16 May, 2022



## ANNEXURE 1-Salary & Benefits

Jacobs Contract Compensation	
Name	Raksha Garg
Designation	Assistant Architect
GCS Title	Design Architecture Professional Entry
Career Level	JP1
Duration	12 months
Location	Gurgaon
Heads of Payment	Amount
Basic	15,000
House Rent Allowance	7,500
Management Allowance	14,700
<b>Base Pay (Monthly)</b>	<b>37,200</b>
<b>Base Pay (Annual) A</b>	<b>4,46,400</b>
Provident Fund	1,800
<b>Retiral Benefits (Monthly)</b>	<b>1,800</b>
<b>Retiral Benefits (Annual) B</b>	<b>21,600</b>
<b>Statutory Bonus<sup>1</sup> (Annual) C</b>	<b>15,000</b>
<b>Gross Pay (Monthly)</b>	<b>40,250</b>
<b>Gross Pay (Annual) (A + B + C = D)</b>	<b>4,83,000</b>
Benefits	
Working Hour	8.30 Hrs.   Sat/Sun weekly off
Overtime	As per Company rules
Leave	2 (Paid Leave/Month), 10 days (Public Holiday)
Medical Insurance	Self

1. Statutory Bonus will be paid as per the Payment of Bonus Act, if applicable.

Yours faithfully,  
Jacobs Solutions India Private Limited



Sindhu Madhavan  
Senior Manager Talent Acquisition, India

I Accept

Signature

Date of Joining

:

:

*Raksha*

16 May, 2022



To,  
Ms. Rakshita Bhatt  
Ahmedabad

8 April, 2022  
Ahmedabad

**Subject: Offer Letter | Junior Architect**

Dear Rakshita,  
It gives me a great pleasure to offer you a position here at Studio MINIM as a Junior Architect.

Your monthly salary will be INR 20,000.  
The salary shall be reviewed and revised after your completion of 3 months (probation period) . The revised salary shall be dependent on your performance.

The probation period will be of 3 months which will give us a clear idea about our association. Once the probation period is over, we would expect a commitment of a year for your end.

Once you join the firm, you will primarily help in development of motel renders & drawings for a US based firm for initial 2 months along with ongoing projects in Ahmedabad.

Your key role will involve acquiring skills to design, deliver & manage the motel projects. You shall be then leading that engagement as a **Design Lead**.

I look forward to having you with us.

Regards,

Shruti Desai  
Principal Architect

**MINIM**

architecture.  
interior.  
graphics.

103 Titanium Heights,  
Prahlanagar,  
Ahmedabad- 380015

+91 9714000427  
shruti@studiominim.in  
www.studiominim.in





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## Offer Letter | Ravindra Singh

1 message

---

**Studio TreeSpace** <studio@treespace.in>  
To: ravindrasinghforwork@gmail.com

Mon, 27 Sept 2021 at 8:46 pm

Dear Ravindra Singh,

Greetings from Studio TreeSpace.

With reference to your application & subsequent discussion and Interview with us, we are glad to offer you the position of “**Junior Architect**”. Your annual salary package will be **Rs. 2,40,000/-** (Rupees Two Lakh Forty Thousand) i.e. **Rs.20,000/-** (In Hand) per month. Conveyance to and fro from the sites will be paid extra.

You will be on probation for the first three months, and your salary will be increased based on your performance.

This offer letter is only valid if it is accepted before 7:30PM on 28 September 2021

The above offer is subject to verification of the certificates & testimonials, which must be submitted to us at the time of joining as listed under :

1. Certificates of education
2. Age & Residential Proof (Aadhar Card is mandatory)
4. 2 Passport size photographs.
5. PAN Card

We would like you to join us on **Monday 04 October 2021** at **E 124, Basement Floor, Greater Kailash 1, New Delhi**. Kindly report at **10:30 AM**.

Your working hours would be from 10:30AM to 7:00PM and the office will be functional 6 Days a week being Sunday a weekly holiday.

A detailed Appointment Letter shall be issued to you post submission of the above-mentioned documents. This offer Letter shall be considered in conjunction with the Appointment Letter.

We would request you to carry your laptop for the first 6 days, till we issue you a new computer.

This offer shall be valid only if the same is accepted on or before the acceptance date and after a successful verification of information provided by you.

Kindly revert to this email as your acceptance of the Offer Letter.

Feel free to reach out in case you have queries.

We look forward to a fruitful association.

Congratulations and Regards,  
Ar. Pankhuri and Ar. Prakhar

Personal & Confidential

Ref No.: 2021/003

Date: July 23<sup>rd</sup>, 2021

To,

Ms Riddhima Bogra  
C-31, Sector 15, Noida  
Gautam budh nagar- U.P. 201301

Subject: Appointment for the Post of Junior Architect

Dear Ms Riddhima,

We are pleased to appoint you for the post of Junior Architect with idara consultants on the following terms and conditions

1. Your employment will be effective from July 26<sup>th</sup> 2021.
2. Your designation will be Junior Architect
3. Your salary will be consolidated Rs 25,000/- Per Month inclusive of all perks
4. You will be posted in Delhi at main office, however may have to travel for company related works.
5. There will be Six day working; Monday to Saturday with effective timing of 9:00 hours to 5:30 PM, with half an hour Lunch break
6. You will be on probation for a period of Six Months and upon completion of same you will be notified in writing
7. You will be entitled for leave for all national holidays, festivals like Deepawali, Holi
8. Apart from above you will be entitled for one casual leave per month

We hope you will maintain high standard of performance and contribute your best towards the company's objectives

Kiridly sign and return the duplicate copy of this letter as token of acceptance hereof

Yours faithfully,

For idara Consultants

Kapil Agrawal



Riddhima  
23.07.21

TO

AR. RISHIKA JAIN

DATE : 20/09/2021

SUBJECT : CONFIRMATION OF EMPLOYMENT

DEAR RISHIKA,

WELCOME TO IMAGINE DESIGN STUDIOS. WE ARE PLEASED TO CONFIRM YOUR ACCEPTANCE OF OUR OFFER FOR THE FULL-TIME POSITION AS AN ARCHITECT FROM 27<sup>TH</sup> SEPTEMBER 2021. YOUR SALARY WILL BE RS.14000/- PER MONTH.

WE ARE EXCITED ABOUT YOU JOINING OUR TEAM, AND WANT TO ENSURE YOU ARE SUCCESSFUL IN YOUR NEW ROLE.

REGARDS,

AR. ANKIT MITTAL,

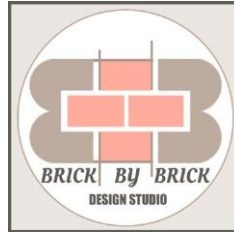
PRINCIPAL ARCHITECT

IMAGINE DESIGN STUDIOS



# BRICK BY BRICK DESIGN STUDIO

ARCHITECTURE | INTERIOR | LANDSCAPE



**AR. ROSHNI KHANDELWAL**

**M :** +91-7339886266

**E :** designstudio.brickbybrick@gmail.com

**W:** www.brickbybrickdesignstudio.co.in

**DATE:** 21-04-2022

## **SUBJECT: LETTER OF APPOINTMENT**

Dear Ms. Roshni Khandelwal

It is our pleasure to offer you an employee appointment as an Architect at "**Brick By Brick Design Studio**". We are looking forward to work with you.

Truly,

For **BRICK BY BRICK DESIGN STUDIO**

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

**AR. ROSHNI KHANDELWAL**

## **JOINING OFFER LETTER**

**Dear Saloni Gahlot,**

We are pleased to inform you that you have been selected to join our firm as an Architect at **ATTALIKA ARCHITECTS**. We feel confident that you will contribute your skills to the growth of our organisation. Also, you will have great learning experience from our firm.

As per discussion, your joining date will be **06.09.2021**. The terms and conditions have already been discussed between you and our firm.

We look forward to welcoming you.

Yours faithfully  
**Attalika Architects**

Ar. Nirbhay Nath Dixit



(Signature of Architect)



**TSDPL**

Tushar Sogani  
Designs Pvt. Ltd.

An Architectural Studio

Studio: F-72,400, Sarjoday, Subhash Marg,  
C-Scheme, Jaipur - 302001, Rajasthan  
Tel.: + 91-141-400 4560 / 400 4537  
email: studio@tsdplarch.com, Web: www.tsdplarch.com

## APPOINTMENT LETTER

**Ref: apt/21/2021**

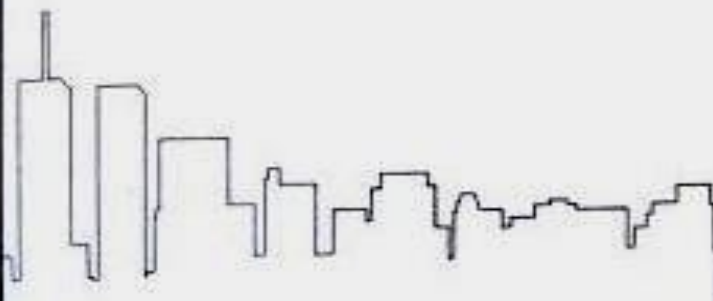
**Date: 13/08/2021**

**Miss. Saumya Nagpal**

**Jaipur.**

With reference to your interview with us, we are pleased to offer you an appointment in our Company for the post of **Jr. Architect** your appointment shall be governed by the following terms and conditions of service.

1. You will be working for **Architecture** department and will directly report to Director.
2. You would be paid compensation of Rs. **16000/-** per month on consolidated basis. You are required to keep this information confidential and disclosure of the same to anyone else would be considered as breach of trust.
3. During the course of your service with us, you shall not disclose any proprietary or confidential business related information of the Company to anyone.
4. You will be entitled to leave and other service benefits as per the rules of the Company in force from time to time. Presently you will be entitled for 2 Privilege leave in a month .Un availed Privilege leave will be converted to earn leave at the end of the year. (Attached Annexure for HR Policy)







**TSDPL**

Tushar Sogani  
Designs Pvt. Ltd.

An Architectural Studio

Studio: F-72,400, Sargodha, Subhash Marg,  
C-Scheme, Jaipur - 302001, Rajasthan  
Tel.: + 91-141-400 4560 / 400 4537  
email: studio@tsdplarch.com, Web: www.tsdplarch.com

5. **Reimbursement of local Conveyance:** You will be required to travel within the city on company's work for which you will be reimbursed the local conveyance as per the company local conveyance reimbursement Policy which is Rs 2/- per km (two wheeler) and Rs 5/- per km ( four wheeler).
6. **Traveling/Daily Allowance:** Reimbursement of outstation traveling/daily allowance will be as applicable to the manager cadre in TSDPL. However, no TA/DA will be payable for joining/relinquishing your duties.
7. **Deduction:** All payments to you under the terms of employment are subject to tax deduction at source under the Income Tax Act and any other enactment that may be in force from time to time. The company will also be entitled to deduct from the payment due to you any dues payable by you the company.
8. **Notice Period:** Either Party may sever the services by giving one month's notice prior to severance or payment of an amount equivalent to one month's retainer ship in lieu of the notice period.
9. In case you intend to leave the company, you **will give one month's written notice.** The Company can terminate your services by giving you one month's written notice.
10. **General:** The Company may make such rules and lay out such procedures as may be-deemed necessary for the implementation / administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
11. **Leave Policy:**
  - (a) Every employee can enjoy 2 privilege leaves in a month
  - (b) The leave shall be cumulative on monthly basis.
  - (c) All leave shall be marked as absent if it is not signed by the authority before going on leave or within 2 working days (in case of an emergency only).
  - (d) Any leave other than the PL shall be deducted from salary.
  - (e) Leaving the office before half working hours, will be marked as absent.
  - (f) Every employee shall sign the login & logout time on daily basis, failing which absent shall be marked.





**TSDPL**

Tushar Sogani  
Designs Pvt. Ltd.

An Architectural Studio

Studio: F-72, 400, Sardaraj, Subhash Marg,  
C-Scheme, Jaipur - 302001, Rajasthan  
Tel.: + 91-141-400 4560 / 400 4537  
email: studio@tsdplarch.com, Web: www.tsdplarch.com

(g) In case of specific reasons the employee is free to put forward his/her leave, on the specified format, **failing which all the leave days shall be treated as absent and deducted from salary.**

(h) Information about site visits only shall be treated as criteria of arriving late in Office; any others shall not be entertained w.e.f. 01<sup>st</sup> Nov. 2016 and shall be deducted from salary.

**(i) Every employee should reach office latest by 10:10 AM with grace of 5min.**

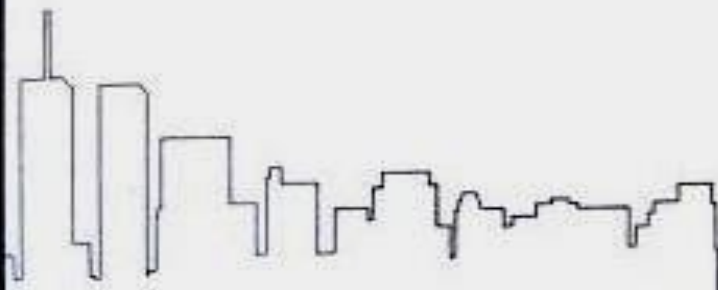
**(2) INCREMENT POLICY:**

**(a) Salary increment of an employee is the sole discretion of the Directors.**

With regards,  
Yours sincerely,

Tushar Sogani

**TSDPL**



# morphogenesis.

Mumbai | Bengaluru | New Delhi

To.

**Shailesh Sancheti**

**MP0555**

## **Subject: Confirmation of Employment**

After careful evaluation of your performance during the period of probation, we are pleased to confirm your ongoing employment effective **12<sup>th</sup> March 2022**.

The terms and conditions of your employment set out in your appointment letter, given to you on the day of your joining, will continue to apply to your ongoing position.

We thank you for your initiatives and hope that you will perform with equal enthusiasm as time goes by.

Morphogenesis wishes you all the best in all your endeavors.

Yours' sincerely,

for **Morphogenesis**.



**Authorized Signatory**

**Date: 12<sup>th</sup> March 2022**

## **morphogenesis.**

B Wing – 501, Kanakia Wallstreet, Andheri (E), Mumbai 400093 | +91 22 62398031  
60, Wellington St, Bengaluru 560025 | +91 80 4170 7676  
N-85B, Panchsheel Park, New Delhi 110017 | +91 11 4182 8070  
contact@morphogenesis.org | www.morphogenesis.org

## Joining Letter

Ms. Shreya Tandon

We are pleased to offer you employment at **Design Esprit**. We feel your skills and background will be valuable assets to our team.

As per our discussion the position is **Junior Architect**. You are entitled to architecture consultancy. Your Joining date will be 9/08/2021.

Please send us an acknowledgement of this offer confirming your joining.

We look forward to a mutually rewarding professional relationship with you.

Signature



**RAJINDER PURI**  
Architect  
Registration No. CA/87/11120

(Principal Architect - Ar. Rajinder Puri)

# morphogenesis.

Mumbai | Bengaluru | New Delhi

To.

**Shriya Mittal**

**MP0556**

**Subject: Confirmation of Employment**

After careful evaluation of your performance during the period of probation, we are pleased to confirm your ongoing employment effective **12<sup>th</sup> March 2022**.

The terms and conditions of your employment set out in your appointment letter, given to you on the day of your joining, will continue to apply to your ongoing position.

We thank you for your initiatives and hope that you will perform with equal enthusiasm as time goes by.

Morphogenesis wishes you all the best in all your endeavors.

Yours' sincerely,

for **Morphogenesis**.

**Authorized Signatory**

**Date: 12<sup>th</sup> March 2022**

**morphogenesis.**

---

B Wing – 501, Kanakia Wallstreet, Andheri (E), Mumbai 400093 | +91 22 62398031  
60, Wellington St, Bengaluru 560025 | +91 80 4170 7676  
N-85B, Panchsheel Park, New Delhi 110017 | +91 11 4182 8070  
contact@morphogenesis.org | www.morphogenesis.org



November 25, 2021

**Ms.Smriti Mahindra,**  
219, Padmawati colony A,  
Nirman Nagar,  
Kings Road,  
Jaipur, 302019

**Subject: Appointment for the post of Junior Architect**

**Dear Smriti,**

With reference to your virtual meeting with our Principals on Nov. 16, 2021 and your email dated Nov. 23, 2021, we are pleased to offer you, the position of "Junior Architect" in our office on the following terms and conditions:

**1. Commencement of employment**

Your employment will be effective from Dec.1, 2021. First six months of your service will be on Probation. You will be confirmed and your salary will be reviewed on successful completion of your probation.

**2. Job title**

Your job title will be "Junior Architect"

**3. Salary**

Your salary and other benefits will be as set out in Schedule I, hereto.

**4. Place of posting**

You will be posted at our Mumbai Office. You may however be required to work at other place of business which the Company establishes or may later acquire.

**5. Hours of Work**

The normal working days are Monday to Friday. You will be required to work for such hours as necessary for the proper discharge of your responsibilities for the Company. The normal working hours are from 9.30 AM to 6.30 PM and you are expected to work not less than Eight hours (excluding lunch time one hour) per day, and occasionally for additional hours depending on your responsibilities.

**6. Leave/Holidays**

6.1 You are not allowed to take leave during the probation period except emergency situations.

6.2 Once confirmed, you are entitled to a total of **Twenty** days of leaves including casual, sick and privilege leave, in a year starting from April 1 onwards.

6.2 You shall give one month notice in advance for more than two days of leave at a time.

6.3 The Company shall post a list of declared holidays in the beginning of each year.

**7. Nature of duties**

You will perform to the best of your ability for the duties/ responsibilities as are inherent in your position and take on such additional duties / responsibilities as the company may call upon you to perform, from time to time.

### **8. Company property/Equipments**

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

### **9. Borrowing/accepting gifts**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

### **10. Termination**

- 10.1 During the probation period, your appointment can be terminated at two weeks' notice; likewise you will be entitled to leave the service giving us two weeks' notice. You will not be entitled to any other benefit from the company during the probation period.
- 10.2 Your appointment can be terminated by the Company, without any reason, by giving you not less than **one** months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean Gross salary.
- 10.3 You may terminate your employment with the Company, without any cause, by giving no less than one months' prior notice or foregoing salary for unserved period.
- 10.4 The Company 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 Company.
- 10.5 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, 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**

- 11.1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time whatsoever, without the prior permission of the Company. If you choose to pursue a course of study, it should be intimated to the company in advance and it should not affect your working at the office.
- 11.2 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 Company 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 Company. For the purposes of this clause 'Confidential Information' means information about the Company'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 Company's projects, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.
- 11.3 At no time, will you remove any Confidential Information from the office without permission.
- 11.4 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

11.5 Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

## **12. Notices**

Notices may be given by you to the Company at its registered office address or via email to office email id. Notices may be given by the Company to you at the address intimated by you in the official records or to your registered email id with the company.

## **13. Applicability of Company Policy**

- 13.1 The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.
- 13.2 RMA Architects has a policy to comply with all laws regarding intellectual property. You shall not download and install any software in the office systems. Only software that is licensed to or owned by RMA can be installed and used in RMA Computers.
- 13.3 RMA will not issue any recommendation letters before completion of two years of service. For those who leave RMA before two years, they will receive a certificate of experience showing the duration of service and projects worked on.

## **14. Governing Law/Jurisdiction**

Your employment with the Company is subject to Indian laws. All courts situated in Mumbai shall have exclusive jurisdiction over all matters related to this appointment.

## **15. 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 joining our team at RMA Architects.

Your's sincerely,

For RMA Architects Pvt. Ltd.,



Kuriakose Paulose  
Director Finance

I accept employment on the aforesaid terms and conditions



Smriti Mahindra

**Schedule I - Compensation Details**

**Salary Structure (Monthly)**

Basic Salary	Rs.17,600.00
House rent allowance	Rs. 3,300.00
Conveyance allowance	Rs. 1,100.00
Total monthly Gross Salary	Rs. 22,000.00 (Rupees Twenty Two Thousand Only)

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable laws.



December 15<sup>th</sup> 2021

To Whomesoever it may concern

This is to certify that Ar. Snehi Poddar has been working as Principal Architect in our office since 1st Dec 2021.

NEEV ARCHITECTS



<b>STUDIOLOTUS UNIT OF TAC DESIGN (P) LTD</b>			
<b>Salary Slip for the Month of July-2022</b>			
<b>Name</b>	<b>Snehlaxmi Shekhawat</b>		
<b>Emp. Code</b>	<b>SL0148</b>	<b>PAN No.</b>	<b>HEBPS6721G</b>
<b>Earning of the month</b>		<b>Deductions of the month</b>	
<b>Particulars</b>	<b>Amount (Rs.)</b>	<b>Particulars</b>	<b>Amount (Rs.)</b>
Salary	30,000	Food Bill	1,360
Reimbursement	1,579	Leave	-
Bonus	-	Late	370
Arrears	15,000	TDS	-
Variable	-	Advance	-
<b>Total Earnings(Rs.)</b>	<b>46,579</b>	<b>Total Deduction (Rs.)</b>	<b>1,730</b>
<b>Net Pay of the Month :</b>			<b>44,849</b>



# RICKY MATHUR AND ASSOCIATES

Architects Interior Designers Planners

Date: SEPT. 01th, 2021

## LETTER FOR APPOINTMENT

Dear Somya,

After careful evaluation of your application for the position of Junior Architect, we are pleased to inform you have been confirmed in our organization.

There will be a probation period for 3 months with INR18, 000 salary. Your salary for this position will be INR 20,000 monthly. You will receive evaluation reviews in six to twelve months.

As defined you will on probation starting 01th.September. 2021 to 1th November.2021 .You will be contacted by us to schedule your new hire orientation.

We are optimistic that you will play a good role in your domain and hope you truly learn and have a meaningful working experience with RMA.

**Congratulations!**

**Ricky Mathur and Associates**

**RICKY MATHUR**

Date : 01 - 09 - 2021

**I have read and understand the  
general matters in this letter and  
accept the offered position**

Somya Mathur

## LETTER OF APPOINTMENT

Date: 25<sup>th</sup> March, 2022

Ms. Swarna Agarwal  
A-750, Chandra Vardai Nagar  
Ajmer

Dear Ms. Agarwal,

We are pleased to offer you the position of **Architect at Plural Design Consultants Pvt. Ltd.** w.e.f. 25<sup>th</sup> March, 2022.

**The terms and conditions of your employment will be as under:**

### **Working Hours and Leave Policy:**

- The office timings shall be from 9:30 a.m. to 6:15 p.m. with 45 minutes lunch break. As a rule, a minimum of 8 working hours, excluding the lunch break must be adhered to on all working days. 2<sup>nd</sup> and 4<sup>th</sup> Saturdays of each month will be non-working.
- You will be entitled to 8 Casual Leaves and 15 Earned Leaves, during one full calendar year. During first three months of probation you can take only one leave per month. At the end of calendar year, any balance Earned Leave, would be encashed but balance Casual Leave will get lapsed.
- Remuneration – Rs. 23,000/- per month, with increments as applicable and declared by the office. TDS as per applicable rate shall be deducted and Form (16) shall be provided against the same.

### **Probation / Confirmation**

- You will be on probation for a period of three months from the start date of your employment. Your employment will be confirmed at the end of this three month period, based on your performance review, unless otherwise communicated to you in writing. During the period of probation, either party may terminate the employment by providing seven calendar days prior notice in writing. Upon confirmation of your services, the prior notice period required by either party for future termination will be two months. In case this is not done, any balance unpaid salary shall be forfeited. However, no such notice or notice pay shall be payable in case your services are terminated on account of commission of any misconduct by you.

- Your appointment will be effective only after you produce and submit a copy of your resume, copies of your mark sheets and certificates and experience certificate and / or relieving letter from your previous office / firm. In case particulars mentioned in your application / documents are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

### **Duties and Responsibilities:**

- Your individual remuneration is purely a matter between yourself and the firm and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.
- The firm expects you to work with a high standard of initiative, efficiency and economy. You will perform, observe and conform to such duties, directions and instructions assigned or communicated to you by the firm and those in authority over you.
- You will abide by data protection policy by not copying any data / drawings of the firm for your personal use, maintain confidentiality of all the records and projects and not leak out any important information to the firms competitors.
- You will devote your entire time productively to the work of the firm and will not undertake any activity that may potentially be harmful or drain the company's resources.
- You will not enter into any commitments or dealings on behalf of the firm for which you have no express authority nor alter or be a party to any principle or policy of the firm or exceed the authority or discretion vested in you without the previous sanction of the firm or those in authority over you.
- You will be responsible for the safe keeping and return in good condition and order of all the properties of the firm, which may be in your use, custody, care or charge. For the loss of any property of the firm in your possession, the firm will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

### **Termination of Services:**

- Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, any act of indiscipline or inefficiency.
- If you absent yourself without informing about the leave / without the availability of leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
  - (i) return to work within 8 days from the commencement of such absence and
  - (ii) give an explanation to the satisfaction of the Management regarding such absence.



November 22, 2021

**Swechha Gupta**  
**Near Chhatri Peetal Factory,**  
**Tambi Petrol Pump, Jhotwara Road,**  
**Shastri Nagar, Jaipur,**  
**Rajasthan 302016**

## APPOINTMENT LETTER

This is with reference to the recent interactions, we would be glad to engage your services at our Office **B-3/9, Vasant Vihar, New Delhi 110057** from **November 22, 2021**, on the Terms of Engagement as expressed herein. Your designation at VGA will be "**Junior Architect**".

- **General Duties:**
  - a. You shall report to the authority as designated by the company. You shall contribute to the overall activities of the company for its smooth running and shall perform and/or take such responsibilities as arising out of exigencies of the work from time to time.
  - b. You shall devote your whole time to the work of the company and shall not undertake any other direct or indirect vocation such as business, trade, consultancy or advisory work, etc. honorary or remunerative.
  - c. You shall maintain and keep in safe custody all the papers, books, and other documents which you may happen to deal with during your employment with the company and shall return the same as and when required, or on your tendering resignation from / leaving the company.
  - d. You shall abide by / carry out all office orders/instructions issued by the company/management in writing and shall faithfully serve the company so as to promote its interest and goodwill.
- **Compensation & Benefits:** You will be paid remuneration as under:
  - a. **Your annual compensation will be Rs. 2,64,000/- only (Rupees Two Lakh Sixty-Four Thousand Only)** subject to deductions as applicable.
  - b. All rules & regulations as per **VGA HR Manual (existing or amended from time to time)** shall apply to you.
- **Non-Disclosure / Confidentiality:**
  - a. Your salary and emoluments are strictly confidential.
  - b. You will not divulge any secrets of the Company. You shall also maintain confidentiality both during the period of your employment with us and thereafter, in respect of all information and data, which come into your possession as a result of the nature and scope of the work involved.
- **Retirement:**

The age for retirement is **58 years** unless renewed or extended by the company. The Company recognizes the need to retain certain exceptional, highly skilled, and productive staff,

*Swechha*



31 Aug, 2021

Dear Tanya,

### OFFER OF EMPLOYMENT

I am pleased to offer you ongoing employment to the position of **Junior Architect** as outlined below:

<b>Position Title</b>	Junior Architect
<b>Department</b>	Residential Development
<b>Job Type</b>	Full time Contract
<b>Level</b>	AA01
<b>Salary</b>	2,16000 INR per annum
<b>Commencement date</b>	01 Sept 2021

#### Appointment Conditions

##### Probation

Your employment with Vesta Design Pvt. Ltd. will be subject to satisfactorily completing a 3-month probationary period. The period of probation may be extended in accordance with the Agreement. While on probation your attendance, medical fitness, work performance and conduct will be assessed.

Upon completion of your probation the salary would be revisited and adjusted based on your performance.

##### Eligibility

This offer of employment is conditional upon you being relieved from your previous employment (If applicable). You are expected to provide relieving letter confirming the same within 1<sup>st</sup> month of probation period.

The offer letter is also conditional upon you not having any criminal convictions impacting employment with Vesta Design Pvt. Ltd.

##### Benefits

Benefits for the position include:

- Casual Leave of 15 days per annum
- Work from home in agreement with manager
- Performance linked bonus capped at 7.5% of annual CTC

#### Acceptance/Rejection of offer of employment

Please advise of your acceptance or rejection of this offer of employment by a return email confirming acceptance / rejection and start date if offer is accepted.

In an event that we do not receive your online acceptance within 7 days from the date of our offer, our offer of employment may be withdrawn. If we decide to withdraw our offer you will be notified in writing.

Please note that in addition to your online acceptance of this offer you can either sign the hard copy letter on your first working day, or you can print, sign and return a copy before your commencement date at [info@vestadesigns.com.au](mailto:info@vestadesigns.com.au)

### **Enquiries**

If you have any queries regarding this offer or commencement in this position, please contact Anshu Gakkhar (Director) at [info@vestadesigns.com.au](mailto:info@vestadesigns.com.au)

We are confident you will be able to make a significant contribution to the success of Vesta Designs Pvt Ltd. and look forward to working with you.

Sincerely,

Anshu Gakkhar  
Executive Director  
Vesta Design Pvt. Ltd.



## Appointment Letter

**Date: 15<sup>th</sup> October 2021**

Ms. Tejeswani Tanwar,

We are pleased to Appoint you at Morphogenesis in the following position:

EMP-ID:MP0538

Level: L1A

Designation: Landscape Architect

Reporting to: L3-L6

Division: Operations

The terms and conditions of your employment are provided in the annexure attached. Your date of joining commences from

18<sup>th</sup> October 2021 at our Delhi office (**N85, Panchsheel Park, New Delhi- 110017**). Your annual Cost to Firm will be **INR 3,04,156 /- per annum** and the detailed breakup is appended below:

PAY SLIP (In INR)		RETIREMENT BENEFITS (In INR)		OTHER ALLOWANCES (In INR)	
Basic Salary	21,250	Provident Fund	1,800	Telephone	-
House Rent Allowance	-	Gratuity	425	Car Run	-
Education Allowance	-			Car Driver	-
Special Allowance	1,525			LTA	-
<b>Monthly Gross Fixed Component</b>			25,000	Meal	-
<b>Annual Gross Fixed Component</b>			3,00,000		
<b>Annual Cost to the Firm</b>			3,00,000		
<b>Annual Medical Insurance Premium</b>			4156		
<b>Annual Cost to Firm (Incl. Benefits)</b>			<b>3,04,156</b>		

### Deductions

Your emoluments as detailed above will be subject to deduction as per the rules of Income Tax in force from time to time after considering declarations/ documents furnished by you and other statutory deductions such as EPF, ESIC, PT, Gratuity etc. wherever applicable. All figures comprising the Gross Fixed Component are on monthly basis.

Above compensation is not inclusive of any reimbursement for official travel paid against approvals. Gross fixed component shall be subject to proportionate deduction on account of absence without pay.

### Professional Practice Compliance

All professionals who are governed by the regulations framed under regulatory councils; they are required to submit their valid copy of Certificate of Registration/Practice with up-to-date renewals.

### Quarterly Review (*Morphogenesis Employee Handbook – Ver 1.5*)

The Quarterly Performance Reviews are conducted for all eligible employees in FY 2021-22. There would be a specific weightage assigned to each quarter and assessment of all quarters will be taken in account for the Annual performance appraisal. This would be in accordance with the Firm *Performance Management Policy*

## Revision of Salary

The Firm reserves the right to change your compensation subject to individual and Firm's performance, at its sole discretion.

## 1. Employment Benefits

*(Ref: Morphogenesis Employee Handbook – Ver 1.5)*

### 1.1 Leaves (Time Off) *(Ref: Morphogenesis Employee Handbook – Ver 1.5)*

**1.1 (a) Short Leaves** - As an employee you will be entitled for 2 short leaves @ 1 hour each (per month).

**1.1 (b) For confirmed employees** - As a confirmed employee of Morphogenesis, you will be eligible for a total of 30 days leaves in a year as 15 days of Privilege Leaves, 7 days of Sick Leaves, 8 days of Casual Leave in a financial year.

**1.1 (c) For employees on probation** - You will be eligible for a half day casual leave (per month) during your probation period which will get lapsed at the end of probation period.

**1.1 (d) Holidays** – You will be entitled for 6 public holidays and 1 leisure leave as listed in yearly holiday calendar. *(Ref: Morphogenesis uknowva)*

### 1.2 Maternity and Paternity Leaves

All eligible female employees are entitled to get 26-weeks Maternity leaves as per Maternity Benefit Act 1961.

As an initiative to support our working mothers to continue their professional endeavours, we extend our support by allowing them additional time off and work for shorter hours in extension to their maternity leaves. *(Ref: Morphogenesis Policy for working mothers - Flex 1.1)*

We also provide 5 days of Paternity leaves per child.

### 1.3 Workmen's Compensation Act

Morphogenesis is compliant with the Workmen's Compensation Act for all our members if any unprecedented and unforeseen circumstances may arise at work leading to partial disability, permanent disability, or death. *(Ref: Workmen Compensation Policy/employee handbook Ver 1.5)*

### 1.4 Professional Indemnity

Our Firm is covered under professional indemnity for any legal claim by our clients for a professional error and omission. *(Ref: Professional Indemnity Policy/employee handbook Ver 1.5)*

## 1.5 Loans and Advances

Post confirmation, employees will be eligible for availing a soft loan at subsidized interest rates, based on the level and tenure of employee for any exigency or personal emergency. (Ref: Loans & Advances Policy Ver 1.1)

## 1.6 Administration Staff Welfare

As a social responsibility, we support our administration team members by providing financial assistance towards the education and mentoring of their children. (Ref: Administration Staff Welfare Policy Ver 1.1)

## 1.7 Medical Benefit for Self and Family (Post Confirmation) – (Ref: Morphogenesis Mediclaim Policy Manual 2021 - 2022)

Health and Safety of our employees is our key priority. Keeping this initiative in mind, post confirmation, all our confirmed employees and their spouse/children are covered by the Firm under a family floater Group Mediclaim Policy to cater to the well-being of our people and their families. Parents of employees can also be covered at a nominal cost borne by the employees themselves.

Insurance Coverage	Annual Group Medical Coverage
For Unmarried Employees	2 Lacs
For Married Employees	3 Lacs (Family Floater)
For Married Employee with Children	5 Lacs (Family Floater)

## 2. EMPLOYMENT TERMS

(Ref: Morphogenesis Employee Handbook - 1.5)

### 2.1 Probation Period

The first 3 months of your employment will be treated as a probation period post which upon satisfactory performance assessment, your appointment shall be confirmed. During probation, should the need arise, your employment may be extended due to a dissatisfactory performance assessment or terminated with a notice of 15 days from either party. Absenteeism during this period may result in probation extension or termination.

### 2.2 Working Hours – (Ref: Attendance Management Process Ver 1.0)

Our standard office working hours are from 9:30am till 6:30pm on all weekdays. All employees must complete 9 working hours on all working days. However, in order to provide flexibility to our employees, our working hours shift is flexible between 8:30am till 7:00pm over a five-day week, with a 30-minute lunch break between 1:30pm to 02:30 pm).

### 2.3 Timesheet

On a daily basis all employees at Level 1-5 (as applicable), shall be required to keep daily timesheet records updated for the work done on the HRIS portal provided. (Time Sheet Process Ver 1.2)



## 2.4 Miscellaneous

2.4.1 If felt necessary, the Firm may get you medically examined, and your appointment is subject to your being declared medically fit by a Doctor appointed by the Firm.

2.4.2 The normal age of your retirement shall be on your completion of 62 years. Your date of birth shall be as recorded in your valid birth certificate or school leaving certificate.

## 3. NON-COMPETE, NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT

*(Ref: Morphogenesis Code of Conduct Policy – Ver 1.1)*

- 3.1 **“Confidential Information”** shall mean all communication and all information whether written, electronic format, computer software, visual or oral and all other material supplied to or obtained by Employee from the Employer (including Group entities) during the continuance of his/her employment with Employer and all information, reports, recommendations or advice given to the Employer or any Group entities by Employee in pursuance of his/her duties hereunder, and shall (without Limitation of the foregoing) include any information from whatever source supplied to or obtained by the Employee concerning the trade secrets, customers, business associations and transactions, financial arrangements and technical or commercial affairs of the group.
- 3.2 **“Group Entities”** shall mean the Employer, the holding Firm/LLP/Company of the Employer, and any LLP/Firm/Company, which is subsidiary of the Employer or the Employers holding Firm/LLP/Company.
- 3.3 **“IPR”** means all forms of Intellectual Property including:
- all patents, designs and drawings, trademarks, service marks, logos, domain names and utility models, copyrights, inventions, brand names and business names and any similar rights and the benefit (subject to the burden) of any of the foregoing (in each case whether registered or otherwise, and includes applications for the grant of any of the foregoing and the right to apply for any of the foregoing in any part of the world).
  - Copyrights (whether or not registered) and registrations and applications for registration thereof in India and other nations, including all derivative works, moral rights, renewals, extensions, reversions or restorations associated with such copyrights, now or hereafter provided by law, regardless of the medium of fixation or means of expression.
  - Computer software (including source code, object code, Firmware, operating systems and specifications).
  - trade secrets and, whether or not marked as confidential, business information (including pricing and cost information, business and marketing plans, return forecast models, business structuring and customer and supplier lists) and know-how including

- manufacturing and production processes and techniques and research and development information.
- e. Industrial designs (whether or not registered).
  - f. Confidential agreements, databases and data collections.
- 3.4 Copies and tangible embodiments of any of the foregoing, in whatever form or medium.
- 3.5 You will not at any time either during your appointment or thereafter divulge or disclose to any person whomsoever or make any use whatever whether for your own purpose or for any other purpose than that of the Firm, any information or knowledge obtained, developed, or acquired by you as to the business affairs, client activities/products/services/standards, Other proprietary methodologies, material, operations or finances of the Firm, or clients or as to any trade services or confidential information pertaining to the Firm or clients or its transactions.
- 3.6 In the event of this agreement being terminated for any reason whatsoever you will agree not to divulge or use such confidential information either for self and for any business rival and or competitor or others and you will return promptly to the Firm all documents and other materials owned by the Firm.
- 3.7 The Employee understand and agrees that all work done by him/her in the course of his/her employment will belong to Firm. In consideration of the remuneration received during the tenure of his/her employment with firm, the Employee hereby assigns and agrees to assign to Firm all its intellectual property rights (including moral rights) in and to any products developed, drawing, documents, views, written materials (Electronic data and other materials and documents created in the course of his/her employment with Firm. The Employee shall not retain any rights or interest in any products developed drawing, documents views, written materials electronic data and other materials, instruments (Laptop Tablets. Mobile Phone Handsets. etc, as applicable) and documents created in the course of his/her employment with Firm.
- 3.8 Upon termination of this Employment the Employee shall return handover all assets and properties of Firm and documents and business records in his/her possession or otherwise acquired during his/her employment and copies thereof. This shall include but not be restricted to any products developed, drawing, documents, views, written material, electronic data and other materials, instruments (Laptop, Tablets. Mobile Phone Handsets, etc., as applicable) and documents created in the course of his/her employment with Firm.
- 3.9 Both during and after the termination of this Employment, except with the prior written approval of Firm, The Employee shall not make any public statement, or author any book report or writing in relation to the business or affairs of Firm. Post termination the employee agrees to clarify, search sort if asked too by Firm for work done by him/her during their tenure with Firm.

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- 3.10 The employee covenants that upon the termination of this agreement for any reasons whatsoever, he/she will not (except with the prior written consent of Firm directly or indirectly
- a. Campaign, solicit or endeavor to entice or engage as an employee/consultant (and/or) to any client(s) or customers of Firm (Group Entities) or any person who at any time during the employment were or are client(s) or customers or were regularly dealing with Firm, without a written consent from the firm.
  - b. Solicit/coerce or persuade any employee of the Firm to quit or leave the employment of Firm in any manner.
  - c. Counsel or otherwise assist any person to do any of the acts referred to in paragraphs above and of this clause.
  - d. Failure to comply with the above will lead to legal proceedings.
- 3.11 While you are in the services of the Firm, you will adhere to the Information System Manual Ver 1.2 as prescribed by the Firm. Any instances or attempts of violation of the aforesaid IT Security Systems on your part shall result in strict disciplinary/legal action. (*Ref: Information System Manual - Ver 1.2 2021*)
- 3.12 You undertake not to disclose except as instructed in writing by the Firm or required by a legally constituted authority for the purpose of laws regarding disclosure, or for the purpose of filing with any Government authority the said Confidential Information.
- 3.13 You accept that the restrictions are reasonable and necessary to protect the Firm's bona fide interest. You acknowledge that irreparable harm, loss and injury to the Firm and the Firm shall be entitled to institute proceedings for temporary restraining order and permanent injunction by any Court of competent jurisdiction to prevent breach of this clause. This remedy is available to the Firm in addition to any other remedy available at law or in equity.
- 3.14 You hereby agree and undertake to indemnify and keep indemnified the Firm against all losses that the Firm may suffer as a consequence of the breach by you of the said clauses. Thus, if the Firm is required to make good any loss due to any suit or action for recovery or any claims, penalties, etc., alleged against the Firm by a third party in accordance with any agreement entered into by the Firm with such third party, directly or indirectly related to the breach committed by you, you undertake to make good to the Firm upon receipt of first information by the Firm in this regard, all such losses, claims, penalties, etc.
- 3.15 You shall devote your whole time and full attention exclusively to your employment with the Firm and shall discharge your duties to the best of your abilities. You further undertake that, during the term of your employment, you shall not engage yourself, directly or indirectly, with or without remuneration in any other employment, service or calling of any nature without written permission from the Firm.
- 3.16 The compensation package has been customized for you taking into consideration of your experience, industry benchmark, Firm policies, and related factors. The matter of your compensation is confidential information of the organization. Any discussion or disclosure of

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## morphogenesis.

B Wing - 501, Kanakia Wallstreet, Andheri East, Mumbai 400093, India | +91 22 4976 0570  
60, Wellington St, Bengaluru 560025 | +91 80 4170 7676  
N-85B, Panchsheel Park, New Delhi 110017 | +91 11 4182 8070  
contact@morphogenesis.org | www.morphogenesis.org

Doc ID: c5bb113ddd36f0da8c6299031c75934830c6adfd

your compensation with any third party, will be considered as breach of agreement by you. Your compensation package is unique to you and not for comparison with other employees in the organization. The terms and conditions of this letter must be kept strictly confidential at all times during or after your employment with us.

#### 4. Termination of Employment Clauses

*(Ref: Morphogenesis Employee Handbook – Ver 1.5)*

4.1 A notice period for confirmed employment for the following levels will be mandatory. Further, the firm may at its discretion relieve you from such date as it deems fit even prior to the expiry of the notice period mentioned.

Levels	Notice Period (in Months)
Level 1 - 2 and Administration Staff	1
Level 3-4	2
Level 5	3
Level 6	4

4.2 Your last day of attendance will be considered as last working day with the firm. You are expected to exhibit the same level of performance standards as laid down by the Firm for your role during notice period failing which the Firm may terminate your service with immediate effect.

4.3 In the event of your continuous absence from work for a period of 7 working days or more, without formal notification to the firm, in such a case, you shall be deemed to have left and relinquished your services. And a notice of employment termination from the Firm will be given to the employee and the Firm shall not be liable to pay any compensation for the notice or absenteeism period to the employee.

4.4 The Firm shall be entitled to terminate this Agreement for "Cause" in which event all your rights to payment from the Firm (including pursuant to any plan or policy of the Firm) shall terminate immediately, except the right to payment in respect of salary in respect of period prior to such termination.

"Cause" shall mean if Employee is:

- I. to be of unsound mind by a competent Medical Practitioner; or
- II. is convicted by any Court of an offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months; or
- III. an order disqualifying him/her for appointment is passed by a Tribunal; or
- IV. is convicted of any offence dealing with related party transactions; or
- V. is guilty of fraud or other gross misconduct, or competence or neglect of duty, or commit any other breach of the obligations agreed under the Agreement; or
- VI. acts in a manner (whether in the course of his/her duties or otherwise) which is likely to bring him/her, the Employer or the Group into disrepute or prejudice the interests of the Employer or the Group; or

- VII. is guilty of continuing unsatisfactory conduct or deficient performance of his/her duties, after having received instructions from the Employer relating to the same; or
- VIII. is in breach of the terms of any other agreement entered into with the Employer.
- IX. Any delay or forbearance by the Employer in exercising any right to terminate this Agreement shall not constitute a waiver of such right.

## 5. BUSINESS CONDUCT

*(Ref: Morphogenesis Code of Conduct Policy – Ver 1.1)*

- 5.1 You will always act with trust, diligence and integrity and abide by the firm's code of conduct and demonstrate actions towards fulfilling the organizational values and vision. You must effectively perform all responsibilities and duties as laid down for your role and ensure desired results. You will be required to work for the Firm or for an Associate or Subsidiary of the Firm on secondment, travel on Firm work or transfer either full time or part-time in any part of India or overseas as required by the Firm.
- 5.2 You will always comply with local laws, regulations and codes in the performance of any obligations by you in India or any other country where you may be deputed by the company. You agree to indemnify the company against any loss or damage that maybe sustained by reason of failure on your part to observe/comply within the laws ordinances, regulations & codes in such country.
- 5.3 You may not indulge in any act or deed which may expose the company or its affiliates to any loss or damage or prosecution under any law where you may be deputed to work on any assignment.
- 5.4 You will under no circumstances impose or attempt to impose any contractual obligations on the company or pledge the company's credit without prior written approval.
- 5.5 You will be governed by the Policies & Rules laid down by the Firm from time to time. You will be required to abide by the administrative instructions and rules and regulations stipulated in the *Employee Handbook Ver 1.5 and Code of Conduct Policy Ver 1.1* as in force for the effective and smooth working of the Firm.
- 5.6 Your appointment is subject to the veracity of the documents/ information provided by you and to the satisfactory verification and reference checks. If at any stage, you are found to have provided incorrect documents/ information or it is known that you have indulged in illegal or unprofessional activities in the past then your appointment is liable to be cancelled without notice or salary in lieu of notice.
- 5.7 You cannot during your employment in the Firm or before be a part of any anti-social/national outfits or of any outfit which is declared as banned by the Government of any country in the world. A breach of this term would entail initiation of appropriate lawful action as deemed by the Firm.
- 5.8 In case you receive an enquiry, call or correspondence from any regulatory authority on any legal communication, law enforcement agency or attorney representing another party, you must immediately direct such communication to the Finance Department, without responding to it in any manner whatsoever (including acknowledging receipt of such an enquiry, call or correspondence). In case you have any doubt on whom to approach in any of the situations described above, please contact your Functional Head and the Finance Team.



- 5.9 All employees need to follow the appropriate dress code for their workplace. 'Formals and Smart Casuals' are the operating attire norm. Employees who interact with the client irrespective of the level due to planned or unplanned meetings are expected to be dressed "Formally" during weekdays.
- 5.10 Morphogenesis & its group companies strive to create a healthy, safe and unbiased working environment for all employees during the course of employment at workplace and are fully compliant and covered under the Morphogenesis Prevention Of Sexual Harassment At Workplace Ver 1.4.

## 6. MISCELLANEOUS

- 6.1 **Successors:** The Firm may assign its rights under this Agreement to any of its successors in business by merger or otherwise. However, the rights of Employee under this Agreement shall not be assigned or encumbered by Employee, voluntarily or involuntarily, during his/her lifetime, and any such purported assignment shall be *void ab initio*. However, all rights of Employee under this Agreement shall inure to the benefit of and be enforceable by Employee's personal or legal representatives, estates, executors, administrators, heirs and beneficiaries.
- 6.2 **Amendment:** This Agreement may not be amended or modified at any time except by a written instrument approved by the Firm, and executed by the Parties provided, however, that any attempted amendment or modification without such approval and execution shall be null and *void ab initio* and of no effect.
- 6.3 **Governing Law:** This Agreement and the rights and obligations hereunder shall be governed by and construed in accordance with the laws of India.
- 6.4 **Arbitration:** Any dispute or difference or question shall at any time hereafter arise between the Parties or their respective representatives or assigns in respect of any construction of this Agreement or concerning anything herein contained or arising out of or as to the rights liabilities or duties of the parties which cannot be resolved mutually by the parties, the same shall be referred to arbitration by a sole arbitrator appointed by the Firm. The arbitration proceedings shall be held in English language at New Delhi.
- 6.5 **Notice:** Notices given pursuant to this Agreement shall be in writing and delivered at the addresses given above or to such other address as the Party to be notified shall have given to the other in accordance with the notice provisions set forth herein, by registered post or similar means.

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## Acceptance and Undertaking

The above-mentioned terms of your appointment letter will not be considered to be changed/ deemed to be changed unless they are communicated to you in writing by an authorized signatory.

You are requested to sign this letter as a token of your acceptance of the terms and conditions of your employment as attached.

For Morphogenesis.

I have read the above offer of employment and agree to the terms defined therein.

*Anisha Anand*

Anisha Anand  
Name & Signature  
Manager TD

*Rajender Jena*

Rajender Jena  
Name & Signature  
Head Finance & Accounts

*Sonali Rastogi*

Sonali Rastogi  
Name & Signature  
Functional Head

*Tejeswani Tanwar*

Tejeswani Tanwar  
Employee Name & Signature  
Acceptance Signature

<b>TITLE</b>	Appointment letter - Tejeswani Tanwar
<b>FILE NAME</b>	Appointment Letter-Tejeswani Tanwar.pdf
<b>DOCUMENT ID</b>	c5bb113ddd36f0da8c6299031c75934830c6adfd
<b>AUDIT TRAIL DATE FORMAT</b>	MM / DD / YYYY
<b>STATUS</b>	● Completed

## Document history



SENT

**10 / 19 / 2021**

13:30:12 UTC+5.5

Sent for signature to Rajendra Kumar Jena (jena@morphogenesis.org), Sonali Rastogi (sonali@morphogenesis.org) and Tejeswani Tanwar (tejeswani.tanwar@morphogenesis.org) from jena@morphogenesis.org  
IP: 183.83.41.31



VIEWED

**10 / 19 / 2021**

15:12:37 UTC+5.5

Viewed by Rajendra Kumar Jena (jena@morphogenesis.org)  
IP: 125.63.92.34



SIGNED

**10 / 19 / 2021**

15:13:04 UTC+5.5

Signed by Rajendra Kumar Jena (jena@morphogenesis.org)  
IP: 125.63.92.34



VIEWED

**10 / 19 / 2021**

16:48:59 UTC+5.5

Viewed by Sonali Rastogi (sonali@morphogenesis.org)  
IP: 183.83.41.31



SIGNED

**10 / 19 / 2021**

17:00:18 UTC+5.5

Signed by Sonali Rastogi (sonali@morphogenesis.org)  
IP: 183.83.41.31

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<b>TITLE</b>	Appointment letter - Tejeswani Tanwar
<b>FILE NAME</b>	Appointment Letter-Tejeswani Tanwar.pdf
<b>DOCUMENT ID</b>	c5bb113ddd36f0da8c6299031c75934830c6adfd
<b>AUDIT TRAIL DATE FORMAT</b>	MM / DD / YYYY
<b>STATUS</b>	● Completed

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## Document history

**10 / 20 / 2021**

14:48:13 UTC+5.5

Viewed by Tejeswani Tanwar  
(tejeswani.tanwar@morphogenesis.org)  
IP: 125.63.92.34

**10 / 28 / 2021**

17:48:23 UTC+5.5

Signed by Tejeswani Tanwar  
(tejeswani.tanwar@morphogenesis.org)  
IP: 125.63.92.34

**10 / 28 / 2021**

17:48:23 UTC+5.5

The document has been completed.

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**AR. VAISHNAVI SINGH**

E: [singhvaishnavi0309@gmail.com](mailto:singhvaishnavi0309@gmail.com)

M: +91-9571594449

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**DATE:** 5th July 2022

**SUBJECT: LETTER FOR APPOINTMENT**

Dear Ms. Vaishnavi Singh

It is our pleasure to offer you an employee appointment as an Architect at our firm.

Truly,

A handwritten signature in black ink, appearing to read 'V Singh', with a horizontal line underneath the name.

**Ar. Vaishnavi Singh**



# Kumar Moorthy & Associates

To,  
Mr. Vinay Agarwal,  
Flat no.8, Bhagwati Apartments,  
Street 1, 60 ft road,  
Chhatarpur, New Delhi

Date : 13<sup>th</sup> Jan. 2022

## Sub: Letter of Appointment

Dear Vinay,

Further to your interview on 5<sup>th</sup> Jan 2022, we are pleased to appoint you on a probationary basis in the position of Junior Architect in the firm. The job position involves participating in an intra office team for design & successful coordination of design by preparation of working and detail drawings and site supervision of projects. The terms of appointment shall be as below.

The date of starting attendance for purposes of salary computation shall be 20<sup>th</sup> January 2022.

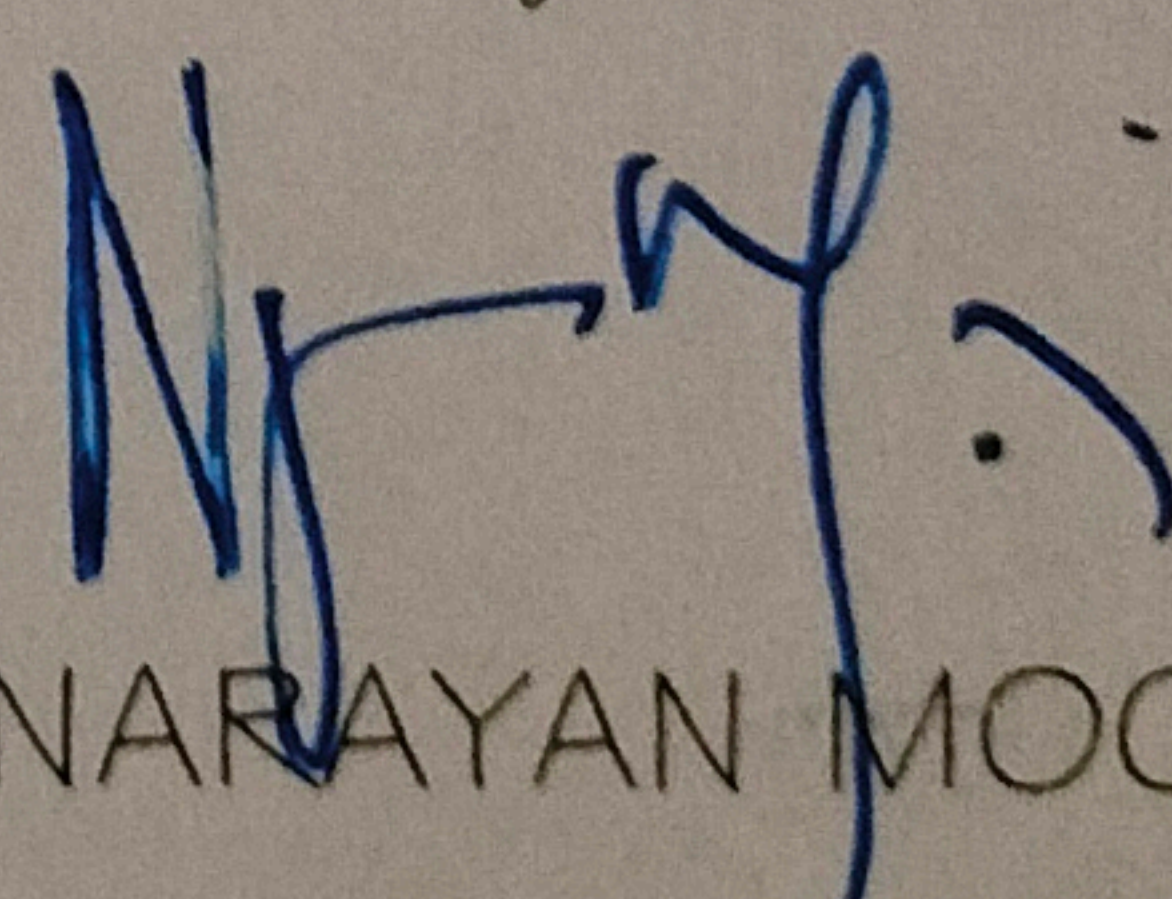
The first three months i.e. upto 20<sup>th</sup> April 2022 shall be a period of probation and you shall be confirmed thereafter based upon your performance. During the period of probation the appointment may be terminated by a notice of a minimum of 7 days (within first month) and 15 days (subsequent 2 months) or salary in lieu of notice by either party.

Your total emoluments shall be Rs. 27,000.0 per month.

The office timings are 9.30/10.00 am to 6.00/6.30 pm. from Monday to Friday & alternate working Saturdays unless your attendance is required at sites upto such time as required as per our standard office practice.

Should you accept this offer, kindly endorse acceptance below and return a copy to us. Looking forward to your joining us on 20<sup>th</sup> January 2022.

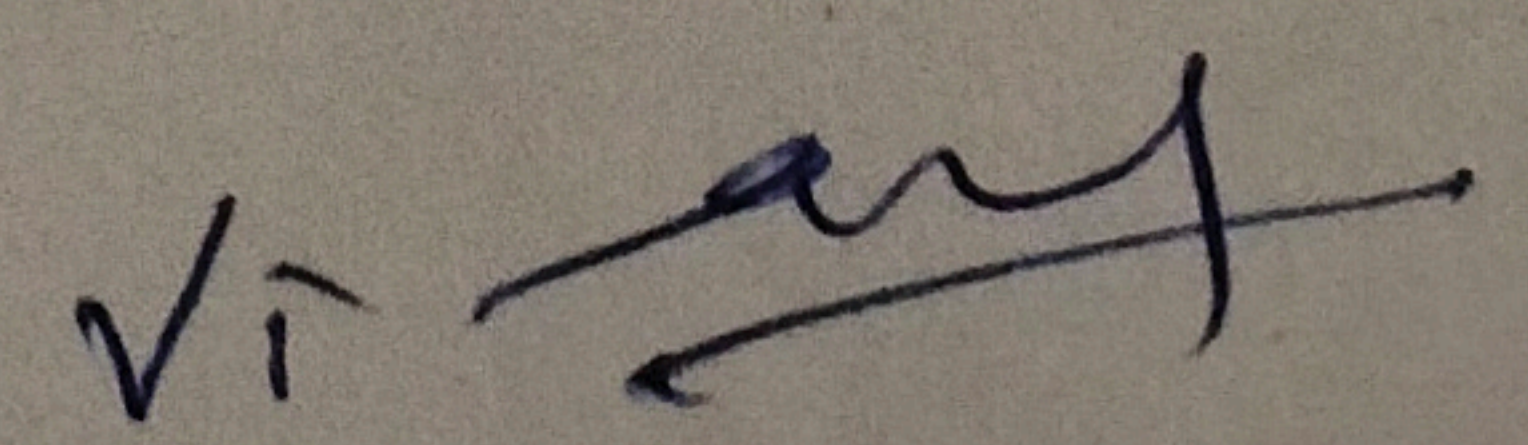
yours sincerely,

  
( NARAYAN MOORTHY )  
Partner

Dear Sir,

I accept the job offer above as per the terms and conditions thereof

Your's sincerely

  
( Vinay Agarwal )  
Appointee

Architects & Interior Designers

C 9/9250, Vasant Kunj New Delhi 110070 ☎ 41767501, 40044887, 400044888  
e-mail : [office@kumarmoorthy.com](mailto:office@kumarmoorthy.com), website : [kumarmoorthy.com](http://kumarmoorthy.com)



Name : VIPNEET KAUR BRAR	Designation : Consultant	Code : VD46		
Department : DESIGN SERVICES	Location : VIA DESIGN INDIA LLP	UAN No :		
Grade :	Joining : 21-10-2021	ESI No :		
Bank Name : PUNJAB AND SIND BANK	Pay Mode : Bank	A/C No : 06671000202974		
Wr Days: 26.00 Holi: 5.00 CL:0.00 EL: 0.00 Medi:0.00 MT: 0.00 Comp:0.00 LWP: 0.00 Ot Hrs 0.00 Paid Days: 31.00				
Earnings	Payable	Arrears	Loans	Other Deductions
BASIC	20000.00			T.D.S.
HRA	5000.00			
Total :	25000.00		Total Deduct :	Net: (25000.00) 25000.00



+91- 7791853444



yash.baid20@gmail.com



6, Shiv colony, Barkat  
nagar, Jaipur, 302015

Ar. Yash Baid  
(Principal Architect)

Architecture

Interior Design

Project Management  
and Consultancy

Date : 20th September 2022

From : The Creator's Lab

To : Mr. Yash Baid

Dear Sir,

We have great pleasure in appointing you as our Principal architect for  
Comprehensive Architectural services/ Landscape Architecture/ Interior  
Architecture.

Yours faithfully,

ACCEPTED

*Yash Baid*

Signature of Architect

Architect's Name : Yash Baid

Date : 20th September 2022

Jaipur

**YASH BAID  
ARCHITECT  
THE CREATOR'S LAB**

Seal of the Firm