



The Muthoot Group



Arijit Chaki

Junior Relationship Executive

Employee Code: DM36335

Dhupguri - (WB)

[Handwritten Signature]
Signatory

[Handwritten Signature]
Employee Sign.



INDOSTAR



Dipankar Modak

ICF05137



FULBARI HIGH SCHOOL (H.S.)

CO - EDUCATION (GOVT. SPONSOR ED)

ESTD - 1887

P.O. FULBARI-735210, VIA- DHUPGURI, DIST. - COOCHBEHAR.

WBSCVE & T. Code - HVS / CSC - 927B

Memo No. _____

email id - fulbarihighschool57@gmail.com


Date 22/9/22

From : President
Headmaster

To whom it may concern

This is to certify that **Smt. Madhumita Adhikary**, D/O - Ramanikanta Adhikary, Vill+P.O- Fulbari, Dist- Cooch Behar, an Ex-Student of this Institution is providing with voluntary service at present from August,2022 as a teacher in Fulbari High School (H.S), Vill+P.O- Fulbari, Dist- Cooch Behar as per request of the school authority due to insufficient number of teaching staff after transfer of a number of permanent teachers in Utsashree Portal .

I wish her success in life.


22/09/22

Headmaster
Fulbari High School (H.S.)
P.O Fulbari, Dist. Cooch Behar

Dated: April 29,2022

Ankan Roy,

105 KC Ghosh road, W- block, Sinthee, Kolkata
West Bengal,
700050.

Subject: - Consultancy Contract

This letter contract sets forth our mutual understanding with respect to the terms and conditions under which you (hereinafter "you" or "your") will serve Ugam Solutions Pvt. Ltd. (hereinafter "Ugam" or "Company") in a part time consulting capacity.

1. Description of service

You agree to use your best efforts and provide Ugam with the full benefit of your expertise and skill in the performance of your duties under this Part Time Contract during the period beginning **May 03,2022** through **May 20, 2023** (the "Part Time Consulting Period"). You shall provide reports with respect to the Services as requested by Ugam from time to time.

2. Tenure of Contract

The tenure of contract will be for a period of **379 days** ("initial period") starting from **May 03,2022**. However, your last date of joining duties may be extended by the Company in writing. The said period may be extended upon a notice by Ugam one month in advance before the end of the initial period and such extension shall be for a period as may be mutually agreed. On your joining the Company, you will be provided two (2) weeks training by the Company to enable to provide required services by the Company.

3. Job Assignments

During the course of your engagement, you may be given any assignment arising out of the Company's business that the management, in its judgment, reasonably feels is suited to your background, qualifications or experience. You will not refuse to carry out any assignment solely on the grounds that it has not been part of your usual duties during your engagement.

Ugam Solutions Pvt. Ltd.

6th Floor, B-Wing, Prism Tower, Malad Link Road, Goregaon (West), Mumbai - 400062.

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Registered Office : 31st Floor, Sunshine Tower, Senapati Bapat Marg, Dadar (West), Mumbai - 400 013.

Board Line No.: +91 22 6652 7300 Email : info@ugamsolutions.com Website: www.ugamsolutions.com

CIN : U72900MH2000PTC125592

Also, there are certain technical requirements to be complied with and required at your end:

- Operating System: Windows 7 Prof
- Internet connectivity speed: Minimum 2 mbps Internet Speed
- Web Cam
- Skype
- Updated Antivirus
- Freeware for Home PC: Microsoft essential/Avast Free Antivirus/Avira Free Antivirus
- Licensed Antivirus: Trend Micro

4. Working hours including shifts and payment terms

You are required to work for a minimum of three (3) days per week for 5 hours (i.e. 5 hours at a time), which is 60 hours per month, irrespective of weekends i.e. Saturday or Sunday. Out of the above-mentioned minimum 3 working days, Sunday shall be compulsorily working. Depending upon the availability of projects and your availability, we might require your services for the entire working week. However, you should confirm your availability before 2.00 p.m. every Friday, for the upcoming week, during the Part Time Consulting Period.

You are required to work in shifts, including night shifts which will be from 9 PM IST till 6 AM IST as per the directions of the Company.

Subject to your login, you shall be paid, on a project, as below –

Type	Amount per response coded
Other Specified Response	Rs 0.50 per response
Open Ended Response	Rs 1.75 per response
Open Ended Response + Codeframe	Rs 2.00 per response
Open Ended Coding at Night	Rs 2.00 per response
QC (Quality Check)	Rs.300/- per hour

Also, if there is shortfall from minimum 9 days, you will get a red against your availability and if you receive 2 reds in a quarter, the contract shall be re-looked for the respective month.

If employee is asked to login at night, between 9:00 AM IST to 6:00 AM IST.

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You will be paid Rs. 100/- per day during your training period at the discretion of the Company. Training amount will be paid only after successful completion of one (1) month of working on live jobs with the Company.

Between 1:00 AM to 6 AM IST will be paid a special allowance of Rs 200/- every night worked.

This allowance will be in addition to your salary based on the number of responses coded (Applicable for screening and ITT studies only).

All payments under this Contract shall be subject to Tax Deducted at Source (TDS) as per the Income Tax regulations. You will be paid in the first week of every month, for the work done in preceding month.

5. Leave

You are not entitled to any paid leaves during your tenure in our Company. If any unpaid leave is required by you, you will need approval from your reporting manager. If you require leave for more than 5 working days, you are required to apply at least 2 weeks in advance. The Company shall have the discretion to postpone or reject the leave applied for, in consideration of the business requirements of the Company.

6. Termination of Services

The Company may terminate this contract at its discretion without notice and with or without assigning any reason thereof. If you wish to terminate the contract, you are required to inform the Company at least 2 weeks in advance.

7. Confidentiality

During the term of your contract, and at any time thereafter, you shall maintain strict confidentiality and not divulge, disclose or impart to any person/organization "Confidential Information" about Ugam Solutions Pvt. Ltd. (the "Company") which may be your personal privilege to be aware of, by virtue of your contract in the Company. You may access, and retain copies (either in physical or electronic format) of, all such Confidential Information, only to the extent required for the effective discharge of your duties.

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In any case, you will not be permitted to transmit such Confidential Information, in any format whatsoever, outside the facilities of the Company.

Para II: "Confidential Information" shall include, but shall not be limited to, information which is not generally known to the competitors of the Company concerning the Company's business and operations, trade secrets, customer identity and lists, sales and management, supplier lists, employee effectiveness and compensation, market strategies and plans, profit and loss information, product cost, gross margins, credit and other sales terms and conditions, computer programs, source code, formats and algorithms, other technical information and know-how, systems and procedures, trade secrets, databases, systems, and generally the Company's goodwill with its customers.

Confidential Information shall also include information contained in projects executed by the Company (such as scope of work, Company's client information, questions, responses, analyses, costs, pricing, methods and reports), marketing surveys, manuals, memoranda, price lists, employee programs, records, training methods, personnel information, and all other proprietary information, whether or not designated, legended, or otherwise identified by the Company as Confidential Information.

Confidential Information shall also include all names and addresses of employees of the Company, comparable confidential information of the Company's clients, including without limitations all survey questions and responses; and you shall specifically acknowledge that as a general matter, all client-supplied information is considered as Confidential Information.

8. Intellectual Property

The rights to any inventions, improvements, discoveries, concepts, ideas, systems, methods, computer programs, proprietary models, databases, computer software and works of authorship related to the Company's

operations and arising out of any work done in the course of your appointment would automatically vest with the Company. In this connection, where required, the Company may obtain patent rights in its name (or jointly with others) based on your invention, discovery or other creative effort. You are specifically made aware that you will not be liable to any compensation for such acts, and that any rewards which the Company may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in the above for you.

9. Non Solicitation

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For the duration of your appointment at the Company, and for a period of two (2) years thereafter, you shall not directly or indirectly either for yourself or as an agent of or in conjunction with any person or entity:

- (a) Solicit appointment with, nor respond to the solicitation of your appointment by, any of the Company's clients, either directly or indirectly.
- (b) Solicit and enter in to any business relationship for the purpose of offering or selling Business Process Outsourcing, Information Technology Enabled Services, computer software development and support and professional services, to any customer, client, licensor, licensee or any other business associate of the Company to the detriment of the Company.
- (c) Solicit, recruit, and attempt to recruit, hire, and attempt to hire, encourage or support any employee of the Company to leave the employment of the Company.
- (d) Solicit, encourage or support any supplier of goods or services, contractor or consultant of the Company to discontinue supplies, contracting or providing services to the Company.

10. Independent Contractor Status

In performing your Services hereunder, your status will be that of an independent contractor and not that of an employee or part-time employee of Ugam. You shall have no authority to represent Ugam in any capacity other than as expressly set forth in this Contract.

11. Warranties or representations

You agree to make no warranties or representations of any kind with respect to Ugam or any of its products, nor shall you be authorized to consummate any sale of any of Ugam's products, unless in each instance you shall have received prior written authorization from Ugam to so act in its behalf.

12. Indemnity

You shall indemnify and save Ugam, its directors, officers, employees and agents harmless against all claims, demands, suits (whether founded or not), investigations, liabilities, losses, damages, fines, penalties, costs or expenses of any kind which any or all of them may hereafter incur or pay out as a result of your negligence or willful misconduct in performance of the Services or breach of the representations and covenants set forth in this Contract.

13. Non-assignment

This Contract requires your personal services and shall not be assigned by you in any manner.

14. Misconduct or breach of provisions

Any misconduct or breach of any of the terms and conditions mentioned above by you, shall make you liable to immediate removal from the services of the Company apart from any action which the

Company may take against you for breach of contract as deemed appropriate. In such events it would not be necessary for the Company to give you any notice, or payment in lieu thereof, whatsoever.

15. General principles/ policies

- (a) You are required to strictly adhere to the policies of the Company governing the use of the computing and telecommunication facilities which prohibits, among other things, the usage, download, storage and distribution of pornographic material, job sites, and viruses or any other material, from the internet or any other source, that may be potentially harmful to the business of the Company.
- (b) You will be responsible for safe keeping and return in good condition/order, whenever demanded by the Company all Company owned/leased/hired property, which is/will be in your use, custody or charge for the business purpose of the Company. You will always abide by the instructions given to you for their handling, legal, commercial and insurance related matters pertaining to the said property.
- (c) You will observe general decorum and discipline and will be governed by policies and procedures and its guidelines as in force from time to time.
- (d) You will not take any direct/ indirect business or work, honorary or remuneratory except with the prior written permission of the management in each case.
- (e) The employee shall provide a copy of his/her Aadhar Card to the Company on the day of joining or when required by the Company, for submission of the same to regulatory/competent authorities. Consent is hereby given to the Company to use such details provided by the employee for any official purpose, as per any applicable rules/regulations/guidelines.

16. Acceptance

The terms and conditions of this contract will remain same till the Company informs you about any change/ modifications and the said changes will override the terms and conditions of this letter from that date onwards. If the terms and conditions of offer enumerated in this letter are acceptable to you, please confirm your acceptance by signing on the duplicate copy of this letter and returning it to the Company.

17. Jurisdiction

The validity, interpretation and performance of this Contract and any dispute connected herewith shall be governed by and construed in accordance with the laws of India and shall be subject to the jurisdiction of the competent Court in Mumbai.

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18. Severability

All terms and provisions of this Contract are severable and any term or provision of this Contract or any application thereof which may be prohibited or unenforceable by law shall be ineffective to the extent of such prohibition or unenforceability without affecting the remainder of this Contract or any other application of such term or provision.

5. Personal information

The Company shall request personal information and related documentation about yourself and/or dependents including but not limited to full name, residential address, date of birth, nationality, bank account information, gender, personal email address, contact information, emergency contact information, marital status, education details, prior work experience details, blood group, Passport, Visa information, PAN Card Number, Aadhar Card, Social Security Number, National Insurance Number on the day of joining or anytime during your tenure of employment.

The Company shall collect such information for purposes including but not limited to: a) submission to regulatory/enforcement authorities. b) providing proof of employment as requested c) deriving various employee demographics and sharing the same with relevant stakeholders including but not limited to clients, potential clients, vendors, shareholders, regulatory/enforcement authorities. All such information collected shall be Company's property and shall be stored as per policy with the Company.

During your employment you shall be responsible to update the Company's records in case there is any change in the above information. Such information as mentioned above shall not be updated after last day of your employment with the Company.

Your information shall be stored on highly secured server on the Company's premises or on secured server on the cloud. Access to this information including any personal documentation shall be highly restricted to the required stakeholders only.

During your employment, you shall have the right to a) access such information b) request for updating/correcting such information by providing relevant supporting evidence c) know how and where your information is stored.

On signing this letter you hereby give your consent to Company to capture, store and maintain such details provided by you for any official purpose, as per applicable rules/regulations/guidelines."

Yours faithfully,

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For. Ugam Solutions Pvt. Ltd.

Vaishali Mehta

I accept the offer and its terms and conditions. I agree to join on or before.....

Name:

Signature:

Date:

NON-DISCLOSURE AGREEMENT

This Non-Disclosure Agreement ("Agreement") is entered into as of **May 03,2022** (the "Effective Date") by and between **Ankan Roy** an individual having its residence at 105 KC Ghosh road, W- block, Sinthee, Kolkata, West Bengal, 700050., (hereinafter "Consultant") and **Ugam Solutions Pvt. Ltd.**, a company registered under the Companies Act, 1956, having its principal place of business at Prism Tower, B-Wing, 6th Floor, Malad Link Road, Goregaon (West) Mumbai – 400 062 ("Ugam"). Consultant and Ugam agree as follows:

1. "Confidential Information" is all technical and non-technical information being disclosed by Ugam to Consultant, including but not limited to product information, plans and pricing, financials, budget, marketing plans, business strategies, customer information, employee list and information, client or prospective client list, vendor or prospective vendor list, projects, data, research and development, software, APIs, specifications, designs, proprietary formulae and proprietary algorithms belonging to Ugam or its Clients, know-how, ideas, concepts disclosed whether orally or as embodied in tangible materials.

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2. Consultant will: (a) hold Ugam's Confidential Information in confidence; (b) use such Confidential Information only for the purposes for which it was disclosed; and (d) to the extent applicable, not modify, reverse engineer, decompile, create other works from, or disassemble any such Confidential Information unless otherwise specified in writing by Ugam.

3. The provision of any such Confidential Information by Ugam does not constitute a license or transfer under any intellectual property rights of Ugam except as expressly provided herein. In addition, the existence and terms of this Agreement and the fact that discussions have taken, are taking, or may take place may not be disclosed by Consultant without Ugam's prior written consent.

4. The restrictions in Section 2 will not apply to Confidential Information to the extent it (a) was in the public domain at the time of disclosure; (b) became publicly available after disclosure without breach of this Agreement; (c) was lawfully received by Consultant from a third party without such restrictions; (d) was known to Consultant without such restrictions prior to its receipt from Ugam; (e) was independently developed by Consultant without breach of this Agreement; (f) was generally made available to third parties by Ugam without such restriction; or (g) is required to be disclosed by Consultant pursuant to judicial order or other compulsion of law, provided that Consultant will

provide to Ugam prompt notice of such order and comply with any protective order imposed on such disclosure.

5. Upon intimation from Ugam, all copies of Ugam's Confidential Information in the possession of Consultant will be returned to Ugam or promptly destroyed to the satisfaction of Ugam.

6. Consultant acknowledges that the unauthorized use or disclosure of any Confidential Information would cause Ugam to incur irreparable harm and significant damages, the degree of which may be difficult to ascertain. Accordingly, Consultant acknowledges that Ugam will have the right to obtain immediate equitable relief to enjoin any unauthorized use or disclosure of its Confidential Information, in addition to any other rights or remedies that it may have at law or otherwise.

7. Consultant will be responsible for any breach of any of the terms of this Agreement by Consultant or any person who is permitted access pursuant to Ugam's work and Consultant shall be liable to indemnify and hold Ugam harmless against any losses, costs, claims, damages or expenses incurred by Ugam either as a result of the unauthorized disclosure by Consultant of any of the Information or as a result of the breach of any of the terms of this Agreement by Consultant.

8. This Agreement is effective as of the Effective Date and may be terminated by Ugam at any time upon written notice. However, Consultant's obligations under Section 2 with respect to Ugam's Confidential

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Information that has been disclosed to Consultant during the term of this Agreement will survive any such termination unless and until such Confidential Information falls within Section 4. In addition, Section 6 and this Section 8 will survive any such termination of this Agreement.

9. This Agreement supercedes all previous agreements between the parties regarding the Confidential Information and cannot be cancelled, assigned or modified except by the written agreement of both parties. The validity, interpretation and performance of this Agreement and any dispute connected herewith shall be governed by and construed in accordance with the laws of India and shall be subject to the jurisdiction of the Courts in Mumbai, without giving effect to conflict of law provisions or to constructive presumptions favoring either party.

10. All notices, requests and other communications called for by this Agreement will be deemed to have been given immediately if made by fax (in either case confirmed by concurrent written notice sent first class mail, postage prepaid), if to the Consultant at the physical address above or by hand delivery, and if to Ugam at the fax number or physical address set forth below, or to such other fax numbers or addresses as either party may specify to the other in writing. Notice by any other means will be deemed made when actually received by the party to which notice is provided.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

For. Ugam Solutions Pvt. Ltd.

Name: Vaishali Mehta

Title:

Ankan Roy

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SUBJECT TO MUMBAI JURISDICTION
APPOINTMENT ORDER

To,
Mr. Subhojit Paul,
Village- Laskarpara,
P.O: Barobisha,
District: Alipurduar,
Pin Code - 736207, West Bengal.
Email id: paulsourav12345678@gmail.com,
Mobile No: 8328706816/8327084231.

Reference to your appointment and subsequent interview you had with us, we are pleased to offer you an appointment in our organization as **AQUACULTURE SALES OFFICER w.e.f. 01.04.2022** on following conditions: **HQ - BARPETA ROAD AQUACULTURE DIVISION.**

- 1 During the period of your training you will be paid a monthly stipend of **Rs. 13,000/-** You will not be entitled to the benefits which are admissible to the regular employees of the Company, except as otherwise specified.
 - a) You will be on training for a period of **SIX MONTHS** from the date of joining the Company. The Company at its discretion may extend the period of training by such further period as may be decided by the Company.
 - b) Upon satisfactory completion of your training and performance of which the Company is the sole judge, you may be considered for the regular employment in the Company.
 - c) If your work and conduct during the training period is not found to be satisfactory Company can terminate your services without notice.
 - d) At the time of absorption in regular employment a detailed letter of the appointment will be issued to you, which will contain split allowances.
- 2 You are liable to be transferred in the same and equivalent position to other location of the company or any of our associate Companies within the Indian union or abroad. In case of such transfer, you will be governed by the Rules and Regulations of the new location.
- 3 You may have to undertake extensive travel on Company work as and when required. In case of a travel on Company business, you will be governed by the rules applicable to your category of employment as may be in force from time to time.

4 You shall during the period of employment:

- a) Diligently and faithfully carry out all instructions given to you from time to time.
- b) Devote your whole time and attention exclusively to the business and interests of the Company and not engage yourself directly or indirectly in any other business or capacity either full or part time.
- c) Keep as confidential all business and trade secrets and transaction of the Company.

In respect of matters relating to your service you shall be governed by the Rules & Regulations of the company and all the modifications as may be made therein from time to time.

This appointment is offered on the basis of the information furnished by you. If at any time it is revealed that employment has been obtained by furnishing false / misleading insufficient information or withholding material information, the Company will be free to terminate your service at any time without notice.

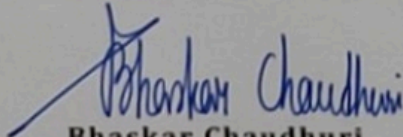
- 5 You will keep us informed of any changes in your residential address. If you are agreeable to the above terms and conditions, please sign and deliver the duplicate of this letter to us.

In any case if you want to resign, one-month prior notice should be given otherwise company can take legal action against you & your final settlement will not take place.

Your appointment will be effective from the date you report for work. If you fail to report to work on the due date without obtaining our consent in writing, this offer of employment will stand withdrawn.

We welcome you to our Company and Wish a Successful Career with us.

For Excellar Healthcare Pvt. Ltd.



Bhaskar Chaudhuri
Director

Date: 16.03.2022

I agree to accept employment on the terms and conditions mentioned in this letter and will report to duty on _____.

Date:

Sign: