Lingaya's Lalita Devi Institute of Management & Sciences

*(NAAC Accredited "A+" Grade Institute & Approved U/s 2(f) of UGC Act 1956)*

Mandi Road, Mandi, New Delhi-110047.
Toll-free Number : 1800-257-5611
website : www.lldims.edu.in, email : director.ldims@gmail.com

## Placement Report for Academic Year 2025–2026

### 1. Executive Summary

The Training & Placement Cell of Lingaya's Lalita Devi Institute of Management & Sciences (LLDIMS) continued its commitment to student employability, career readiness, industry engagement, and professional development during the academic session 2025–2026.

The institute adopted a comprehensive approach to placements, integrating campus recruitment drives, collaborative **Job Fairs, Aptitude assessments, Interview preparation, Group discussion, Workshops, Master classes, Boot camps, Entrepreneurship initiatives, Business Quizzes, Think Tanks and Hackathons**. These initiatives were designed to bridge the gap between academic learning and industry expectations while preparing students for employment, higher education, and entrepreneurial opportunities.

The academic year also witnessed significant industry participation, with **26 companies** visiting the campus for recruitment-related engagements. A notable milestone was LLDIMS becoming the first college in GGSIPU to conduct a **Job Fair in collaboration with PGDAV Evening College, University of Delhi**, strengthening inter-institutional cooperation and expanding employment opportunities for students.

### 2. Student progression and career choices

*Of the 218 students reported, 121 opted for placements and 75 opted for higher education. Together, these categories account for 172 students, representing approximately 78.9% of the reported student strength.*

The remaining 46 students fall outside these two reported categories and may include students pursuing other pathways or whose status requires further classification.

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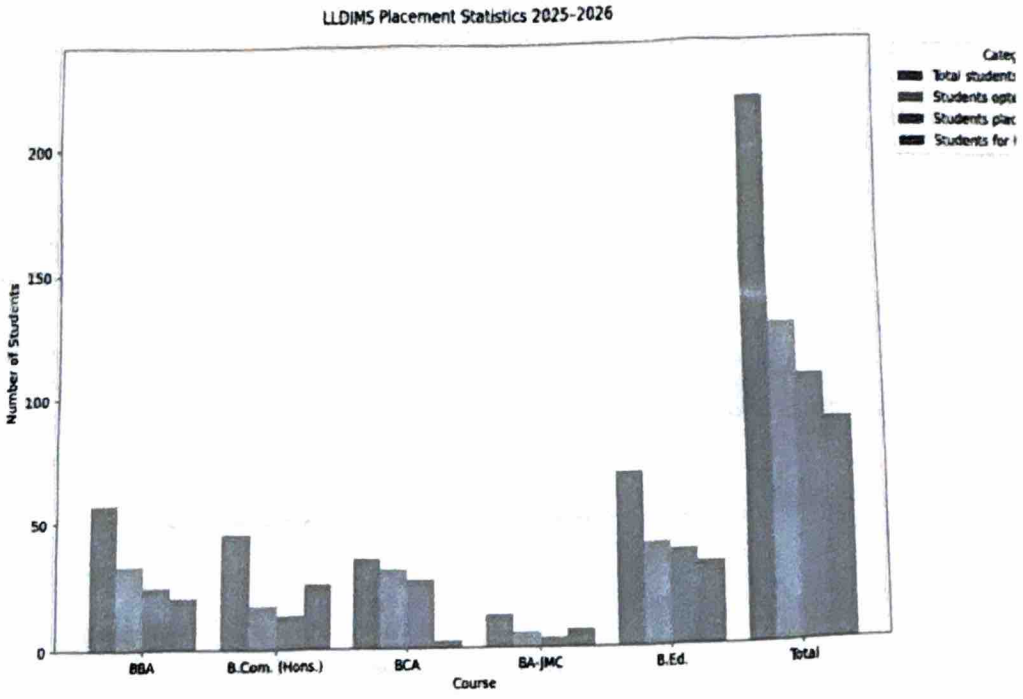
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### 3. Programme-wise Student Strength

The following table presents the programme-wise distribution of students for the academic session 2025–2026.




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The programme-wise data reflects the diverse academic profile of LLDIMS, encompassing management, commerce, computer applications, journalism and mass communication, and teacher education.

**4. Salary and Recruitment Highlights**

LLDIMS facilitated industry engagement through campus placement drives, recruiter interactions, and employment-oriented activities.

Highest salary package: ₹11 LPA

**Physics Wallah** offered the highest reported salary package during the placement cycle.

Average salary package: ₹3.3 LPA

The reported average salary offered highlights the institute's focus on connecting students with employment opportunities across different sectors.

26 companies participated

Recruiters from education, professional services, financial services, digital platforms, and other industries engaged with students through campus drives.

**5. Major Recruiters and Industry Participation**

The placement activities witnessed participation from reputed organisations, including:

1. Physics Wallah
2. Just Dial
3. Concentrix
4. Teleperformance
5. Orchid International Schools
6. KPMG
7. Adda 24*7
8. Axis Bank
9. India News
10. Loreto Convent etc.

The participation of these organisations provided students with exposure to varied professional environments and potential career pathways. The recruitment process also helped students understand industry expectations, selection procedures, and workplace competencies.

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**6. Major Placement Drives and Job Fairs**

**A. Collaborative Job Fair — 14 March 2026**

LLDIMS conducted a collaborative Job Fair with PGDAV Evening College, University of Delhi, marking a significant milestone in the institute's placement initiatives.

The event brought together students and recruiters on a common platform to facilitate employment opportunities, promote institutional collaboration, and strengthen industry–academia engagement.

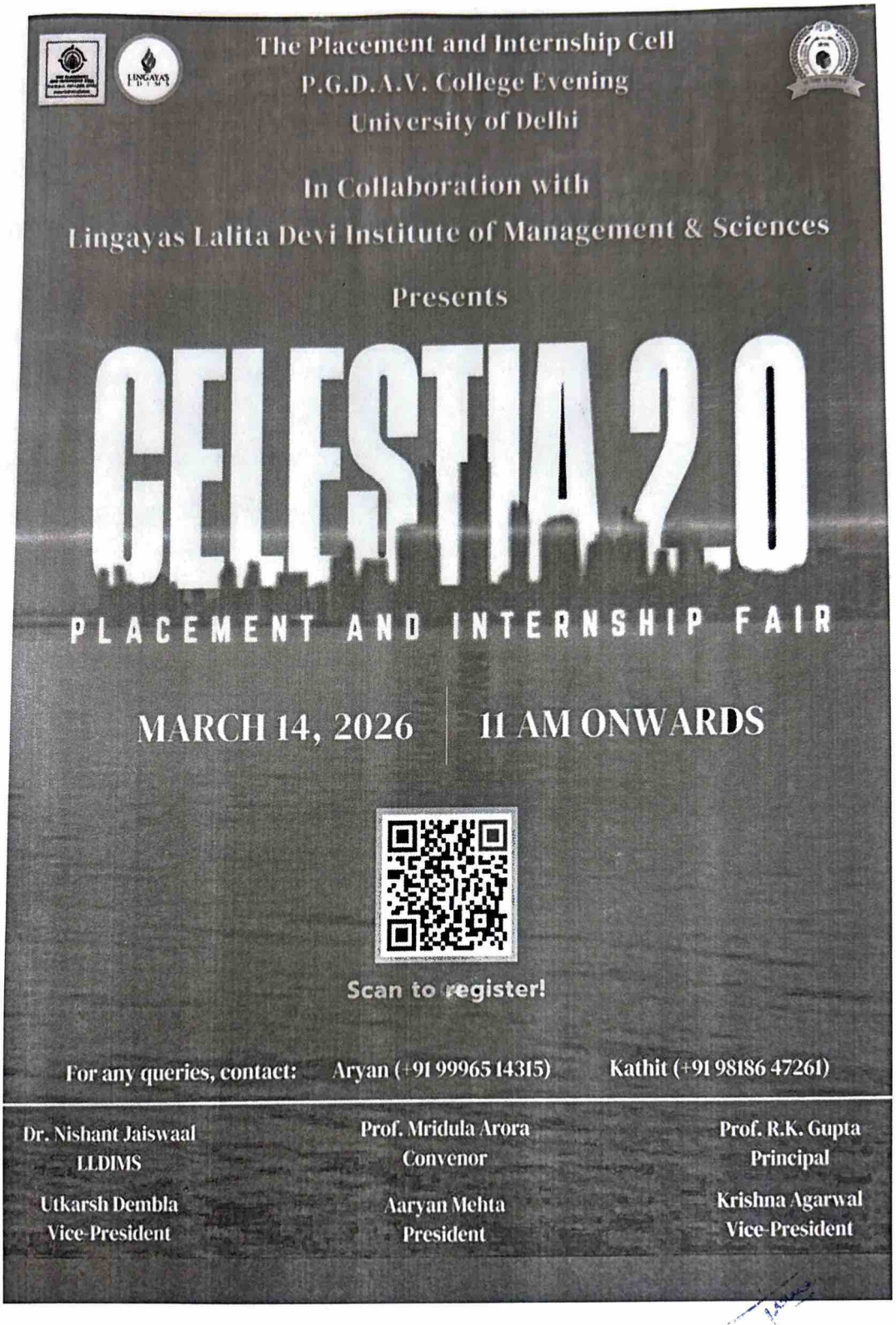
LLDIMS records this initiative as the first such Job Fair conducted by a GGSIPU-affiliated college in collaboration with PGDAV Evening College, University of Delhi.

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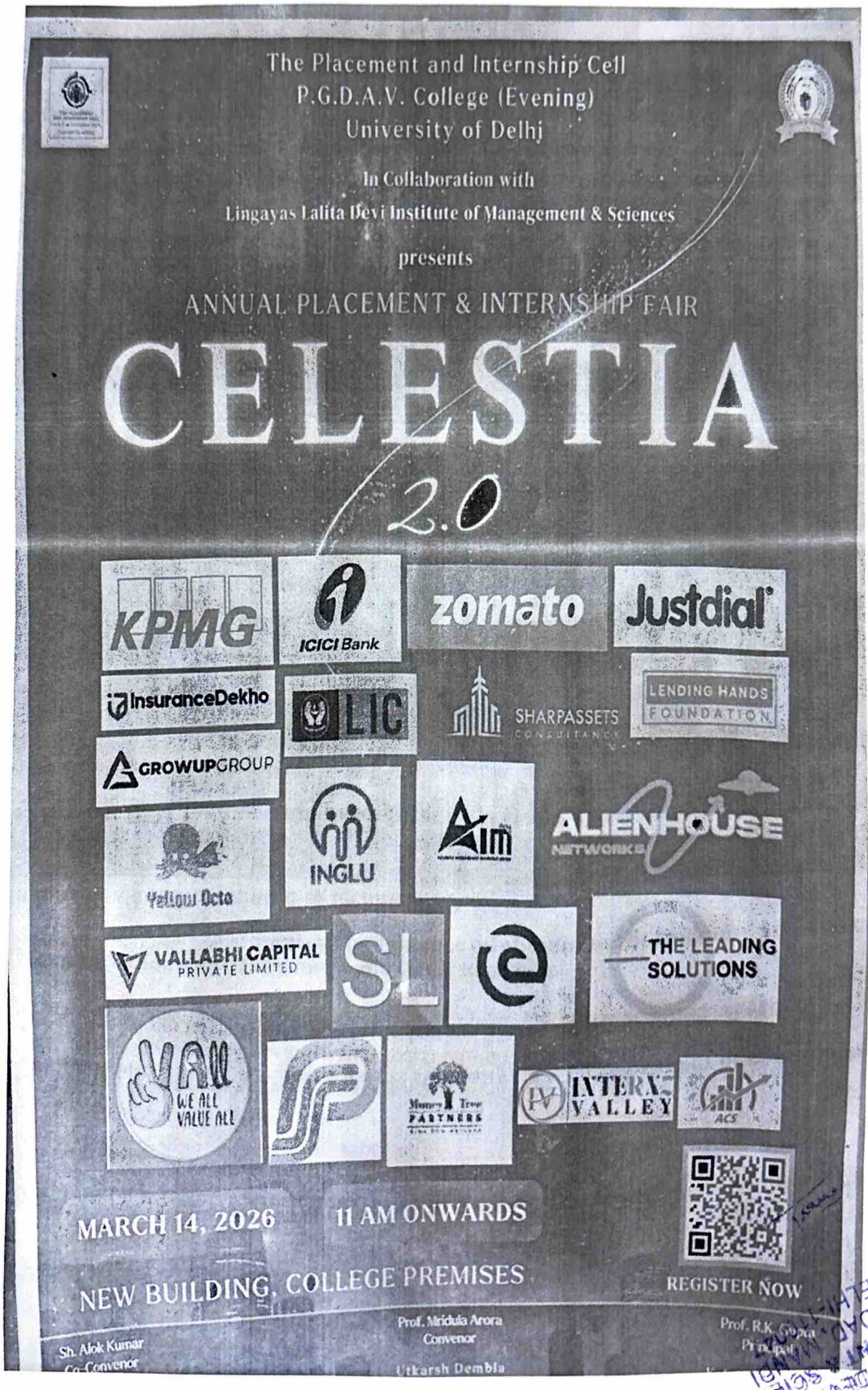

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**B. Campus Recruitment and Job Fair — 10 July 2026**

A second major recruitment event was conducted on 10 July 2026, with a different set of participating companies. The initiative further expanded recruiter engagement and offered students additional opportunities to interact with prospective employers.

Both events formed an important part of the institute's broader efforts to improve access to employment opportunities and create a structured recruitment ecosystem.




**7. Training, Personality Development and Career Readiness**

The Training & Placement Cell recognised that employability extends beyond academic qualifications. Accordingly, several training interventions and co-curricular activities were conducted to strengthen students' professional competence, confidence, communication, and problem-solving abilities.

**Interview Preparation Workshops**

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Sessions focused on interview etiquette, answering frequently asked questions, self-introduction, resume presentation, professional conduct, and confidence building.

**Group Discussion and Communication Skills**

Students practised articulation, active listening, logical reasoning, teamwork, and structured communication to prepare for corporate selection processes.

**Entrepreneurship and Innovation Activities**

Entrepreneurial activities, business quizzes, and hackathons encouraged creative thinking, collaboration, problem-solving, innovation, and an entrepreneurial mindset.

**Aptitude Assessment and Employability Testing**

Naukri aptitude tests and other assessment-oriented activities helped students practise analytical reasoning and prepare for recruitment assessments.

**Master Classes and Boot Camps**

Specialised sessions and intensive training activities supported practical learning, industry awareness, professional development, and Job readiness.

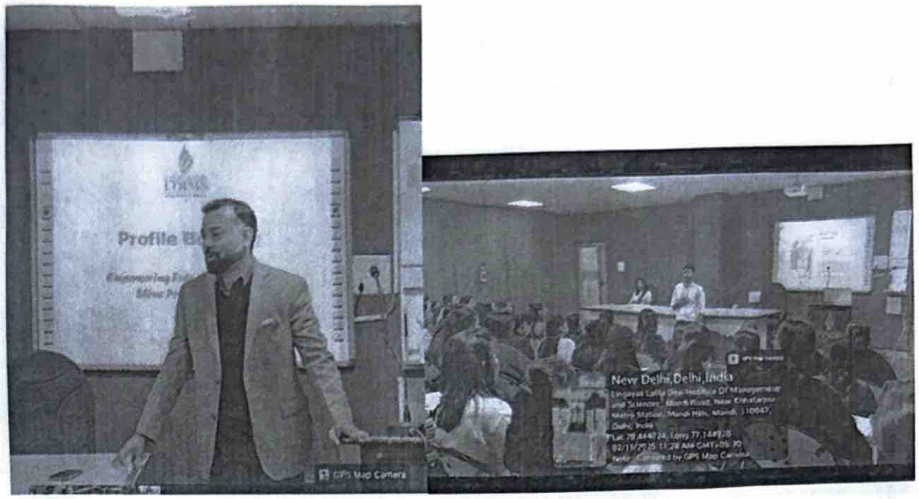
*Some of the glimpses:*

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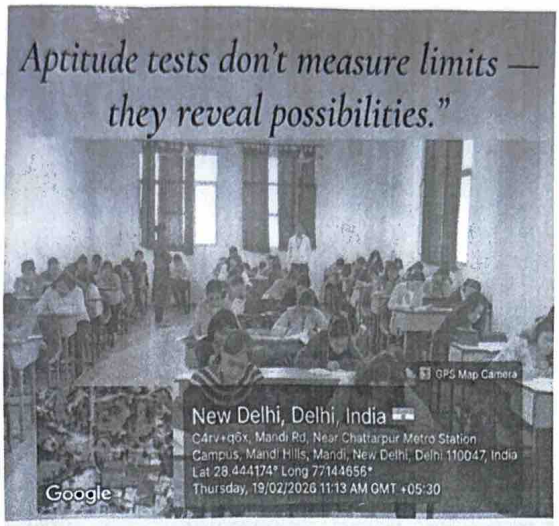


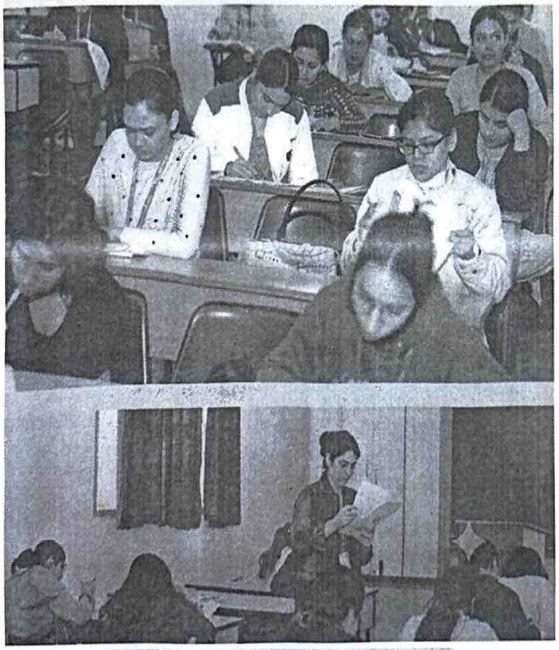

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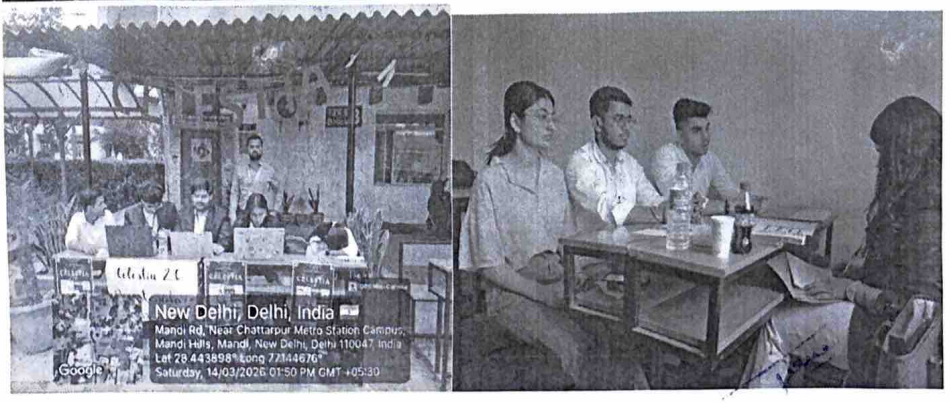
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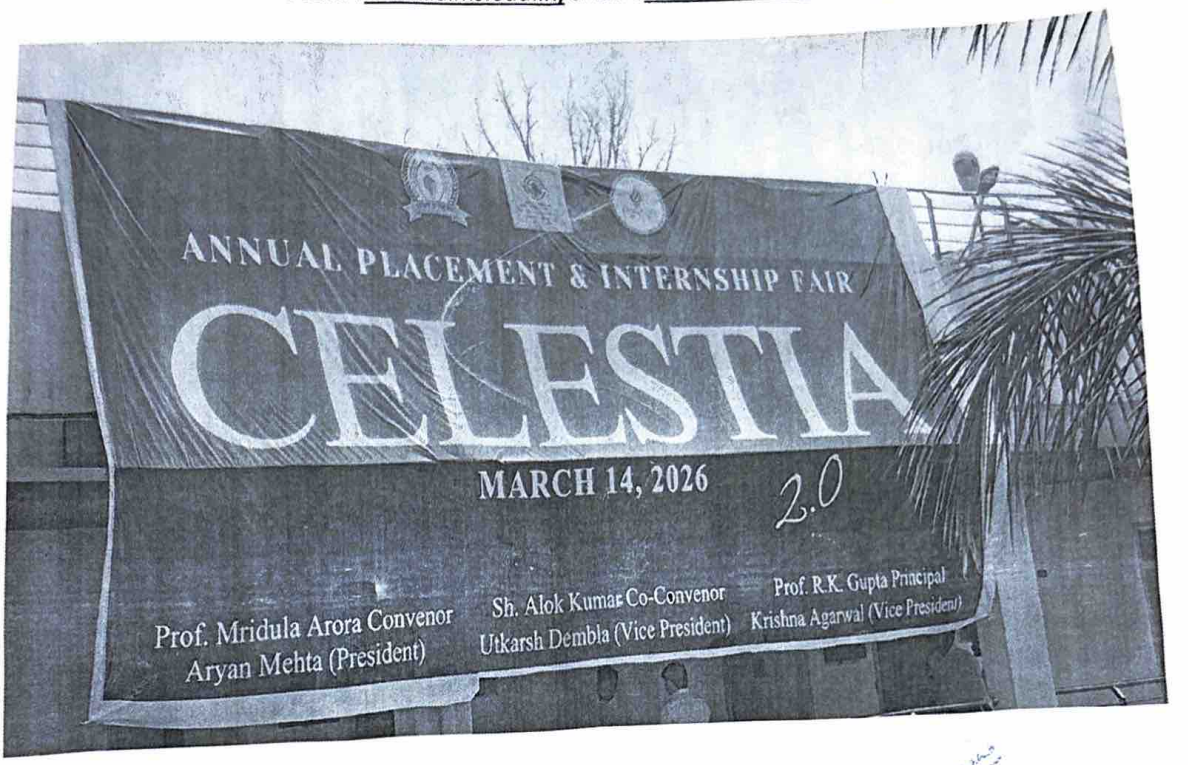



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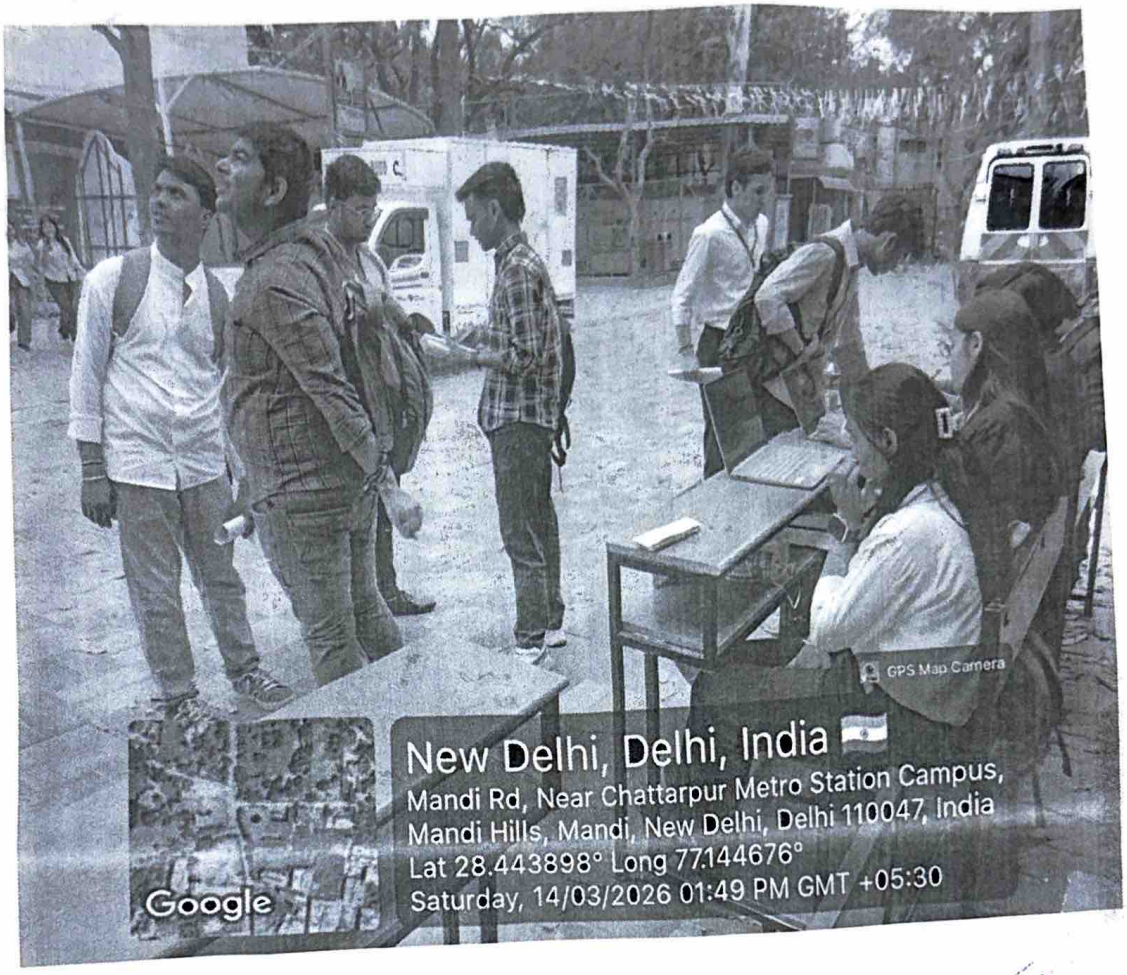

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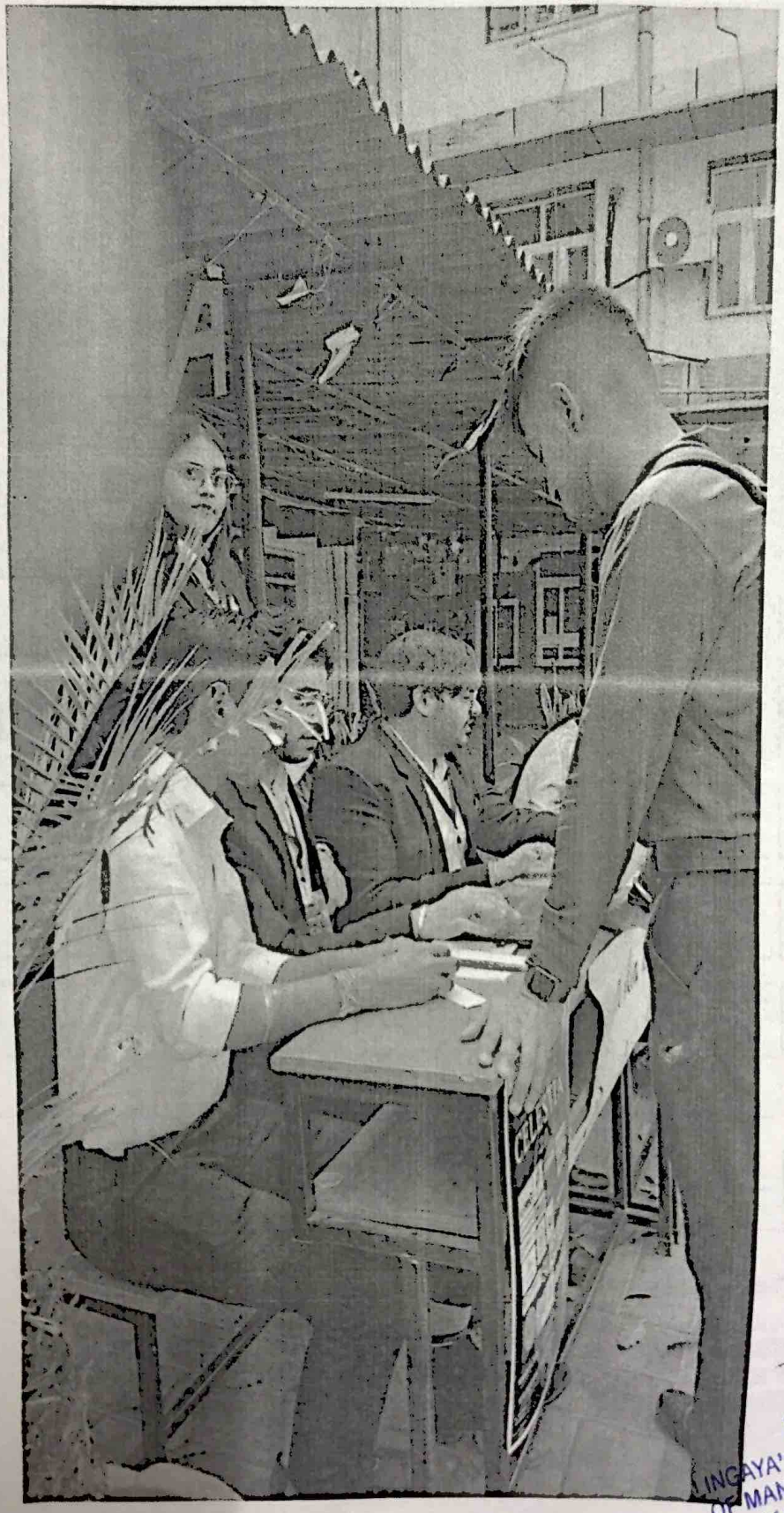

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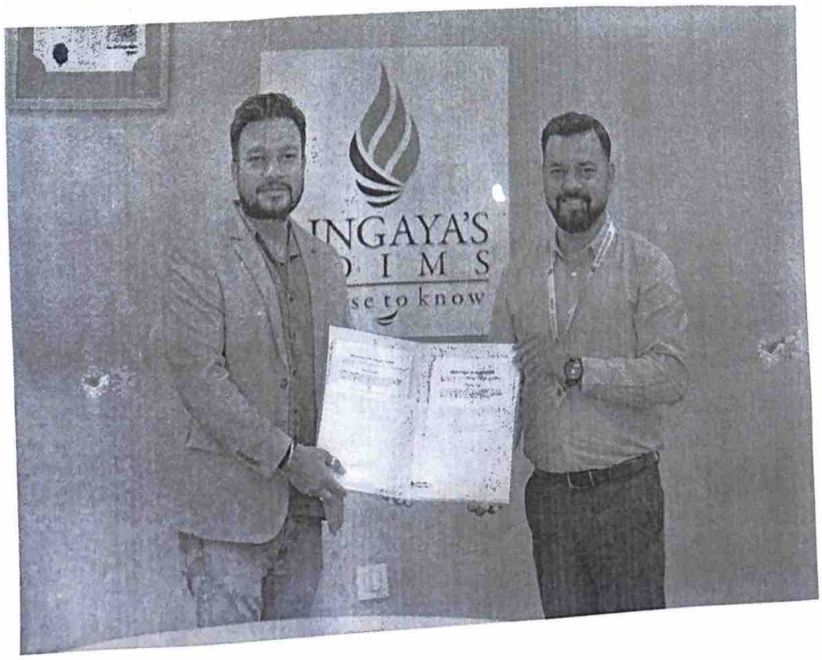
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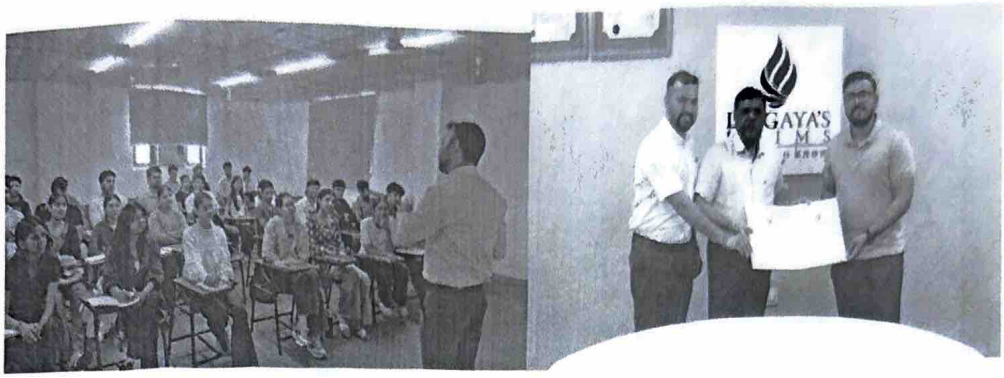


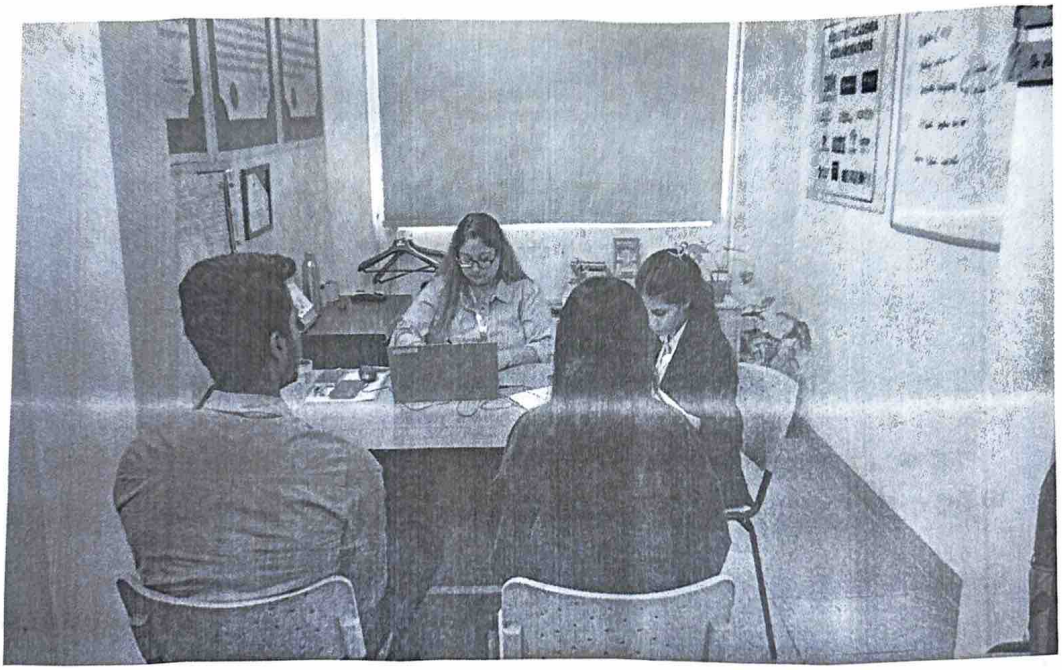

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**8. Key Achievements of the Training & Placement Cell**

The major achievements during the academic session 2025–2026 included:

1. **Industry engagement**: 26 companies participated in campus recruitment-related activities.
2. **Salary milestone:** The highest reported salary offer reached ₹11 LPA, offered by Physics Wallah.
3. **Competitive average package:** The reported average salary offered was ₹3.3 LPA.
4. **Collaborative placement initiative:** Organisation of a Job Fair in collaboration with PGDAV Evening College, University of Delhi, on 14 March 2026.
5. **Continued recruitment engagement**: A second major Job Fair was conducted on 10 July 2026 with a different set of participating companies.
6. **Employability enhancement**: Workshops on Interviews, Group discussions, Aptitude Tests, and Professional communication supported career readiness.

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7. **Innovation and Entrepreneurship:** Business Quizzes, hackathons, and Entrepreneurial activities encouraged creativity and problem-solving.
8. **Multiple career pathways:** The institute reported 105 students opting for placements and 75 opting for higher education.

## 9. Conclusion and Way Forward

The academic session 2025–2026 reflects LLDIMS's continued efforts to strengthen its placement ecosystem through recruiter engagement, collaborative job fairs, professional development, and student-focused career preparation.

The Training & Placement Cell remains committed to developing industry-ready graduates equipped with the knowledge, communication skills, confidence, adaptability, and professional competencies required in an evolving employment landscape.

Going forward, the institute aims to broaden its corporate network, increase opportunities for internships and pre-placement offers, deepen industry partnerships, strengthen domain-specific training, and expand career guidance for students pursuing employment, higher education, and entrepreneurship.

Through these sustained initiatives, LLDIMS seeks to reinforce its commitment to academic excellence, holistic student development, and meaningful career outcomes.

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SAKSHI DATT
04.07.2025 14:38

# INDIGO CABIN CREW EMPLOYMENT AGREEMENT

**BETWEEN**

**Kashvi Aswal**

**AND**

**INTERGLOBE AVIATION LIMITED DATED**

**July 05, 2025**

InterGlobe Aviation Limited
Registered Office: Upper Ground Floor, Thapar House, Gate No. 2, Western Wing, 124 Janpath, New Delhi – 110 001, India, M +91 9650098905,
F +91 11 43513200, Email: corporate@goindigo.in
Corporate Office: Emaar Capital Tower-II, Sector-26, Sikanderpur Ghosi, MG Road, Gurugram - 122022, Haryana, India. T +91 124 435 2500.
CIN no.: L62100DL2004PLC129768

SAKSHI DATT

**THIS INDIGO CABIN CREW EMPLOYMENT AGREEMENT** (hereinafter referred to as this "**Employment Agreement**" or "**Agreement**"), is executed on the 5th day of **July**, 2025

BY:

**Kashvi Aswal**, resident of **G-350, Phase-6, Aya Nagar, Near Shiv Mandir, Delhi - 110047** (hereinafter referred to as "**Cabin Crew**") of the ONE PART;

AND

**InterGlobe Aviation Limited**, a company incorporated under the laws of India having its corporate offices at Tower C, 2nd Floor, Global Business Park, Mehrauli - Gurgaon Road, Gurugram - 122002, Haryana, India (hereinafter called the "**Company**", which expression shall include its successors, nominees and assigns) of the SECOND PART.

(The Cabin Crew and the Company shall be individually referred to as the "**Party**" and collectively as the "**Parties**").

RECITALS:

I. That the Company is engaged in the business of operating scheduled air transport services and operates an airline by the name 'IndiGo'.

II. That the Cabin Crew agrees that in order to further enhance her portfolio as a Cabin Crew, she is required to undergo certain specialized training (hereinafter "**Special Training**") to be arranged by the Company, at the cost and contribution of non -refundable amount of Rs. 75000/- (Rs. Seventy-Five Thousand) by the Cabin crew, the details of which are more particularly set out in **Annexure A** hereunder. The scope of the Special Training may be modified by the Company at its discretion and the same shall be notified to the Cabin Crew as deemed fit by the Company.

III. That it is hereby clarified by the Company that in the event the Cabin Crew meets the eligibility criteria as contained in the Longevity Bonus Program and has successfully served as a Cabin Crew for a minimum period of three (03) years from the date of joining (hereinafter known as "**Minimum Term as Cabin Crew**"), the Cabin Crew shall receive a reward of Rs. 1,50,000/- [(One Lac Fifty Thousand Rupees only) aforesaid amount "**Longevity Bonus**"]as a one-time lump sum payment towards longevity bonus under the Program to the Eligible Cabin Crew. In case the Cabin Crew has moved to another role within the Company through an internal transfer, such Cabin Crew may only receive a proportionate amount of the aforesaid reward depending on the tenure served as a Cabin Crew from the date of joining. All the terms and conditions of the Longevity Bonus Program including without limitation, payout conditions are contained in the Longevity Bonus Agreement which shall be signed separately upon successful completion of the Minium Term as Cabin Crew.

IV. That the Cabin Crew expressly agrees that the non-refundable and non – interest bearing Rs. 75,000/- paid by the Cabin Crew towards the Special Training shall be paid directly by the Cabin Crew to the Company at the initiation of the Special Training.

V. That the Cabin Crew, (i) in consideration of the Company facilitating and enabling the Cabin Crew to participate in the Special Training, (ii) by agreeing to incur/ bear such cost of Rs. 75,000/- (Rs. Seventy-Five Thousand) towards such Special Training, its successful completion within the stipulated time period, and (iii) agreeing to be in the employment of the Company for a Minimum Term as Cabin Crew of three (03) years from the date of joining, shall be treated to be exclusively employed with the Company under this Employment Agreement.

VI. That based of the provisions of Recitals (I) to (V) above, it is hereby clarified that in the event that the Cabin Crew does not complete the Minimum Term as a Cabin Crew, (i) the amount of Rs. 75,000/- paid by her towards Special Training shall stand forfeited, and (ii) she shall not be eligible for any Longevity Bonus whatsoever.

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IN CONSIDERATION OF THE PREMISES AND MUTUAL PROMISES AND COVENANTS SET FORTH HEREINAFTER, THE PARTIES HERETO AGREE AS FOLLOWS:

1. Definitions

In this Agreement, unless the context otherwise requires: (i) capitalized terms defined by inclusion in quotations and/or parentheses have the meanings so ascribed; and (ii) the following words and expressions will have the meanings ascribed to them below:

"**Available To Fly**" means that the Cabin Crew (i) is available to perform duties in the service of the Company, (ii) is engaged in any training being provided by the Company, (iii) is on approved leave (but not on leave without pay) in accordance with the applicable policies of the Company, or (iv) is on any other authorized Company business.

"**Cabin Attendant (Grade TRG)**" means a cabin crew who does not have the relevant flying experience before joining the Company and is in the process of undergoing ground training and does not perform flying duties during such training period.

**"Cabin Attendant (Trainee)" / "Senior Cabin Attendant (Trainee)" / "Lead Cabin Attendant (Trainee)" / "Check Cabin Attendant (Trainee)"** means a Cabin Crew who has relevant flying experience before joining the Company (based on operational requirements and as determined by the Company during the relevant selection process), is in the process of undergoing ground training, and does not perform flying duties during such training period.

"**Cabin Attendant**" means a cabin crew who meets the requisite qualifications, experience and such other criteria as laid down by the DGCA and as determined by the Company.

"**Cabin Crew in Good Standing**" means that the Cabin Crew is eligible for normal pay and benefits and (i) who has not resigned from their employment other than in accordance with the terms of this Agreement, and/or (ii) who has not been terminated by the Company, and/or (iii) against whom no disciplinary action has been taken by the Company in accordance with the terms of this Agreement.

"**Calendar Month**" means the period from and including the first day of, to and including the last day of, each English calendar month of the year.

"**Check Cabin Attendant**" means a cabin crew who meets the requisite qualifications, experience and such other criteria as laid down by DGCA and the Company for a 'Check Cabin Attendant', and in addition to undertaking the duties of a Lead Cabin Attendant also undertakes periodic checks with respect to: (i) other cabin crew; and (ii) surveillance of the cabin of an aircraft.

"**Company Performance Bonus Programme**" has the meaning assigned to it in Clause 5.2 of the Agreement.

"**DGCA**" means the Directorate General of Civil Aviation, Government of India.

SAKSHI DATT

"**Domicile**" means a station which is the location where the Cabin Crew is posted during the term of this Agreement.

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"**Effective Date**" has the meaning assigned to it in Clause 2 of this Agreement.

"**Lead Cabin Attendant**" means a cabin crew who meets the requisite qualifications, experience and such other criteria as laid down by DGCA and the Company for a 'Lead Cabin Attendant' and who has the overall responsibility for: (i) the conduct and coordination of cabin safety procedures applicable during the operations of a flight; and (ii) leading the other cabin crew in the aircraft.

"**Long Term Leave Period**" has the meaning assigned to it in Clause 6.3 of this Agreement.

"**PAN**" has the meaning assigned to it in Clause 5.3 of this Agreement.

"**Proprietary and Confidential Information**" has the meaning assigned to it in Clause 8.1 of this Agreement.

"**Roster Period**" means successive periods comprising of such number of days as determined by the Company from time to time, for rostering purposes.

"**Sector Hours**" means flying hours of the Cabin Crew calculated on the basis of sector values, determined in accordance with the policies and directions of the Company.

"**Senior Cabin Attendant**" means a cabin crew who meets the requisite qualifications, experience and such other criteria as laid down by the DGCA and as determined by the Company.

"**Status**" means a cabin crew's awarded designation by the Company as Cabin Attendant, or Lead Cabin Attendant and/or Check Cabin Attendant.

"**Special Training**" shall mean the training that is facilitated by the Company to be completed by the Cabin Crew consisting of the modules listed in Annexure A, and the successful completion of which is necessary for the Cabin Crew to perform flying duties.

"***TMU Policy***" has the meaning assigned to it in Clause 3.9 (a) of this Agreement.

## 2. Appointment

2.1 The Company hereby appoints the Cabin Crew as **Cabin Attendant (Grade Tr)**, initially Domiciled in **Mumbai**, with effect from or such other date notified in writing by the Company ("Effective Date"), subject to the terms and conditions set forth in this Agreement, and the Cabin Crew hereby accepts such appointment.

## 3. Duties and Responsibsilities

3.1 The Cabin Crew shall at all times, be capable of carrying out the duties of a **Cabin Attendant (Grade Tr)** of any aircraft operated by the Company and shall undertake their duties on domestic and/or international routes, as determined by the Company, and shall perform such other duties as are assigned to the Cabin Crew from time to time.

3.2 As a part of the Cabin Crew's responsibilities, the Cabin Crew shall be responsible for the effective functioning of the staff or employees, if any, under their supervision.

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3.3 The Cabin Crew shall, at all times, meet all requirements specified by the DGCA or such other regulatory authorities, which are applicable to their performance of duties for the Company.

3.4 The Cabin Crew shall carry out their duties diligently in accordance with:

(a) this Agreement;

(b) any other agreements that may be entered into between the Cabin Crew and the Company including any training agreements;

(c) operational instructions as contained in the orders or circulars of the DGCA or any other governmental authority;

(d) any working orders or notices issued orally or in writing from the Company to the Cabin Crew, in effect from time to time, and in the case of any conflict between such working orders or notices (as the case may be) and this Agreement, such working orders or notices (as the case may be) shall prevail; and

(e) the manuals and/or policies (including amendments thereto) of the Company in effect from time to time and in the case of any conflict between such policies and this Agreement, such policies shall prevail.

3.5 During the course of the Cabin Crew's employment with the Company, the Cabin Crew shall, at all times, keep themselves informed of and updated with all of the policies and procedures of the Company in force, including but not limited to matters concerning flight operations, safety, leaves, code of conduct and medical policies. The Company shall, at its sole discretion, have the right to amend its policies at any time, remove any policies or formulate new policies and the Cabin Crew shall be bound to be aware of and comply with such amended/updated policies.

3.6 The Cabin Crew shall serve the Company as a cabin crew member in any part of the world and on any of the routes served by the Company, as determined by the Company, including revenue flights, non-revenue flights, training flights, test flights, delivery flights, ferry flights, demonstration flights, positioning flights and/or chartered flights and/or familiarization flights and/or proving flights, as determined by the Company and/or by the regulatory authorities. The Cabin Crew's duties shall also include duties to be performed by them as an Additional Crew Member ("**ACM**") and/or Dead Head Crew ("**DHT**") to perform flying duties and/or stand by duties and/or reserve duties and/or office duties in accordance with the policies and/or circulars and/or notices governing ACM/DHT duties.

3.1 The Company shall prepare a roster and assign flights within a Roster Period to the Cabin Crew prior to the commencement of such Roster Period and the Company may amend such roster from time to time due to operational reasons and the Cabin Crew shall at all times adhere to such roster. In addition, the Cabin Crew may be assigned additional flights by the Company during a Roster Period, in accordance with the Company's requirements, provided that the Company shall comply with any applicable DGCA requirements in this respect.

3.2 A Cabin Crew may be required to fly the Company's aircraft from their Domicile or designated operating station of the Company. In the event the Company determines that changes in staffing are required at one or more of its Domiciles, the Company may require the Cabin Crew to fill an identified Domicile vacancy.

3.3 The Cabin Crew's continued employment with the Company shall be subject to the following conditions:

(a) Medical Fitness: The Cabin Crew shall at all times be in sound health and shall not be found medically unfit as per the Company policies and/or any applicable governmental authority including DGCA. The Company shall have the right to require the Cabin Crew to undergo appropriate medical examinations, as and when deemed necessary in the sole discretion of the Company, by a medical professional designated by the Company and / or the DGCA. The decision of the appointed medical professional shall be final and binding on the Parties. If in the opinion of the Company, the Cabin Crew is found to be temporarily medically unfit while carrying out the duties assigned by the Company, the Temporarily Medically Unfit Policy of the Company ("**TMU Policy**") shall apply to the Cabin Crew. Provided that the Company shall have the right to initiate appropriate action against the Cabin Crew including termination of their employment as a result of such medical unfitness and/or temporary medical unfitness.

(b) Alcohol or Substance Abuse: The Company shall have the right to require the Cabin Crew to undergo examination for use/consumption of alcohol or psychotropic substances or psychoactive substances as per the applicable regulations of DGCA, and other drugs, including narcotics, as and when deemed necessary in the sole discretion of the Company by a professional designated by the Company and / or the DGCA. The decision of the appointed professional shall be final and binding on the Cabin Crew.

(c) Veracity of Particulars Submitted: If the qualifications, references or any other particulars furnished by the Cabin Crew to the Company before or after the date of this Agreement, including in respect of any past employment records, regulatory, disciplinary or other proceedings or action, are in any manner found to be false, incorrect or inaccurate, or if any material relevant information has been suppressed or concealed by the Cabin Crew from the Company, the Cabin Crew shall be deemed to be in breach of this Agreement.

(d) Exclusive Employment: During the period of the Cabin Crew's employment with the Company, they shall work exclusively for the Company and shall not secure any other job, either for remuneration or on an honorary basis, unless pre-approved by the Company in writing, which approval shall be subject to such conditions as the Company deems fit.

(e) Licenses and Permits. The Cabin Crew shall, at all times, be in possession of all valid licenses required to perform their duties, including any other documents, registrations, certificates, approvals, licenses, identification proof, valid medical fitness certificate required by the Company or any governmental authorities, required for the purpose of carrying out their assignments or for the purposes of their employment with the Company or to obtain the airport entry permit issued by the airport operator. The Cabin Crew shall also ensure that their passport, without emigration check requirements, is valid at all times.

(g) Successful completion of the Training/Internal Assessment/Tests. The Cabin Crew shall be required to successfully complete any training and/or internal assessment test that may be conducted by or on behalf of the Company, to its satisfaction. Notwithstanding anything contained in this Agreement, during any period of corrective and/or recurrent and/or curative trainings attended by the Cabin Crew, the Cabin Crew shall be eligible for remuneration in accordance with **Schedule 2** to this Agreement, other than the component of Base Flying Pay, Lead Allowance (if applicable), Core Lead allowance (if applicable), or any other flying related allowance, which shall not be payable to the Cabin Crew.

(h) Compliance with laws in all jurisdictions: The Cabin Crew shall be required to be in compliance with all applicable laws of any jurisdiction in order for the Cabin Crew to perform their duties or obligations under this Agreement, in any jurisdiction including India. The Cabin Crew shall be obligated to inform the Company of any such noncompliance of any such laws.

**4.** Change in Designation or Structure

4.1 The Company shall have the right to change the Cabin Crew's Status (including but not limited to designation and/or reporting structure), subject to the Cabin Crew's qualifications and/or performance standards and the Cabin Crew agrees that such change in Status may result in an upgrade or a downgrade in their Status.

4.2 The Cabin Crew agrees and acknowledges that in the event their change of Status results in an upgrade, the Company shall have the right to increase the Cabin Crew's emoluments or remuneration as set forth in this Agreement.

4.3 The Cabin Crew further agrees and acknowledges that in the event their change of Status results in a downgrade, the Company shall have the right to reduce the Cabin Crew's emoluments or remuneration as set forth in this Agreement.

**5.** Compensation and Taxes

5.1 With effect from the Effective Date, subject to the Cabin Crew remaining a Cabin Crew in Good Standing and the provisions of this Agreement, the Cabin Crew shall be entitled to the remuneration and statutory benefits as set forth in **Schedule 1** to this Agreement. **Schedule 1** to this Agreement also sets forth different categories of such remuneration and statutory benefits, and the conditions or terms of such remuneration and statutory benefits, if any. Upon re-designation of the Cabin Crew from Cabin Attendant (Grade TRG) to a Cabin Attendant subsequent to successful completion of training, subject to the Cabin Crew remaining a Cabin Crew in Good Standing and the provisions of this Agreement, the Cabin Crew shall be entitled to the remuneration and statutory benefits as set forth in **Schedule 2** to this Agreement. **Schedule 2** to this Agreement also sets forth different categories of such remuneration and statutory benefits, and the conditions or terms of such remuneration and statutory benefits, if any.

5.2 As a part of the remuneration set forth in **Schedule 1** or **Schedule 2**, the Cabin Crew shall be eligible to participate in a performance pay or Crew bonus programme ("**Company Performance Bonus Programme**") of the Company. In terms of the Company Performance Bonus Programme, in the event that the operations of the Company meet or exceed certain financial and/or operational targets for a given financial year, the Company, at its discretion, may make a bonus payment to the Cabin Crew up to a maximum of five per cent (5%), of the sum of the Basic Pay, House Rent Allowance, Base Flying Pay, Special Allowance and the Uniform Allowance of the Cabin Crew, in such instalments and periodicity as determined by the Company.

5.1 All payments made to the Cabin Crew by the Company shall be subject to withholding of taxes as applicable under the laws of India. The Cabin Crew shall be liable for any and all applicable taxes arising out of payments made by the Company to the Cabin Crew. It is hereby clarified that as per the provisions of the Income-tax Act, 1961 (as amended from time to time), it shall be the Cabin Crew's obligation to furnish to the Company, a true and correct copy of their Indian Permanent Account Number ("**PAN**") card issued by the Income-tax authorities, in order to enable the Company to release payments to the Cabin Crew pursuant to this Agreement, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income-tax Act, 1961 (as amended from time to time), due to the non-availability of such PAN. The Cabin Crew shall be solely responsible for the authenticity and validity of the PAN card details furnished to the Company and shall at all times keep the Company indemnified in this regard.

6. Leaves and Days Off

6.1 During the term of this Agreement the Cabin Crew shall be provided with leaves (including sick leaves), in accordance with the applicable Company policies.

6.2 The Cabin Crew shall be entitled to such number of days off/rest period in a month, as prescribed by applicable law/regulations.

6.3 Long Term Disability/ Illness

The Company, in its discretion, may grant the Cabin Crew extended leave on account of illness for any period up to a maximum of one hundred eighty (180) days ("**Long Term Leave Period**") during the term of this Agreement in accordance with the applicable policies of the Company.

7. Representations and Warranties

The Cabin Crew hereby represents and warrants to the Company that (a) all representations, information and documents relating to, *inter alia*, the Cabin Crew's licenses, testimonials and certificates of academic qualification and professional accreditations regarding past employments, made or furnished by the Cabin Crew to the Company is or will be true and correct; (b) they are not subject to or party to any covenants, agreements, restriction or proceeding arising out of the Cabin Crew's prior employment or independent contractor relationships which would be breached or violated by the acceptance by the Cabin Crew of the appointment or performance of the Cabin Crew's duties hereunder; (c) there are no suits or legal proceedings or administrative actions or disciplinary proceedings of any nature whatsoever, pending or threatened against the Cabin Crew and the Cabin Crew is not bound by or subject to any court order or any other disability of any nature which may, in any way, restrict or prohibit the Cabin Crew from accepting or continuing with this appointment or from performing their duties or providing services on the terms and conditions contained herein.

8. Confidentiality

8.1 The Cabin Crew acknowledges and agrees that during the Cabin Crew's employment with the Company, the Cabin Crew may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-

how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including the Cabin Crew, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood.

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8.1 Information shall not be deemed Proprietary and Confidential Information and the Cabin Crew shall have no obligation with respect to any such information, if the Cabin Crew can prove by written records: (i) that it was already known to the Cabin Crew, prior to its receipt from the Company, without any obligation to maintain confidentiality, from a source other than the Company; (ii) is or hereafter becomes publicly known through no wrongful act, fault or negligence of the Cabin Crew; (iii) is received by the Cabin Crew without restriction and without breach of this Agreement, from a third party entitled to so disclose it; (iv) is approved for release by written authorization of the Company; (v) is independently developed by the Cabin Crew without, either directly or indirectly, any access to, or knowledge of, such Proprietary and Confidential Information; or (vi) is required to be disclosed to comply with applicable law or any order of a judicial and /or regulatory authority of competent jurisdiction. If the Cabin Crew is required to disclose any such Proprietary and Confidential Information in such a manner, the Cabin Crew shall immediately notify the Company of such a requirement prior to such disclosure, to the extent possible.

8.2 The Cabin Crew shall use, disclose and/or make copies of the Proprietary and Confidential Information received, at any time, solely in respect of the Cabin Crew's duties as part of the Cabin Crew's employment and association with Company. The Cabin Crew shall, upon the termination of this Agreement or at the request of Company, at any time, promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise. The Cabin Crew shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of the Cabin Crew's employment.

8.3 The Cabin Crew agrees that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to the Cabin Crew, in its database and the Cabin Crew shall have no objection to such storage. The Cabin Crew agrees that the Company shall, at all times (including after the cessation of the Cabin Crew's employment with the Company), have the right to retain and/or display any photos, images and/or videos of the Cabin Crew taken by the Company or made available by the Cabin Crew to the Company, for the purpose of the Company's promotional activities.

8.4 The Cabin Crew acknowledges and agrees that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Agreement by the Cabin Crew, and the Cabin Crew agrees that Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.

9. Non- Solicitation

9.1 The Cabin Crew shall not, at any time, during the term of their employment with the Company or thereafter, and under any circumstances, directly, indirectly or in any other manner solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to leave the employment of the Company and/ or any of its subsidiaries and / or affiliates or apply for employment with any third party or encourage such personnel of the Company. The Cabin Crew further agrees that they shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business/activities/services of the Company, or with those customers of the Company with whom the Cabin Crew has had any contact, during their employment with the Company.

9.2 Any failure by the Cabin Crew to comply with the obligations set forth in Clause 9.1 of this Agreement shall be deemed to be a material breach of this Agreement and shall result in irreparable loss, damage and injury to the Company.

**10.** Other Terms

10.1 Contact Information

The Cabin Crew shall at all times keep the Company informed of their current postal address, email address, residence telephone number and mobile telephone number, in writing. Any communication sent to the Cabin Crew by the Company to the most recent contact information in the Company's files at the time the communication was sent will be deemed to have been duly served by the Company to the Cabin Crew.

10.2 Manuals

The Company shall provide the Cabin Crew with all prescribed manuals and documents required for the performance of their duties, whether in physical form or electronically including for purchase by the Cabin Crew. The Company may update its manuals and documents from time to time. The Cabin Crew shall be responsible for keeping track of, acknowledging, reading, understanding and following such updates. Manuals shall remain the property of the Company and shall be returned to the Company immediately upon the cessation of the Cabin Crew's employment with the Company. The Cabin Crew acknowledges that all manuals are security items and if lost, the Cabin Crew shall immediately report such an incident to their reporting manager.

10.3 Transportation

For the purposes of carrying out their flying duties, the Company will provide the Cabin Crew with transportation to and from the airport, either by providing the Cabin Crew a taxi allowance, or by providing Company-paid pick-up and drop-off service, depending on the Cabin Crew's location, subject to the Company's applicable policies.

10.4 Duty Travel

The Company will arrange the Cabin Crew's travel while on duty on its own flights, but may use the services of another carrier to ensure operational reliability. If another carrier's services are used, the Company shall pay the Cabin Crew's airfare and will determine the carrier and class of service to be used. The Company will provide the Cabin Crew with suitable accommodation consisting of bed, breakfast and an allowance to cover meals and incidentals, at a rate to be determined by the Company that is appropriate for the location, wherever applicable. The Company's choice of carrier, class of service, hotel accommodation and out-of-pocket allowances may be updated from time to time as determined by the Company.

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10.1 Personal Travel

The Cabin Crew and their spouse and dependents will be eligible for personal travel on Company flights in accordance with the Company's Staff Leisure Travel Policy.

10.2 Meals on Board

The Company will provide the Cabin Crew with light meals or snacks on board during their duty.

10.3 Training

(a) Depending upon the Cabin Crew's prior work experience, at the time of joining the employment of the Company or prior to commencement of the Cabin Crew's duties with the Company, as the case may be, the Cabin Crew may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable them to effectively discharge their responsibilities. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between the Cabin Crew and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards the Cabin Crew's specialized training / skill and / or knowledge enhancement. In the event that such agreement is executed between the Cabin Crew and the Company, such agreement shall form an integral part of this Agreement and the Cabin Crew shall always be bound by the terms of such agreement. In the event of any conflict in respect of any provisions between the contents of this Agreement and such agreement, the provisions of such agreement shall take precedence.

(b) *Proficiency post Training*. Upon completion of the aforesaid training, the Cabin Crew will be released for flying duties subject to achieving a minimum score required by the Company or the relevant governmental authority, and as communicated to the Cabin Crew.

10.4 Insurance

The Company will contract with a third party insurer and will pay the necessary premium(s) in order to provide the insurance benefits to the Cabin Crew set forth in this Clause 10.8. Any claim on the policies listed herein will be made by the Cabin Crew against the insurer, and the Company shall not be responsible for issues related to claims management, disputes over appropriate documentation, or litigation with the insurer for denial of any claim for any reason whatsoever.

(i) *Medical Insurance*: The Company will provide medical insurance coverage to the Cabin Crew and their dependents (spouse and two (2) children) in the event of hospitalization due to disease / injury. The Company will bear the cost of the insurance coverage. The insurance policy will be a standard 'Family Floater Policy' available generally among reputed third-party insurers, with a coverage limit of Rupees Two Lakhs Only (Rs. 2,00,000/-) per year or as may be the relevant coverage amount as amended by the Company from time to time. In addition, the Cabin Crew shall have the right to extend coverage to include their dependent parents or increase the coverage amount for the Cabin Crew or their dependents (spouse and two (2) children), by paying 100% of any additional premiums incurred to do so as per the rates negotiated by the Company with the insurance company.

(ii) *Aircraft Accident*. If the Cabin Crew suffers injury / death in the unlikely event of an aircraft accident, compensation to the Cabin Crew or next of kin, as the case may be, will be paid as per

the provisions of applicable law and as covered under the comprehensive insurance policy for the aircraft.

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(i) *Other Insurance Benefits:* Other insurance benefits (if any) shall be applicable to the Cabin Crew as per prevailing company policies.

**1.** Term, Termination and Suspension

1.1 Term

This Agreement shall continue in full force and effect for a period of three (3) years from the date of execution of this Agreement unless terminated earlier in accordance with the terms herein. The Company may extend the term of the Cabin Crew's employment at its sole discretion.

1.2 Termination for Cause

Notwithstanding anything to the contrary herein, this Agreement shall terminate in accordance with the provisions set forth in this Clause 11.2, upon the occurrence of any of the following:

(a) *Death:* Automatically on the date of death of the Cabin Crew.

(b) *Long Term Disability/Illness:* Where the Company has, in its discretion, granted the Cabin Crew leave on account of long term disability/illness pursuant to Clause 6.3 of this Agreement, if the Cabin Crew is unable to perform their duties as required by the Company from time to time for a single period, or combination of periods, which in aggregate exceed the Long Term Leave Period. Provided however that termination in such instance shall be effective only after the expiry of the Long Term Leave Period.

(c) *Material Breach:* By a notice in writing issued by the Company to the Cabin Crew upon a breach by the Cabin Crew of the provisions of this Agreement or any other agreement executed by the Company and Cabin Crew, or breach of any of the Company's policies and/or circulars and/or written communications and/or rules and/or guidelines of hotels and/or guest houses or such other places where Cabin Crew would be required to be present as a part of their duties.

(d) *Failure to comply with laws in all jurisdictions:* By a notice in writing by the Company to the Cabin Crew if the Cabin Crew has failed to comply and/or has breached any applicable laws of any jurisdiction due to which the Cabin Crew is or may be unable to perform their duties or obligations under this Agreement, in any jurisdiction including India and/or if any criminal investigation or proceedings are initiated against the Cabin Crew in any jurisdiction.

(e) *Incompetence or Negligence:* By a notice in writing issued by the Company to the Cabin Crew if the Cabin Crew, based upon an investigation conducted by the Company, is found to be guilty of incompetence or negligence in the performance of their duties.

(f) *Unsatisfactory Work Conduct*: By a notice in writing issued by the Company to the Cabin Crew if the Cabin Crew, based upon an investigation conducted by the Company, is found to have exhibited work conduct that is, in the opinion of the Company, unsatisfactory, including but not limited to acts of insubordination, dishonesty, insobriety, theft, intimidation, sexual harassment, ethical infractions, acts or omissions that are detrimental to the reputation and /or business interests of the Company or other behaviour prohibited by Company policy.

(a) *Failure to successfully complete trainings assigned by the Company*: By a notice in writing issued by the Company to the Cabin Crew, in case the Cabin Crew fails to attend, undergo, clear or successfully complete the Company's internal assessment training and/or fails to clear any re-examination to the satisfaction of the Company.

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(b) *Alcohol or Substance Abuse:* By a notice in writing issued by the Company to the Cabin Crew if the Cabin Crew is found to have consumed alcohol or other prohibited substances during duty or within proscribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(c) *Failure to Undergo Preventive Treatment:* By a notice in writing issued by the Company to the Cabin Crew if the Cabin Crew refuses or fails to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick, disabled or unable to properly perform their duties.

(d) *Illegal Activity:* By a notice in writing issued by the Company to the Cabin Crew if the Cabin Crew is found guilty of violating any law or applicable rules or regulations, including but not limited to directions of the DGCA, with respect to the performance of their duties.

(e) *Failure to Retain Licenses or Permits:* By a notice in writing issued by the Company to the Cabin Crew if the Cabin Crew fails to obtain or retain any of the permits, licenses or approvals which are necessary for the Cabin Crew to perform their duties pursuant to this Agreement.

(f) *Unprofessional Interaction with Customers or other employees:* By a notice in writing issued by the Company to the Cabin Crew if the Cabin Crew, based on an investigation conducted by the Company, is found guilty of unprofessional interaction with customers, service providers of the Company, other employees of the Company or the general public.

1.1 Termination without Cause

Subject at all times to applicable law, the Company may terminate the Cabin Crew's employment for any reason, by issuing a written notice of at least thirty (30) days prior to the date of termination or, at the discretion of the Company, by making payment in lieu of such notice.

1.2 Resignation

(a) If the Cabin Crew desires to resign from the services of the Company, the following provisions shall apply:

(i) *If the Cabin Crew is a Cabin Attendant (Grade TRG) or a Cabin Attendant (Trainee) or a Senior Cabin Attendant (Trainee) or a Lead Cabin Attendant (Trainee) or a "Check Cabin Attendant (Trainee) or a Cabin Attendant or Senior Cabin Atten–ant* - the Cabin Crew shall provide the Company with a minimum prior written notice of one (1) month.

(ii) *If the Cabin Crew is a Lead Cabin Attendant or a Check Cabin Attendant:* the Cabin Crew shall provide the Company with a minimum notice period of three (3) month s.

(a) The Cabin Crew shall continue to serve the Company during their notice period unless such notice period is waived off or reduced in writing by the Company. The Cabin Crew hereby agrees and acknowledges that the Company shall, at its sole discretion, determine whether the Cabin Crew shall be required to serve the entire notice period or be relieved from employment earlier, provided that the Cabin Crew shall be required to make a payment to the Company in lieu of the remainder of the said notice period not served by the Cabin Crew. In the event the Company waives off or reduces such notice period, the Company shall not be obliged to pay the Cabin Crew any compensation beyond the date of the Cabin Crew's cessation of duty. If the Cabin Crew chooses to resign from the services of the Company instead of undergoing an investigation pursuant to Clause 11.2 of this Agreement, the Company shall have the right to refuse such resignation until such time that the investigation is completed. This Agreement shall terminate automatically on the last working day of the Cabin Crew pursuant to the Cabin Crew's resignation in accordance with this Clause 11.4.

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(b) Notwithstanding anything to the contrary contained in this Agreement, in the event the Cabin Crew tenders their resignation from the services of the Company, and such resignation has been accepted by the Company, the Cabin Crew shall not be permitted to withdraw such resignation subsequent to its acceptance, unless otherwise mutually agreed to between the Parties.

1.3 Suspension

Notwithstanding anything to the contrary contained herein, if the Cabin Crew's employment with the Company is liable to be terminated pursuant to Clause 11.2 of this Agreement, the Company may, in its sole discretion, determine that the Cabin Crew be suspended from duty, either with pay or without pay, with or without benefits, as a Cabin Crew in Good Standing or not, and/or as a Cabin Crew Available to Fly or not and for such time as the Company deems fit.

2. Governing Law and Dispute Resolution

This Agreement shall be governed by the laws of India and any disputes between the Parties shall be subject to the jurisdiction of the courts in New Delhi.

12 A. Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to the Cabin Crew, and only upon:

(i) payment of any applicable amounts to be made by the Cabin Crew to the Company; and
(ii) the Cabin Crew obtaining successful clearances from all the relevant departments of the Company.

the full and final settlement of any outstanding and undisputed amounts due to the Cabin Crew shall be initiated by the Company after the date of cessation of the Cabin Crew's employment with the Company.

3. Miscellaneous

3.1 Further Assurances

The Parties will, from time to time, execute and deliver all such further documents and do all acts and things as the other Party may reasonably require to effectively carry on the full intent and meaning of this Agreement.

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3.1 Amendments

No modification or amendment to this Agreement and no waiver of any of the terms or conditions hereof will be valid or binding unless made in writing and duly executed by or on behalf of the Parties.

3.2 Assignment

This Agreement and the rights and liabilities hereunder will bind and inure to the benefit of the respective successors of the Parties hereto. The Parties will not assign or transfer any of their rights and liabilities hereunder to any other Person without the prior written consent of the other Parties, provided that the Company shall have the right to assign its rights and obligations under this Agreement to its affiliates and/or group companies.

3.3 Specific Performance

The Cabin Crew agrees that damages may not be an adequate remedy for the Company upon a breach by the Cabin Crew of their obligations under this Agreement and the Company shall be entitled to an injunction; restraining order; right for recovery; suit for specific performance; or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain the Cabin Crew from committing any violation, or enforce the performance of the covenants, representations and obligations contained in this Agreement. These injunctive remedies are cumulative and are in addition to any other rights and remedies the Company may have at law or in equity, including without limitation a right for damages.

3.4 Severability

Each obligation under this Agreement will be treated as a separate obligation and will be severally enforceable as such in the event of any obligation or obligations being or becoming unenforceable in whole or in part. If any provision of this Agreement or the application thereof to any Party or circumstance will be invalid or unenforceable to any extent for any reason including by reason of applicable law, the remainder of this Agreement will not be affected thereby.

3.5 Cost and Expenses

Each of the Parties hereto will pay their own costs and expenses relating to the negotiation, preparation and execution of this Agreement and all other documents related to the transaction.

3.6 Entire Agreement

This Agreement constitute the entire agreement of the Parties relating to the subject matter hereof and supersedes all documents including any offer letters issued to the Cabin Crew by the Company prior to the execution of this Agreement.

3.7 Counterparts

This Agreement may be executed in any number of counterparts, each of which when so executed and delivered will be an original, and all such counterparts taken together will be deemed to constitute one and the same instrument.



3.8 No Partnership

Nothing in this Agreement will be deemed to constitute a partnership between the Parties or constitute any Party as the agent of any other Party for any purpose or entitle any Party to commit or bind any other Party in any manner or give rise to fiduciary duties by one Party in favour of the other.

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IN WITNESS WHEREOF, THE PARTIES HAVE CAUSED THEIR RESPECTIVE DULY AUTHORISED REPRESENTATIVES TO EXECUTE THIS AGREEMENT AS OF THE DATE AND YEAR FIRST ABOVE WRITTEN

Signed and delivered by
INTERGLOBE AVIATION LIMITED

Sakshi Datt

Sakshi Datt
**Director - Human Resources**

Signed and delivered by **Kashvi Aswal**

Date: July 05, 2025

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## ANNEXURE A SPECIAL TRAINING MODULES

Special Training shall include the following modules:

- Ab-initio
- Refresher;
- Transition and/or as specified by Directorate General of Civil Aviation/ Company policy;
- Emergency drills;
- Dangerous Goods training;
- Aviation Security training;
- Fire drill Training;
- Escape slide evacuation drill;
- Air acquaintance;
- Transportation;
- Instructor's cost;
- Training module development and intellectual cost for training content development;
- Infrastructure cost;
- Manual and stationary;
- Food and welfare cost.

**Details of Amount Paid Via Demand Draft:**

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Dr



## Schedule 1 - Total Rewards Statement - Cabin Attendant (Grade Tr)

SAKSHI DATT
04.07.2025 14:38

Name: Kashvi Aswal
Department: Inflight Services

| | | Compensation | | | |
|---|---|---|---|---|---|
| | S.No | Components of Compensation | Monthly (INR) | Frequency of Payment | Descriptions (if any) |
| Basic and Allowances (A) | A1 | Basic | 4,000 | Monthly | This is the fixed amount of Basic Pay and will be prorated in case of any leave taken by Cabin Crew that is not part of the leave entitlement. |
| | A2 | House Rent Allowance (HRA) | 2,000 | | This is the fixed amount of House Rent Allowance and will be prorated in case of any leave taken by Cabin Crew that is not part of the leave entitlement |
| | A3 | Special Allowance | 7,520 | | This is the fixed amount of Special Allowance and will be prorated in case of any leave taken by Cabin Crew that is not part of the leave entitlement |
| | A4 | Uniform Allowance | 1,500 | | This is the fixed amount of Allowance for maintenance of Uniform and will be prorated in case of any leave taken by Cabin Crew that is not part of the leave entitlement |
| **(A)** | **Q** | **Monthly Gross Salary** | **15,020** | | |
| Retirals (B) | B1 | Provident Fund (Company Contribution) | 1,562 | Monthly | In accordance with the Provident Fund and Miscellaneous Provisions Act 1952. |
| | B2 | Gratuity | 192 | | Gratuity is applicable as per the payment of gratuity act. Payable on separation post completion of 5 yrs. of continuous service. |
| | **R** | **Total Fixed Pay** | **16,774** | | |
| **(Q + B)** Variable Pay (C) | C1 | Crew Bonus (upto 5%) | 751 | Annual | This amount is a maximum of five per cent (5%) of the sum of the Basic, House Rent Allowance, Uniform Allowance, Special Allowance and Base Flying Pay of the Cabin Crew, depending on Company profitability. It will be paid to eligible employees who are on company rolls and not serving notice at the time of payout (after annual results in May/June) |
| **(R + C)** | **S** | **Cost to Company (CTC)** | **17,525** | | |




IndiGo Cabin Crew Employment Agreement

SAKSHI DATT
04.07.2025 14:38

## Schedule 2 : Total Rewards Statement Cabin Attendant

Name: Kashvi Aswal
Department: Inflight Services

| | S.No | Components of Compensation | Monthly (INR) | Frequency of Payment | Descriptions (if any) |
|---|---|---|---|---|---|
| Basic and Allowances (A) | A1 | Basic | 9,000 | Monthly | This is the fixed amount of Basic Pay and will be prorated in case of any leave taken by Cabin Crew that is not part of the leave entitlement. |
| | A2 | House Rent Allowance (HRA) | 4,500 | | This is the fixed amount of House Rent Allowance and will be prorated in case of any leave taken by Cabin Crew that is not part of the leave entitlement |
| | A3 | Special Allowance | 9,400 | | This is the fixed amount of Special Allowance and will be prorated in case of any leave taken by Cabin Crew that is not part of the leave entitlement |
| | A4 | Uniform Allowance | 2,000 | | This is the fixed amount of Allowance for maintenance of Uniform and will be prorated in case of any leave taken by Cabin Crew that is not part of the leave entitlement |
| | A5 | Base Flying Pay | 12,500 | | This is the fixed amount of Base Flying Pay for 50 hrs of flying and will be prorated in case of any leave taken by Cabin Crew that is not part of the leave entitlement. In case the Cabin Crew is Not Available to Fly (NAF), this amount will be reduced at the rate of three hours and thirty minutes (3:30) for each day. |
| **(A)** | **Q** | **Monthly Gross Salary** | **37,400** | | Monthly Gross Salary @50 Hrs. |
| Retirals (B) | B1 | Provident Fund (Company Contribution) | 1,800 | Monthly | In accordance with the Provident Fund and Miscellaneous Provisions Act 1952. |
| | B2 | Gratuity | 433 | | Gratuity is applicable as per the payment of gratuity act. Payable on separation post completion of 5 yrs. of continuous service. |
| **(Q + B)** | **R** | **Total Fixed Pay** | **39,633** | | Total Fixed Pay @ 50 Hrs. |
| Variable Pay (C) | C1 | Efficiency Bonus | 3,500 | Monthly | This is an Incentive paid to Cabin Crew for not availing leave beyond their leave entitlement. Refer leave policy for details of leave entitlement. |
| | C2 | Crew Bonus (upto 5%) | 1,870 | Annual | This amount is a maximum of five per cent (5%) of the sum of the Basic, House Rent Allowance, Uniform Allowance, Special Allowance and Base Flying Pay of the Cabin Crew, depending on Company profitability. It will be paid to eligible employees who are on company rolls and not serving notice at the time of payout (after annual results in May/June) |
| **(R + C)** | **S** | **Cost to Company (CTC)** | **45,003** | | |

1) If applicable, Longevity Bonus of INR 150,000 will be paid out post completion of first 3 Years from the Date of Joining, as per the terms defined in the Longevity Bonus Agreement

2) On behalf of the employee, the company contributes the Medical Insurance premium, for a coverage amount of INR 300,000 for employee and family members (spouse & kids). If the employee chooses to cover their parents or take a top-up, the additional premium shall be borne by the employee.

3) Additionally, company also contributes for the Life insurance premium amount for Cabin Crew

4) Sector Pay Rates :- 50:01 - 60 hrs. = INR 300/hr, 60:01 - 70 hrs. = INR 350/hr, 70:01 - 80 hrs. = INR 450/hr, 80:01 - 90 hrs. = INR 600/hr, 90:01 - 100 hrs = INR 700/hr

5) Potential CTC :- @60 hrs. = INR 48,003, @70 hrs. = INR 51,503, @ 80 hrs. = INR 56,003, @ 90 hrs. = INR 62,003, @ 100 hrs. = INR 69,003

AIMA
INDIA MANAGEMENT ASSOCIATION

ALL INDIA MANAGEMENT ASSOCIATION
Management House, 14 Institutional Area
Lodhi Road, New Delhi - 110 003
Tel. : +91-11-2464 5100, 4312 8100, Fax : +91-11-2462 6669
E-mail : gen-info@aima.in, Website: www.aima.in

27th July 2026

**Academic Engagement Letter**

**(Management Trainee – Learning & Research Engagement)"**

**Ms Archana Ray**
16-A, Central Drive
DLF Farms
Chhatarpur
**New Delhi 110074**

Dear **Ms.Ray,**

We are pleased to offer you a **short-term academic internship for Industry Exposure and Research** with the Centre for Management Services (CMS) Division of AIMA for the period from 27th July 2026 to 25th January 2027, on a purely learning and academic basis. It is expressly clarified that this internship does not constitute employment and shall not create any employer–employee relationship, nor shall it entitle you to any wages, remuneration or statutory or employment-related benefits under the applicable labour laws in India, the engagement being limited solely to academic and research exposure, as per the terms set out below.

A. **Engagement – Short-Term Internship** This engagement is solely for the purpose of academic–industry exposure and applied research support. It **does not constitute an offer of employment**, and shall not create any right, claim or expectation of future employment, continuation, absorption or regularisation with AIMA.

B. **Stipend / Honorarium** You shall be paid a consolidated honorarium of **₹17,000/- (Rupees Seventeen Thousand only) per month**, pro-rated for any partial month. The above amount is provided purely as an **incidental expense allowance / academic support honorarium** in connection with your research and academic assistance activities. It shall not be treated as wages, salary, remuneration or consideration for employment. Applicable taxes, if any, shall be deducted under the relevant provisions.

C. **Nature of Engagement & Conduct**

i. **Scope of Activities** Your activities shall be limited to academic research, literature review, analytical and data-related support, and allied academic assistance as may be assigned by your designated mentors.

ii. **Non-Employment Relationship** This engagement shall be treated as a **contract for learning and academic exposure** and not as a contract of service or employment.

iii. **Institutional Compliance** While accessing AIMA premises, systems or data, you shall comply with AIMA's internal policies relating to information security, data protection, IT usage, confidentiality and ethical conduct.

....2

**FORM-I**

NOMINATION AND DECLARATION FORM

(See rule 3)

| | |
|---|---|
| 1. Name of person making nomination (in block letters) | YASHIKA BAKSHI |
| 2. Father's/Husband's Name | RAJESH BAKSHI |
| 3. Date of Birth | 14-11-2004 |
| 4. Sex | Female |
| 5. Marital Status | Single |
| 6. Permanent Address | A 440 KALKAJI DOUBLE STORY SECOND FLOOR NEAR KANSHIRAM TAKKAR MARG AND ARYA SAMAJH MANDIR ,New Delhi,Delhi (UT),110019 |
| 7. Temporary Address | A 440 KALKAJI DOUBLE STORY SECOND FLOOR NEAR KANSHIRAM TAKKAR MARG AND ARYA SAMAJH MANDIR ,New Delhi,Delhi (UT),110019 |

I hereby nominate the person(s)/cancel the nomination made by me previously and nominate the person(s) mentioned below to receive any amount due to me from the employer, in the event to my death.

| Name of the nominee/nominees | Address | Nominee's relationship with the member | Date of Birth | Total amount of share of accumulations in credit to be paid to each nominee | If the nominee is minor, name, relationship and address of the guardian who may receive the amount during the minority of nominee. |
|---|---|---|---|---|---|
| Vandana bakshi | A 440 KALKAJI DOUBLE STORY SECOND FLOOR NEAR KANSHIRAM TAKKAR MARG AND ARYA SAMAJH | Mother | 49 | 100% | |
| | | | | | |

1 Certified that I have no family and should I acquire a family(Spouse, Children) hereafter, the above nomination shall be deemed as cancelled.
2 Certified that my father/mother is/are dependent upon me.
3 *Strike out whichever is not applicable.
4 **Family means Dependent Parents / Spouse / Children - As per Payment of Wages Act, 1936

YASHIKA BAKSHI

**Signature or the thumb impression of the employed person**

**CERTIFICATE BY EMPLOYER**

Certified that the above declaration and nomination has been signed/thumb impressed before me by Shri/Smt./Kum YASHIKA BAKSHI employed in my establishment after he/she has read the entry/entries have been read over to him/her by me and got confirmed by him / her.

[redacted] Digitally signed by ABHISHEK DAS 23571900 Abhishek Das

Signature of the employer or other authorised officer of the establishment and Designation Specialist, People Opera

Place: Gurgaon

Date: 28-07-2025

Name and Address of the Factory/Establishment rubber stamp thereof.

**CORP/ONB/ART/ONBP/NFM/1.2**

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## Joining Report

| | |
|---|---|
| **1. Name (Mr / Mrs):** (Full name in BLOCK LETTERS) | YASHIKA BAKSHI (First) (Middle) (Last) |
| **2. Designation:** | Advisor I, Chat Support |
| **3. DOJ:** | 29-07-2025 |
| **4. Department / Process:** | AMAZON |
| **5. Present Address & Contact No:** | A 440 KALKAJI DOUBLE STORY SECOND FLOOR NEAR KANSHIRAM TAKKAR MARG AND ARYA SAMAJH MANDIR ,New Delhi,Delhi (UT),110019<br>7042333404 |
| **6. Permanent Address & Contact No:** | A 440 KALKAJI DOUBLE STORY SECOND FLOOR NEAR KANSHIRAM TAKKAR MARG AND ARYA SAMAJH MANDIR ,New Delhi,Delhi (UT),110019<br>7042333404 |
| **7. Emergency Contact Name & Contact No:** | Vandana bakshi<br>9268413404 |

## Declaration

**I have reported for Onboarding on** 28-07-2025 **& attended the New Hire Orientation Program**

YASHIKA BAKSHI

**(Signature of Candidate)**

**Date (dd/mm/yy):** 28-07-2025

**Name:** YASHIKA BAKSHI

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## Agreement Regarding Confidential Information, Intellectual Property and Other Matters

In consideration of my employment or my continued employment by Concentrix (which includes Concentrix Daksh Services India Private Limited or Concentrix Services India Private Limited or Concentrix Technologies India Private Limited or Convergys India Services Private Limited or Concentrix India Private Limited as applicable) which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follow:

1. I will not, without Concentrix's prior written permission, disclose to anyone outside of Concentrix or use in other than Concentrix's business, either during or after my employment, any confidential information or material of Concentrix, or any information or material received in confidence from third parties, such as suppliers or customers, by Concentrix. If I leave the employment of Concentrix, I will return to Concentrix all property in my possession belonging to Concentrix or received from any third party by Concentrix, whether or not containing confidential information, including, but not limited to, diskettes and other storage media, drawings, notebooks, reports, and other documents.
   Confidential information or material of Concentrix is any information or material: (a) generated or collected by or utilized in the operations of Concentrix , received from any third party, or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of Concentrix , and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "Concentrix Confidential" or with any similar legend of Concentrix or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, operational activities, or personnel matters; marketing and business plans; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. During my employment with Concentrix and for one year following the termination of my employment for any reason, I will not directly or indirectly: a) hire, solicit or make an offer to any employee of Concentrix to be employed or perform services outside of Concentrix; or b) solicit for competitive business purposes any customer of Concentrix with which I have been involved as part of my job responsibilities during the last year of my employment with Concentrix. I acknowledge that Concentrix would suffer irreparable harm if I fail to comply with the foregoing.

3. I will not disclose to Concentrix for use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by such third party in writing. In addition, I will not incorporate into any services provisioned by Concentrix any copyrighted materials of any third party, unless authorized by Concentrix.

4. I will comply, and do all things necessary for Concentrix to comply, (a) with the laws and regulations of all governments under which Concentrix does business, (b) with provisions of contracts between any such government or its contractors and Concentrix that relate to intellectual property or to the safeguarding of information, and (c) with all of the Concentrix Business Conduct Guidelines as amended from time to time.

5. This Agreement supersedes all previous oral or written communication, representations, understanding, undertakings, or agreements relating to the subject matter hereof. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by an authorized signatory of Concentrix and myself.

6. Although I may work for the Company outside of India I understand and agree that this Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable by law, the remainder shall remain in effect.

7. I recognize that any violation of my obligations described herein can result in disciplinary action, including dismissal from Concentrix, and any other appropriate relief for Concentrix including money damages, equitable relief and attorney's fees.

YASHIKA BAKSHI

**Signature of the Employee**

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My Agreement, and my acknowledgment of receipt of a copy of this Agreement, is indicated by my signature below.

| | |
|---|---|
| **Name of Employee:** YASHIKA BAKSHI | **Employee's Manager/Concentrix Rep:** Abhishek Das |
| **Date (dd/mm/yy):** 28-07-2025 | **Date (dd/mm/yy):** 28-07-2025 |
| **Signature of Employee:** YASHIKA BAKSHI | **Concentrix Signature:** [redacted] Digitally signed by ABHISHEK DAS |
| **Employee ID:** NA | **Employee ID:** 23571900 |

The following are Developments, in which I have any right, title, or interest, and which were previously conceived or written either wholly or in part by me, but neither published nor filed in any Patent Office:

**Description of Documents (if applicable):**

| Title on Document | Date on Document | Name of Witness on Document |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

Signed: NA

NA
Employee's Full Name

Date:
NA

*(It is in your interest to establish that any of the above were made, conceived, or written before your employment by Concentrix. You should not disclose them in detail but identify them only by the titles and dates of documents describing them. If you wish to draw interest of Concentrix in any of them, you may contact the Intellectual Property and Licensing Department, which will provide you with instructions for submitting them to Concentrix.)*

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# ONBOARDING CHECKLIST

**Candidate Name :** YASHIKA BAKSHI

| Serial No. | Documents required |
|---|---|
| 1 EDUCATIONAL CERTIFICATES<br><br>Internet Mark sheets are also accepted ( Documents to be checked through Website, if reqd). | **Undergraduate:** If the person is an undergraduate or pursuing graduation, then proof required of 12 years of formal education and candidate should be 18 years of age. |
| | For **Final year Result Awaited:** Proof of 12 years of formal education and 1st & 2nd year mark sheets or consolidated mark sheet for both years with no backlogs. |
| | **Graduate: In case of** Degree **any document issued by the university / institute / from where the certificate has been issued, needs to certify either scores / grades / "PASS" status with the duration Clearly mentioned. The same needs to be verified by the Onboarding SPOC for completion and correctness. No 10th or 12th required.**<br>**OR**<br>**In case of 3 years (or more) Diploma, he/she needs to provide Diploma certificate / mark sheets for 3 years or proof of 15 years of formal education. Only 12th Pass certificate required along with Diploma** |
| | **Education Document with Roll/Registration Number has been attached** |
| | In addition to above any Professional Qualification (Post Graduation Certificate / Provisional Certificate ) or any other Professional / Diploma / Degree certification to be attached if completed / passed |
| 2 WORK EXPERIENCE CERTIFICATES<br><br>**Experience documents to be collected and checked as per the Application Form / Prospective Employee Detail's** | **Any document issued by the company with Joining and Relieving dates can be taken. List of options for both joining and relieving dates are given below:** |
| | **Proof to be collected for DOJ Note : Refer to FAQ for Document Types.** |
| | Any official document issued by the company on a Letter Head with Authorized Signatories mentioning DOJ (Pls mention the document name) or In case it is not on a Letterhead then it should have signatures and stamp from a Company Official. |
| | **Proof to be collected for Last Working Day/Last Day in Organization the Service/Experience Certificate as mentioned above is not submitted or the last working date is not mentioned Clearly in these documents - Any one of the following documents Note: Refer to FAQ for Document Types.** |
| | Any official document issued by the company on a Letter Head with Authorized Signatories mentioning LWD / LDO / Date of relieving / Contract End Date is mentioned |
| | Other Supporting Documents |
| | Any Salary Slip of the last 3 months from the LWD along with Self Declaration of employment |
| | **Proof to be collected for (DOJ, LWD / LDO OR BOTH)** |
| | Email from Last employer confirming DOJ & / OR LWD or email initiated by our HR/Recruitment Team to candidate's last employer for confirmation of his/her DOJ & / OR LWD. OR Copy of resignation email mentioning the last working day which is sent to the relevant people/ department of the concerned company from official email id with acknowledgment from Company's official ID as "Accepted/Received". OR<br>Copy of resignation email along with the LWD / DOJ & LWD from personal email ID to official Email ID with acknowledgment from Company's official ID as "Accepted/Received" along with Any official document issued by the company on a Letter Head with Authorized Signatories mentioning DOJ **(If DOJ not mentioned in the email/artifacts)** |
| | Any official document issued by the company on a Letter Head with Authorized Signatories mentioning DOJ & LWD / LDO / Date of relieving / Contract End Date is mentioned OR Rehire Check Form (For Concentrix Rehire Candidate) |
| **Please note:**<br>***** The objective of the exercise is to have proof of employment of the candidate with the respective organization clearly indicating the DOJ and LWD/LDO.**<br>***** Therefore any one or combination of the above listed documents must be collected as a proof/artifact for DOJ or Last Day in organizations** | |
| 3 | Photographs – 01 Passport Size Photographs of Self (most recent) |
| 4 | No Hire University / Company Check conducted |

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# ONBOARDING CHECKLIST

**Candidate Name :** YASHIKA BAKSHI

| Serial No. | Documents required |
|---|---|
| **5**<br>**PHOTO IDENTIFICATION PROOF DOCUMENTS** | Any Photo Id proof issued by Govt Body |
| **6**<br>**PAN Details**<br>**Any ONE of the 2 options** | 1) Photo copy of PAN Card / Internet Copy with PAN number<br>(In case PAN card / Internet Copy with PAN number is not available, then OPTION 2 needs to be followed)<br>**Note:** Pan card copy **"Will be Accepted"** as a DOB proof but Pan Card Internet Copy **"Will Not Be Accepted"** as DOB proof |
| | 2) PAN Application acknowledgement receipt along with PAN Undertaking |
| **7**<br>**Passport**<br>**(Mandatory requirement for CL 10 and above)**<br>**Any ONE of the 3 options**<br>**In case passport is provided, the same can be used as DOB proof.** | 1) Is passport available? (Note: in case the employee is not able to submit, he needs to be informed of the timeline by when passport has to be submitted as per passport process |
| | 2) CL 10 and above employees, Passport is a mandatory requirement: - Does the employee have a valid passport?<br><br>3)<br>- If "No" has been selected in the above point, Is the passport application receipt submitted by the candidate? OR<br>- Is the passport application status available online? |
| **8** | Photocopy of Aadhaar Card/E- Aadhaar Copy with number |
| | **Mandatory Joining Documents** |
| **9** | Joining Report |
| **10** | Agreement Regarding Confidential Information, Intellectual Property, and Other Matters (NDA) |
| **11** | Composite Declaration Form - 11 |
| **12** | PF Form 2 (Revised) - 1 Copy (In case of any hiring is not done through One Touch it should have 2 copies of PF Form 2) |
| **13** | Gratuity form (Form 'F') |
| **14** | Form I (Nomination & Declaration) |
| **15** | Name mentioned in Application Form / Prospective Employee Detail's Form along with Supporting Document should match. |
| | **Non - Mandatory Joining Documents (If applicable)** |
| **16** | ESI Form |
| **17** | Foreign National Proof Document (Work permit \ Visa \ SSN) |
| **18** | Proprietary Information And Inventions Agreement |
| **19** | Conflict of Interest Disclosure Form |
| **20** | Receipt And Acknowledgment (COEBC) |
| **21** | Employment Annexure |
| **22** | Concentrix Privacy Related Consent Form – India |

Dear Manager,

I am employed with Concentrix Daksh Services India Private Limited.

I will abide by the company policies, processes and guidelines.

However, if I will be part of any internal/domestic inquiry during my tenure in the organization, the investigation team may inspect my system, mobile details or anything that supports during the investigation to decipher the truth in the interest of company.

I hereby declare that I shall share the required data and details on my own accord and without any pressure from the company.

I have read, understood and acknowledge and agree with the above declaration in its entirety.

Thanking You,

Employee Name: YASHIKA BAKSHI

Date : 28-07-2025

Signature: YASHIKA BAKSHI

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# UNDERTAKING

I YASHIKA BAKSHI, (S/O) (D/O) RAJESH BAKSHI

having his/her permanent residing address

at A 440 KALKAJI DOUBLE STORY SECOND FLOOR NEAR KANSHIRAM TAKKAR MARG AND ARYA SAMAJH MANDIR ,New Delhi Delhi (UT) 110019, working

with Concentrix Daksh Services India Private Limited as

Advisor I, Chat Support hereby execute this undertaking in relation to the awareness session having complete understanding about the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act **("Act "),** 2013.

I further undertake that I have gone through the complete session and have understood the information provided to me.

YASHIKA BAKSHI

Signed by

Name - YASHIKA BAKSHI

Designation - Advisor I, Chat Support

Date - 28-07-2025

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## DECLARATION CUM UNDERTAKING

I, YASHIKA BAKSHI, **hereby declare and undertake that I am employed with** Concentrix Daksh Services India Private Limited **at** Gurgaon.

I understand that during my employment, I shall provide correct information, proper documents for statutory registrations.

I confirm that I was never registered under Provident Fund (PF) or Employees State Insurance (ESI) or both. I will be responsible for any financial liability to the Employer due to the information or documents provided by me, the Company will reserve the right to initiate disciplinary proceedings against me.
I fully agree and accept that it is my personal responsibility to abide by above mentioned guidelines.

Signature: YASHIKA BAKSHI

Name of candidate: YASHIKA BAKSHI

Employee Id/Applicant id: 00428816308

Date: 28-07-2025

Signature: [redacted] Digitally signed by ABHISHEK DAS

Name of Onboarding SPOC: Abhishek Das

Employee Id: 23571900

Date: 28-07-2025

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# TRANSPORT OBLIGATORY RULES

I, YASHIKA BAKSHI, agree and acknowledge that I have been provided transport facilities by Concentrix Corporation (hereinafter, "Concentrix") for commuting to and from the office. I hereby confirm that I have read and understood the below rules relating to the transport facilities and undertake to follow these rules. In addition, I shall follow all other directives issued by the Company from time to time with respect to the Company transport facilities. All other applicable rules and regulations of the Company shall continue to apply to my use of the transport facilities.

I confirm that I shall adhere to all rules applicable to the transport facilities. A current copy of these rules has been reproduced below.

"As an employee of Concentrix, you are expected to: -

- Be present at the designated place and time for boarding your cab.
- Board and De-Board the cab in a safe manner and only after the vehicle has come to a complete halt.
- In case of "First Female Boarding and Last Drop" (FFBLD) scenarios (i.e. if you are a female employee who is being picked up first or being dropped last on a route, between 7 p.m. and 7 a.m. (West Region i.e. Pune & Mumbai FFBLD window timing is 8:30 PM to 7 AM) DO NOT, under any circumstances, board without a male employee / Security guard being present, demand that a Security Guard be present in the cab. It is a serious violation of Concentrix Policy, it also jeopardizes employee safety. This rule is valid despite any instructions you may receive from any party, including your reporting manager.
- Note down and carry with you the Centralized Emergency Helpdesk Contact
- Employees interested to opt for Self transport will need to enroll and get it approved on E-BUCKS by 20th of the month to be eligible for Self transport option effective 1st of the next month and will have a lock in period of 3 months.
  E-Bucks Link :- " https://ebucks.concentrix.com/ "

Numbers for all the Legacy CNX location:

**Sahayata - 1800-123-7752 / 1800-419-0654 (2nd Option) for NCR/Bangalore/Pune**

- Vizag: 9160758892
- Hyderabad: 9515101071
- Chennai: 9790998999
- Blr-Ecospace: 9845966343
- Blr-Millennium Tower: 9743800076
- NCR/Chandigarh: 0124-4717444
- Noida: 0120-3817819
- Paradigm: 7304998978
- Pune RMZ: 9923000770 / 9923000633
- Pune TPO: 9673330182
- Thane: 9833809888
- Kolkata: 9830370700 / 033-66344217

| | |
|---|---|
| **Release** | **4.0** |
| **Document Owner** | **India SO & Transport Leader** |

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# TRANSPORT DO'S & DON'T

- Always keep the doors of a moving cab locked.
- Always wear seatbelts, irrespective of which seat you are seating
- Always treat your driver with respect. Do not be rude to the driver or provide instructions– he is an employee of someone else.
- Confirm the authenticity of the cab before boarding it.
- If you are a Cab Leader (i.e. if you are the first to be picked up or the last to be dropped, ensure that all cab users fill up and sign the Cab Reporting / Departure Slip digitally on transport app. As a Cab Leader do take responsibility for safe conduct of co passengers, especially female colleagues. At the time of drop Cab Leader needs to make sure that female employee should not be dropped last or picked up first in absence of security Guard.
- Assist the driver in following traffic rules.
- If the driver engages in rash driving while driving, stop the cab immediately and contact the Centralized Emergency Helpdesk.
- If the driver is feeling sleeping during driving, stop the cab immediately and contact the Centralized Emergency Helpdesk.
- Wear & Display your id card while boarding the cabs.
- Call up Centralized Emergency Helpdesk and your Manager if you notice or are subjected to any suspicious or inappropriate behavior during the journey.

  This would include but is not limited to the following:

  ✓ Personal / intrusive questions
  ✓ Questions / comments of sexual nature
  ✓ Threatening behavior of any sort
  ✓ Staring/ inappropriate visual or facial behavior
  ✓ Inappropriate physical contact
  ✓ Requests for money or financial assistance
  ✓ Any other behavior that you consider unsafe or that merits the attention of the Transport Department

- If the driver threatens you, report the matter to the Emergency Helpline.
- Keep the FM/ Music at a low volume.
- Cabs will be utilized for official duties only.
- If the driver asks for money, report the matter to the Emergency Helpline.
- Report any service lapse or traffic violation to the Emergency Helpline.
- Don't board the cab if the driver does not have a visibly seen and valid ID Card, or if you believe that it is another person.
- Don't delay departure of the cab – it leads to penalty to the driver and to his vendor.
- Don't get into an argument with the driver / vendor's supervisor. Instead, report the matter to the Transport Executive.
- Don't take any personal favors from drivers or become familiar with them.
- Don't display unethical behavior
- Do not indulge in falsification of digital log sheets
- Don't consume alcohol or any other contraband substances while traveling in the cab. It is a violation of transport policy as well as the law.
- Don't smoke inside the cab –you will be fined. Don't carry hazardous materials / Unethical substances in the cab. It is a violation of the law.
- Don't fall asleep if you are on the front seat.
- Women employees are NOT permitted to sit on the front seat – it is a violation of Company policy.

| | |
|---|---|
| **Release** | **4.0** |
| **Document Owner** | **India SO & Transport Leader** |

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- Don't try to drive the cab under any circumstances. It is a violation of the Company Policy.
- Don't allow non- Concentrix employees to travel in the cab.
- If you carry / wear expensive items while traveling in the cab, you do so at your own risk.
- Don't divulge personal information while traveling in the cab – do NOT reveal your cell number to anyone you do not know.
- Don't request the driver for a change of route – it is strictly prohibited.
- Don't ask for unscheduled stops – it has safety implications and is violation of Company policy.
- Do not deviate the cab from the scheduled route – it will result in serious action against defaulters.
- Do not request drivers to pick up or drop from locations other than specified in the routes
- Do not behave or appear in such a manner that encourages an unwarranted approach from the driver or others.
- Do not discuss / disclose any confidential business information."
- Employee will login / logout on driver device on their own and where ever applicable will sign the CRS.
- Do not engage yourself with your co passengers for any kind of social/ personal/controversial topics which makes negative impression and tends to create any unwanted issue. Employees are responsible for the safety of their personal belongings.

I confirm that I have read the above and agree to comply with them. I understand and acknowledge that any breach of these may attract disciplinary action as the Company deems fit.

Name: YASHIKA BAKSHI

Signature: YASHIKA BAKSHI

Date: 28-07-2025

| | |
|---|---|
| **Release** | **4.0** |
| **Document Owner** | **India SO & Transport Leader** |

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# COEBC Receipt and Acknowledgment

I attest that I have read, understand, and will abide by the Company's Code of Ethical Business Conduct.

I understand that it is my obligation to comply with the law, this Code, and all applicable Company policies and contractual obligations and I commit to adhering to them.

I acknowledge and accept that any violation of the guidelines, practices, and policies in the Code of Ethical Business Conduct may result in disciplinary action up to and including termination of my employment.

I further understand that I have an affirmative duty to report any suspected illegal or unethical conduct, including violations of law, the Code, Company policies and contractual obligations, or any concerns about accounting, internal controls, auditing matters, or suspected fraud and abuse. The Company maintains a strict non retaliation policy for reports made in good faith of actual or potential illegal or unethical conduct.

I am aware that our Company reserves the right to modify, amend, or eliminate any or all of the information contained in this Code of Ethical Business Conduct at any time as dictated by circumstances of the business.

Signature: YASHIKA BAKSHI

Date: 28-07-2025

Printed Name: YASHIKA BAKSHI

Employee Number: _____

Locations: Gurgaon

Waivers of any provision of the Code are generally not permitted and, in any event, may be granted only by the Board of Directors in writing and must be disclosed in accordance with applicable law. The current version of the Code will be posted and maintained on our Company's intranet sites and can be obtained from People Solutions or the Legal Department.

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# CONFLICT OF INTEREST DISCLOSURE FORM FOR CONCENTRIX GAME-CHANGERS

I certify by signing below I have read, understood and acknowledge receipt of the Conflict of Interest Policy and that I have accurately completed this disclosure form to the best of my knowledge.

I understand that any false declarations or omissions may lead to disciplinary and/or criminal proceedings where appropriate. I also understand that it is my responsibility to contact my manager and Geo Compliance Leader to complete a new Conflict of Interest Disclosure Form to notify Concentrix of any changes and/or additions that may occur throughout the year.

Please **check** the statement that pertains to your disclosure:

☑ I hereby report that to the best of my knowledge, information and belief, no situation in which I am involved personally or professionally could be construed as a violation of the Conflict of Interest Policy, or as placing me in a position of having a conflict of interest with Concentrix.

☐ I hereby disclose the following circumstances that may constitute a conflict of interest, as described in the Conflict of Interest Policy above.
Please **check** the appropriate circumstance among the five items below and provide details of the circumstances that are or may be considered a conflict of interest:

☐ Outside employment and side business/activities outside the Concentrix group of companies

☐ Family members or close personal relationships (working for a third party or a competitor of Concentrix)

☐ Investment activities (Financial/ownership interest in a third party or a competitor of Concentrix)

☐ Board Membership (including non-profit organization)

☐ Others

(please provide further details of the potential Conflict of Interest)

_____

_____

_____

_____

_____

_____

YASHIKA BAKSHI

Game-Changer Name (please print): YASHIKA BAKSHI

Game-Changer position: Advisor I, Chat Support

Date: 28-07-2025

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# TRANSPORT INDEMNITY AGREEMENT

This Agreement of Indemnity is made on this (DATE) at (Hiring Location) between Concentrix an Indian Company, **(which includes Concentrix Daksh Services India Private Limited or Concentrix Services India Private Limited or Concentrix Technologies India Private Limited or Convergys India Services Private Limited or Concentrix India Private Limited as applicable)**

AND

YASHIKA BAKSHI residing at A 440 KALKAJI DOUBLE STORY SECOND FLOOR NEAR KANSHIRAM TAKKAR MARG AND ARYA SAMAJH MANDIR ,New Delhi,Delhi (UT),110019

**(Name of Employee)** **(Address)**

"Employee") Whereas Concentrix is.

engaged in the business of providing BPO and international call center services.

AND Whereas Concentrix provides transport facility to its employees ("Transport Facility") in consideration whereof the employee has agreed to indemnify Concentrix against any loss that Concentrix may suffer due to misuse of the transport facility by the Employee.

Now this agreement witnessed that in consideration of Concentrix providing transport facility to the Employee, the Employee agrees to the following:

The employee hereby agrees to indemnify and keep indemnified Concentrix and covenants with Concentrix that in the event of Concentrix suffering or incurring any liability or loss arising out of employee's misuse of the transport facility or any act or omission including but not limited to negligence, misconduct, fraud, or misrepresentation committed by the Employee in contravention of Concentrix transport policy (a copy whereof is available on Intranet and with Transport Help Desk), which the Employee has fully read and understood before availing the transport facility, the employee shall make good the loss, costs, charges and expenses that Concentrix may incur or suffer on account of misuse of the transport facility by the employee.

The Employee shall not violate any rules or commit any act or omission that may cause harm or inconvenience to other employees using the transport facility along with him/her. In case of any breach of the policy leading to loss or damages suffered by the Company or any other employees, the Employee shall be liable to fully compensate the Company and any affected employee(s).

Further, the employee hereby irrevocably waives and releases Concentrix from any and all claims, damages and expenses that may arise in connection with the misuse of the Concentrix transport facility by the employee. The employee acknowledges that this waiver and release shall also extend to person(s) claiming through the employee.

The employee agrees that the employee shall not institute or otherwise prosecute a claim of any kind against Concentrix or those associated with Concentrix which has been waived or released under this Agreement. The employee hereby, on his own behalf and on behalf of person(s) claiming through the employee, irrevocably releases and discharges Concentrix and its officers, directors, agents, employees, subsidiaries, affiliates, representatives, successors and assignees of and from all claims, damages, duty, cause of action, suits, and other action whatsoever, in law or in equity, which the employee now has or to which the employee hereafter may become entitled on account of any acts or omissions of the employee in respect to aforesaid transport facility.

The employee agrees that Concentrix has the right to make modifications or discontinue the transport facility. Any dispute arising out of this Agreement shall be subject to jurisdiction of Mumbai/Bangalore courts.

In witness whereof the employee has put by his/her hand this day and year first herein above written.

Signed and delivered by the Within named Employee Signature YASHIKA BAKSHI

In Presence of:

Name: Abhishek Das

Designation: Specialist, People Operatio

Signature: [redacted] Digitally signed by ABHISHEK DAS

CNXALL/TIA/3.0

# CONCENTRIX PRIVACY RELATED CONSENT FORM – INDIA

Concentrix Group in India ("Concentrix" or "our" or "Data Fiduciary") provides this Privacy related Consent form to take consent regarding the collection, processing, and use of sensitive personal data relating to new hires and employees of Concentrix ("Data Principal") in connection with their duties as employee and as our agents in some cases to provide services to our clients.

The Consent form considers the requirements of the IT Act, 2000 as amended in 2008; Information Technology (Reasonable security practices and procedures and sensitive personal data or information) Rules, 2011 ("SPDI Rules"); and any other applicable rule or regulation on Personal Data and shall complement any existing Privacy related Consent form or Terms and Conditions given/shown/accepted at the time of onboarding or otherwise.

The definitions of some terms used ("Processing", "Personal Data", "Sensitive Personal Data or Information", "data" or "Information") and explanation relating to our practices as the responsible body corporate regarding collection, usage and processing of Personal Information or Sensitive Personal Data or Information are explained in the Privacy Policy – India available on our website, as per the requirements of SPDI Rules and other applicable rules and guidelines. Please go through it, if not done already and it will be considered here-in, that Data Principal has complete knowledge about the above Privacy Policy.

By signing this consent form the new hire, onboarding or existing employee is agreeing to and accepting that:

1. Concentrix can collect sensitive personal data for employment and business purposes only, which consists of information relating to : (a) password; (b) financial information such as Bank account or credit card or debit card or other payment instrument details ; (c) physical, physiological and mental health condition; (d) sexual orientation; (e) medical records and history; (f) Biometric information; (g) any detail relating to the above items as provided to body corporate for providing service; and (h) any of the information received under above items by body corporate for processing, stored or processed under lawful contract or otherwise;

2. Concentrix can store, process, and transfer, where needed, to third parties or other body corporate or intra-body corporate entities (including cross-border transfers) such collected information as mentioned above for purposes including but not limited to background checks / verifications and providing services to clients. The transfers are to such entities that ensure the same level of data protection that is adhered to by Concentrix as provided for, under SPDI Rules.

The body corporate I.e. Concentrix shall not collect, store, transfer or process any information without legitimate purpose, giving Data Principal further an option to review the information Data Principal has provided and ensure that any personal information or sensitive personal data or information found to be inaccurate or deficient shall be corrected or amended as feasible.

Provided that Concentrix shall not be responsible for the authenticity of the personal information or sensitive personal data, or information supplied by Data Principal to Concentrix or any other person acting on behalf of Concentrix.

Disclosure of sensitive personal data or information by Concentrix to any third party shall not require any consent where the disclosure is necessary for compliance of a legal obligation.

Concentrix

The information may be shared, without obtaining prior consent from Data Principal, with Government agencies mandated under the law to obtain information including sensitive personal data or information for the purpose of verification of identity, or for prevention, detection, investigation including cyber incidents, prosecution, and punishment of offences. Such a request shall be in writing to the Data Fiduciary possessing the sensitive personal data or information clearly stating the purpose of seeking such information. The Government agency shall also state that the information so obtained shall not be published or shared with any other person. Concentrix or any person on its behalf shall not publish sensitive personal data or information unless required for legitimate use. The third party receiving the sensitive personal data or information from Concentrix or any person on its behalf shall not disclose it further.

For clarity, the consent given to this form shall in no condition be revokable till there is an existing employer-employee relationship. The retention of the data is also as per the Retention Policy and as required by the respective regional laws.

I acknowledge and accept the above terms and give my consent to the above-mentioned processing.

Name of Candidate: YASHIKA BAKSHI

Date (dd/mm/yy): 28-07-2025

Signature of Employee/New Joinee: YASHIKA BAKSHI

# CERTIFICATE

## OF INTERNSHIP

**THIS IS TO CERTIFY THAT :**

# Sunny Arora

This is to certify that **Mr. Sunny Arora** has successfully completed his internship in the Human Resources at **PURE HOME & LIVING PRIVATE LIMITED** from **01st July 2025** to **30th July 2025**, under the guidance of **Ms. Shiza Siddique**.

During his tenure, Sunny actively contributed to various HR functions including recruitment support, employee engagement activities, data management, and documentation. He demonstrated a keen understanding of HR processes and showed dedication, professionalism, and a willingness to learn.

His performance throughout the internship period was satisfactory, and he exhibited good communication skills, a positive attitude, and the ability to work well both independently and in a team.

We wish him all the best for his future endeavours.

Dhaani R

Dhaani Ram
Head - HR

Shiza Siddique
Shiza Siddique
Manager - Talent Acquisition

Bharti Airtel Limited
India & South Asia
Airtel Center, Plot No. 16,
Udyog Vihar, Phase-IV,
Gurugram - 122015

www.airtel.in
Call + 91 124 4222222
Fax + 91 124 4243252

1st September 2026

## Internship Completion Certificate

This is to certify that **Sunny Arora** has successfully completed his internship in the Marketing Department at Bharti Airtel Ltd.

The period of the internship was from 1st July -26 to 1st September -26 in Airtel.

We wish Sunny Arora success in all future endeavors.

Warm Regards,

For Bharti Airtel Ltd.

Samiksha Negi

HRBP - Marketing

concentrix

**Private & Confidential**

**Date : 28/06/2026**

YASHIKA BAKSHI

A440 KALKAJI DOUBLE STORY SECOND FLOOR,

NEAR KANSHIRAM TAKKAR MARG AND ARYA SAMJH MANDIR, NEW DELHI, DELHI (UT) -110019

## APPOINTMENT LETTER

Dear YASHIKA BAKSHI,

Welcome to Concentrix Technologies India Private Limited (hereinafter,'Company'). The company is pleased to make an offer of employment on the following terms and conditions. Your compensation and benefits are detailed in the attached Annexure.

### 1. Appointment

1.1 You shall be appointed to the position of Advisor I, Technical Support in Comp Grade 12. Your Social Job Title would be Representative, Operations. Any change in your Social Job Title / Job profile will be at the discretion of the Company, depending upon the work assigned to you.

1.2 Your initial place of work shall be Gurgaon.

However, your services are transferable to any other role, competency, place or office of the Company or to any subsidiary or associate company, whether now existing or still to be formed. Such transfer/deputation will be in accordance with the Company's rules being in force at the time.
On transfer or assignment, you will be governed by the Rules, Regulations and Conditions of Service applicable to that location or role.
Refusal to accept such transfer or assignment may lead to disciplinary action including but not limited to termination of your employment.

1.3 Your appointment will be effective from 30/06/2026 or at an earlier date as mutually agreed, subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) before 29/06/2026 failing which the Company reserves the right to withdraw this offer letter and/or cancel your appointment. If this date is not suitable, please contact us immediately at **maninder.kumar@concentrix.com** to seek an alternative date on which to submit all required documents.

Please note that the offer will be withdrawn at the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.

**Signature of Candidate**

CNX/REC/ART/AGHR/AFTE/7.0

This presentation is AI generated

# Campus Placement Survey Report 2025–26

*Understanding student barriers · Improving placement outcomes*



| 76 | 5 | 79% | 38% |
|---|---|---|---|
| Respondents | Departments | Want campus job | Actively applied |

Survey Period: June 2026 · Lingaya's Lalita Devi Institute of Management & Sciences

# Executive Summary

**79%**
**Want a campus placement job**
60 of 76 students

**38%**
**Registered & actively applying**
29 students

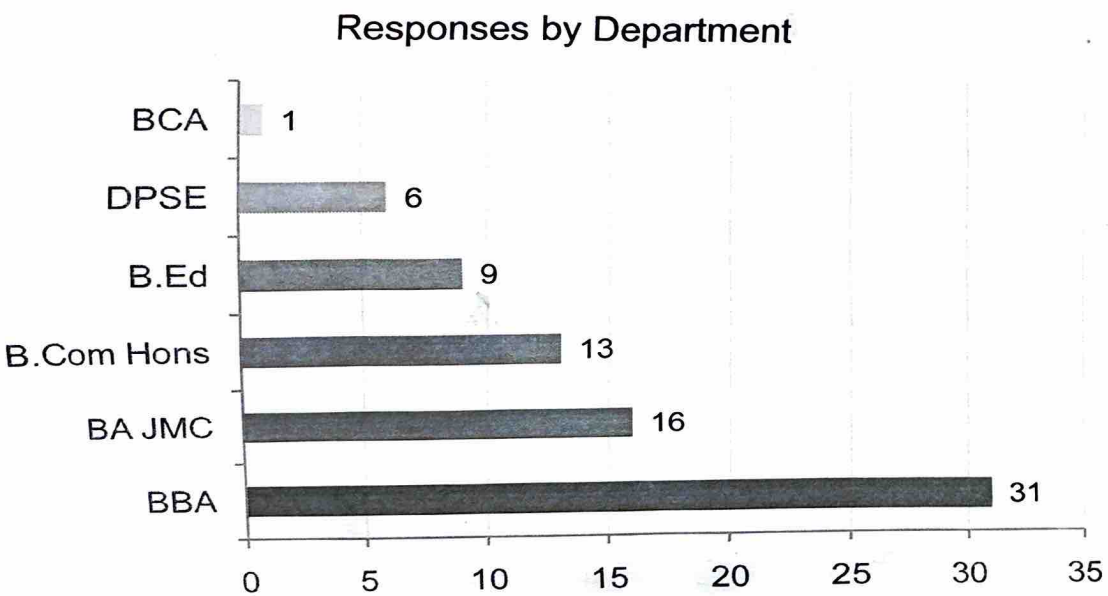
**4.2/5**
**Placement communication rated**
Highest-scoring metric

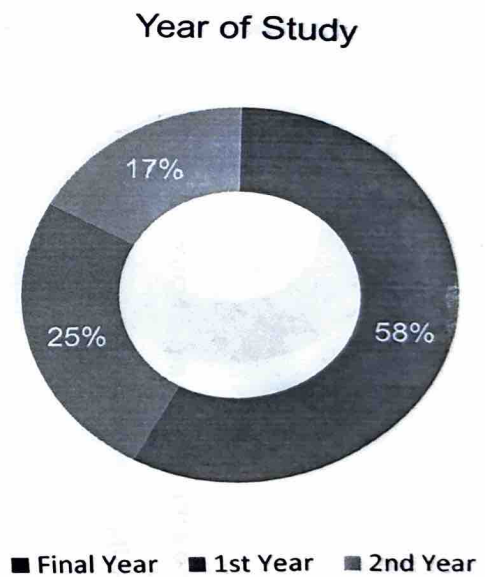
**82%**
**Need additional training**
62 of 76 students

**Key insight**

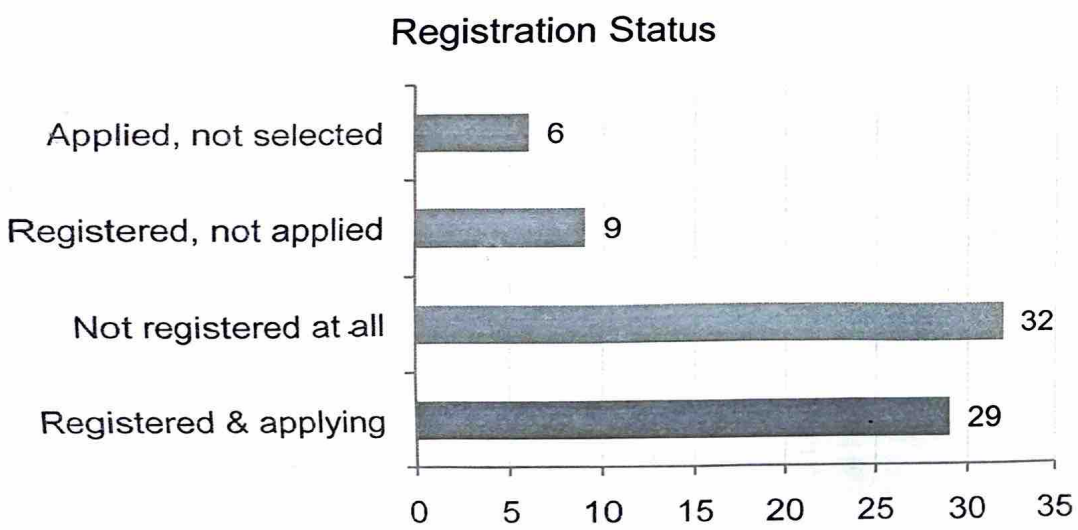
Despite overwhelming interest in campus placements, only **38% of students are actively engaged** - a ~30-student gap driven by three problems: low salary offers, company–interest mismatch, and ***lack of confidence***.
Communication from the placement cell is already working well (4.2/5).
**Opportunity:** convert interested students into active participants through better recruiter outreach and structured preparation support.

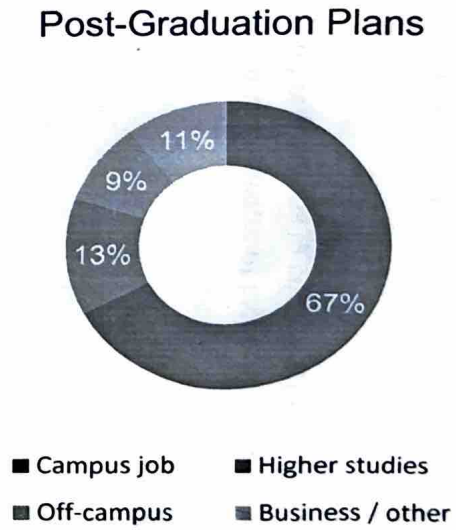
# Who Responded



# Placement Engagement




⚠ 42% of students (32) have not registered at all - the single largest group. These students require direct outreach, not just better preparation.

# How Students Rate the Placement Experience

**Placement communication - clarity & timeliness**

*Strongest metric - process is not the problem*



4.2/5 ★★★★☆

**Company–career interest match**

*Moderate - more diverse recruiters needed*



3.7/5 ★★★★☆

**Student confidence in tests & interviews**

*Moderate - targeted prep programmes needed*



3.5/5 ★★★★☆

**Salary packages vs. expectations**

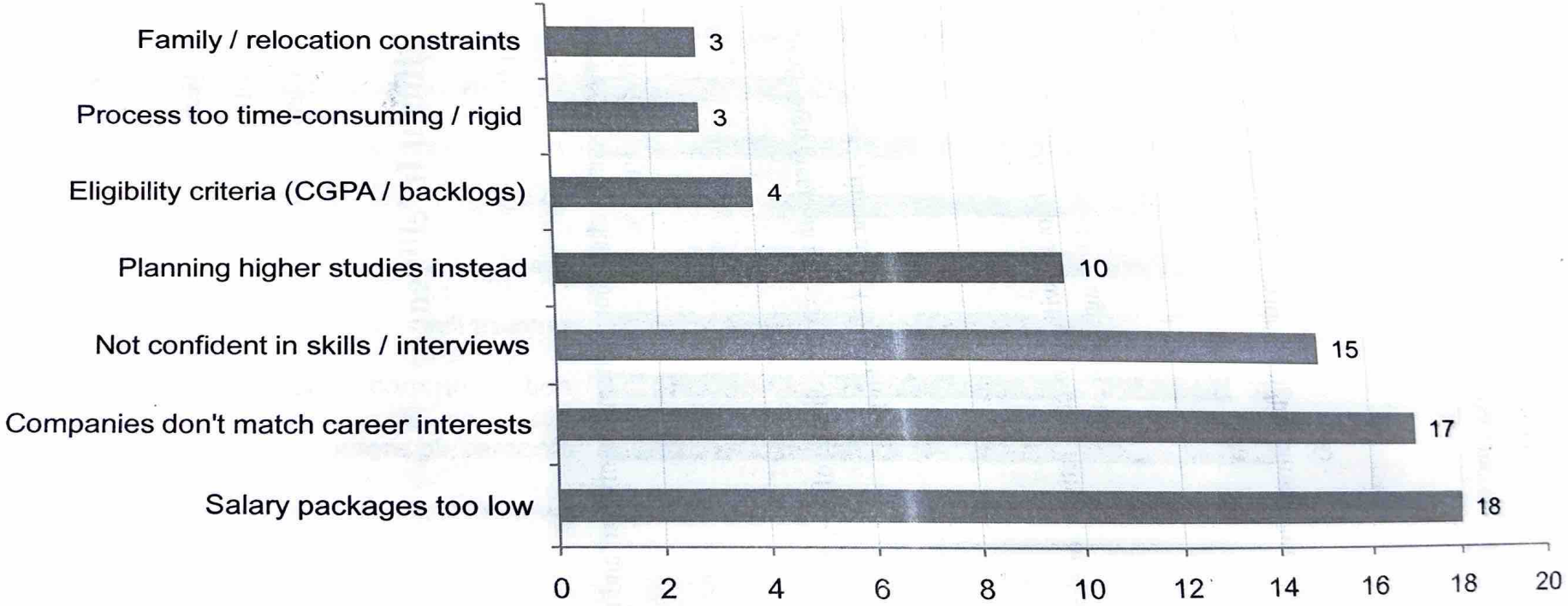
*Weakest metric - biggest deterrent cited by students*



3.2/5 ★★★☆☆

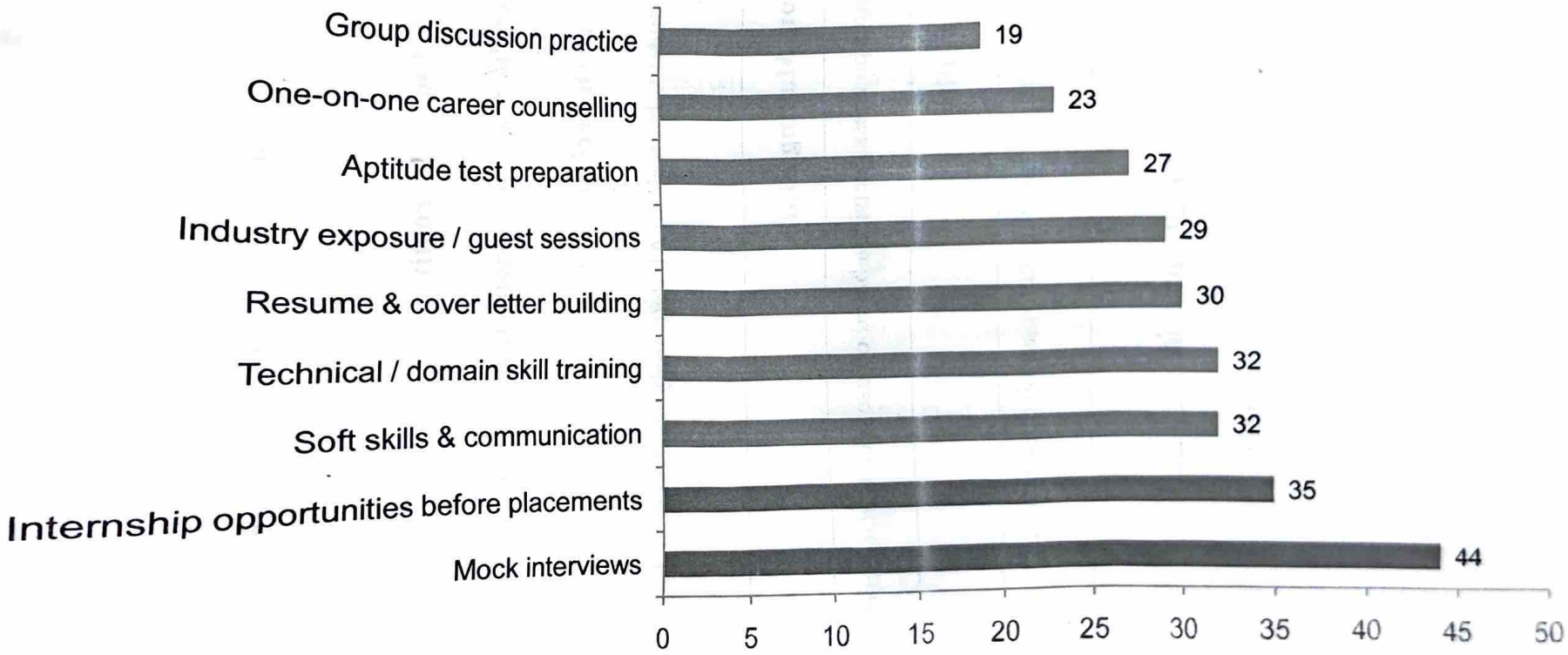
# Why Students Are Not Participating — Top Barriers

*Multi-select question. Students who are not participating or considering not participating.*



# What Training Support Students Need Most

82% of students (62 of 76) said they need additional training or support.



# Student Voices - Direct Feedback

*"More companies like Google and Amazon should come. Mock interviews should be done regularly and students guided on what companies expect."*

**BBA, Final Year**

*"A workshop on AI is needed - it carries more demand in the market. Focus on practical learning, not just theory."*

**BBA, 2nd Year**

*"College should invite more media houses, PR agencies, and digital marketing firms for BA JMC students."*

**BA JMC, Final Year**

*"College should bring more reputed companies with good packages. Personalised career guidance and internship collaborations would help greatly."*

**B.Com Hons, Final Year**

*"Job locations in Gurugram and Noida are very far. We need companies based closer to South Delhi."*

**BBA, Final Year**

*"Early industry exposure, clear communication, and training that matches current market demands would improve placements."*

**BBA, 2nd Year**

# Recommendations for Management

**01** **Launch a structured Mock Interview Programme** — High priority

44 students requested this - the single largest ask. Partner with industry professionals or alumni for monthly mock interview sessions open to all years.

**02** **Expand and diversify the recruiter network** — High priority

Salary dissatisfaction (3.2/5) and company-interest mismatch (17 mentions) require targeted outreach to finance firms (B.Com), media & PR houses (BA JMC), and tech companies (BBA/BCA).

**03** **Introduce internship-to-placement pathways** — Medium priority

35 students asked for internship opportunities before final placements. Structured pre-final-year internship programmes improve confidence and employer relationships simultaneously.

**04** **Run department-specific skill workshops** — Medium priority

Soft skills & domain training (32 each). One-size-fits-all sessions underserve students. Tailor workshops by discipline - e.g., aptitude + GD for BBA, portfolio reviews for BA JMC.

**05** **Proactively re-engage the 42% who haven't registered** — Urgent

The biggest gap is students who never registered (32 of 76). Direct faculty outreach, peer ambassador programmes, and removing CGPA barriers where possible would convert this group.

# Thank You

*The data is clear: student intent is strong. The opportunity lies in building the structures that convert that intent into placement success.*

**79%**
want a campus job

**82%**
need more training

**4.2/5**
rate comms positively

**5**
clear actions



Campus Placement Survey 2025-2026 · Lingaya's Lalita Devi Institute of Management & Sciences

# CERTIFICATE

## OF INTERNSHIP

**THIS IS TO CERTIFY THAT :**

# Sunny Arora

This is to certify that **Mr. Sunny Arora** has successfully completed his internship in the Human Resources at **PURE HOME & LIVING PRIVATE LIMITED** from **01st July 2025** to **30th July 2025**, under the guidance of **Ms. Shiza Siddique.**

During his tenure, Sunny actively contributed to various HR functions including recruitment support, employee engagement activities, data management, and documentation. He demonstrated a keen understanding of HR processes and showed dedication, professionalism, and a willingness to learn.

His performance throughout the internship period was satisfactory, and he exhibited good communication skills, a positive attitude, and the ability to work well both independently and in a team.

We wish him all the best for his future endeavours.

Dhaani R

Dhaani Ram
Head - HR

Shiza Siddique
Shiza Siddique
Manager - Talent Acquisition

Bharti Airtel Limited
India & South Asia
Airtel Center, Plot No. 16,
Udyog Vihar, Phase-IV,
Gurugram - 122015

www.airtel.in
Call + 91 124 4222222
Fax + 91 124 4243252

1st September 2026

## Internship Completion Certificate

This is to certify that **Sunny Arora** has successfully completed his internship in the Marketing Department at Bharti Airtel Ltd.

The period of the internship was from **1st July -26 to 1st September -26** in Airtel.

We wish Sunny Arora success in all future endeavors.

Warm Regards,

For Bharti Airtel Ltd.

Samiksha Negi

HRBP - Marketing

concentrix

**Private & Confidential**

Date : 28/06/2026

YASHIKA BAKSHI

A440 KALKAJI DOUBLE STORY SECOND FLOOR,

NEAR KANSHIRAM TAKKAR MARG AND ARYA SAMJH MANDIR, NEW DELHI, DELHI (UT) -110019

## APPOINTMENT LETTER

Dear YASHIKA BAKSHI,

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1.2 Your initial place of work shall be Gurgaon.

However, your services are transferable to any other role, competency, place or office of the Company or to any subsidiary or associate company, whether now existing or still to be formed. Such transfer/deputation will be in accordance with the Company's rules being in force at the time.
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Refusal to accept such transfer or assignment may lead to disciplinary action including but not limited to termination of your employment.

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**Signature of Candidate**

CNX/REC/ART/AGHR/AFTE/7.0