

April 15, 2024

Dear **Mr. Vivek Khemka**,

On behalf of Masters Management Consultants (India) Private Limited, we are pleased to appoint you as "**Dy. Manager Construction**", (**Band-3, Level-1**) in our organization, on a gross annual salary of ₹ 8,45,004/- (**Rupees Eight Lakhs Forty Five Thousand Four Only**), all inclusive, the breakup of which is given in the terms and conditions of your appointment, annexed hereto. Your appointment is in effect from **1st February 2024**.

The review of your performance will be done annually by Masters Management Consultants (India) Private Limited and it reserves the right to amend the benefits / plans at its discretion upon notice.

We welcome you to the **Masters Management Consultants (India) Private Limited**. Please sign and return the copy of the enclosed **MASTERS Terms & Conditions of Employment**, as a token of your acceptance.

Wishing you all the best.

For **Masters Management Consultants (India) Private Limited**



Sourav Pradhan
Manager - Human Resources & Administration

K. Vivek

Masters Management Consultants (India) Private Limited



RIPL/HR/AL/2023/09/30

Date: 18-09-2023

APPOINTMENT LETTER

To,
Mr Vivek Khemka,

B-04, Shayona Apartment,
B/H Shyam Shikhar, Bapunagar,
Ahmedabad, Gujarat - 382345.

Dear Mr Vivek Khemka,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Senior Engineer** in **Planning & Billing** department on the following terms and conditions with effect from **18-09-2023** the date of your joining in the organization.

1) Compensation structure: As per Annexure A attached here.

2) Location of Posting:

Your initial place of work will be at **Riviera Infraprojects Pvt Ltd** at " **Cybage**, " However, your services are transferable at any time at the sole discretion of the management, to any place within the Company or to any of its associates, or sister concerns, or its subsidiary at any place in India or abroad, whether existing today or which may come up in future.

3) Probation / Confirmation:

You will be on probation for a period of **4 months** from the date of your joining. Your services in the organization will be confirmed on successful completion of probation. The Management may at its discretion extend the period of probation for further such duration as it deems fit.

4) Leave:

You will be eligible for Paid leaves as per company policies upon confirmation.



01 September 2022

Khemka Vivek
Ahmedabad

Subject: Appointment letter

Dear **Khemka**,

We are pleased to offer you a position in Colliers International India Property Services Pvt. Ltd. ("**Company**"), on the following terms and conditions.

1. Position

Your designation will be **Project Coordinator in Project Management** based from **Ahmedabad**.

2. Effective date

Your date of commencement in the Company would be **01 September 2022**. Your job responsibilities shall be as discussed by your hiring manager.

3. Remuneration

Annexure A illustrates your Pay & Benefits plan. It will be your responsibility to bear the Income Tax leviable on your compensation and to meet all other requirements under the Indian tax laws, including tax compliance and filing of tax returns. The Company will, however, withhold and deposit income tax into the Government treasury as required by the Indian tax laws.

4. Working hours

Normal office hours are 9.00 a.m. to 6.00 p.m. with a 1 hour lunch break. However, please consult your Reporting Manager with regards to the office hours pertaining to your respective service line.

Also an employee on certain occasions as per the requirement of the Company and where the time lines are to be strictly adhered to for a particular project/work to be concluded, the employee may be required to put an extra hours of work.

5. Probation

Probation period in the Company is six (6) months. You would receive a confirmation letter on successful completion of this period. Company has the right to extend the probation period for a further period of three (3) months or more due to performance, behavior and conduct related concerns of an employee. Irrespective of completion of probation period, the employee cannot be considered as permanent employee till he/she receives a confirmation letter from the Company.

6. Other Responsibilities:

It is your responsibility as an employee, to know and comply the laws and regulations which apply to you in your work. To report to a senior member of staff any person who does not comply, if you become aware of it.

Unit 601, 6th Floor,
A Wing, One BKC,
Plot C-66, Bandra East,
Mumbai - 400 051
Maharashtra | India



Colliers International (India) Property Services Private Limited
CIN: U74140MH1995PTC087914

31 October 2023

To,

Employee Name: Khemka Vivek

Employee Code: IIA015

Designation: Project Coordinator

Department: Project Management

Location: Ahmedabad

Subject: **Experience letter**

This is to inform that you have been relieved from the services with Colliers International India. Your service details during your employment with us are as below:

Date of Joining: 01 September 2022

Date of Relieving: 17 September 2023

"No further claims on the Company, including, without limitation, any claims for commissions relating to any transactions in respect of which you rendered services prior to your relieving."

We wish you all the best for your future endeavours.

For Colliers International (India) Property Services Pvt. Ltd.

A handwritten signature in black ink, appearing to read "Appaya CM", written in a cursive style.

Appaya CM

National Director | People & Performance

11th March 2021

Khemka Vivek Satyendra

B-04, Shayona Appartment,

B/H Shyam Shikhar, Bapunagar,

Ahmedabad City, Ahmedabad,

Gujarat - 382345

Letter of Appointment

Dear Mr. Vivek,

With reference to your job application and subsequent interview you had with us, we are pleased to appoint you to the position of **Billing & Planning Engineer** in our organization, with effect from **11th March 2021**.

The terms and conditions of your appointment are as under:

- 1) Your date of joining will be **11th March 2021**.
- 2) The place of employment shall be Ahmedabad. However the management reserves the right to transfer your services to any of the sites of the company or department or to any other position within the company. Notwithstanding your appointment in this company, your services could be reassigned to any other company or subsidiaries of the **Chavda Group**.
- 3) You shall be paid a monthly salary of **Rs. 22,000 /-** (i.e. Rupees Twenty Two Thousand Only).
Yearly Bonus will be paid according to the discretion of the Management.
- 4) You shall be on probation period for three months. The period of probation shall be subject to reduction or extension at the sole discretion of the Management. Based on your performance your services will be confirmed with the company.

Date of issuance: 30/09/2022

To Whomsoever It May Concern

This letter certifies that **Mr. Vivek Khemka** was an employee in the role of **Billing & Planning Engineer** with our company **Chavda Infra Pvt. Ltd.** during the period beginning **11/03/2021** and ending **31/08/2022**.

During his time with **Chavda Infra Pvt. Ltd.**, **Mr. Vivek Khemka** has remained dedicated and loyal to his work and responsibilities with our company.

His decision to end his employment with our company was solely his own decision, and we wish him all the best in his future career opportunities.

Yours Sincerely,

For, Chavda Infra Pvt. Ltd.



Authorized Signatory



06 Jan 2020

Mr. Khemka Vivek
S/O, Satyendrakumar
B-04, Shayona Appartment, B/H Shyam Shikhar,
Bapunagar, Ahmedabad-382345

Appointment Letter

Dear Mr. Khemka Vivek

With reference to your application and subsequent interview with us, we are pleased to appoint you as a/an **Junior Engineer** in our organization subject to the following terms and conditions.

Date of Joining: You have joined us on **06 Jan 2020**.

Salary: Your annual Total Employment Cost to the Company would be **Rs.156000/-**(Rupees One Lac Fifty Six Thousand Only)the details of which are attached in Annexure- A.

Probation/ Confirmation: You will be on a Probation period for the Six months. Based on your performance your services will be confirmed with the company in written after six months.

During the probation your services can be terminated with fifteen days' notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position.

The Notice Period in case of leaving services after confirmation of services will be 1 month(s) (from either side) or wages (Basic salary) in lieu of such period. To accept the wages in lieu of notice period totally depends on the discretion of the company management.

You will be retiring from the employment of the Company at the end of the month in which you attain 58 years of age.

Absence for a continuous period of ten days without prior approval of your superior (including overstay on leave/training) would result in losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

Leave: You will be entitled to leave, as per the provision for Company's Policy.

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

1. You will be required to maintain utmost secrecy in respect of Project Documents, Commercial Offer, Design Documents, Project Cost & Estimation, Technology and Software.
2. Packages License, Company's Policies, Company's Patterns & Trademark, and Company's Human Assets Profile.
3. You will be required to comply with all such Rules and Regulations as the Company may frame from **time to time**.
4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.


March 23, 2021

Experience Certificate

Name of Employee : Mr. VIVEK KHEMKA
Employee Code : 2580
Designation : Junior Engineer
Department : Planning
Date of Joining : 16/01/2020
Date of Leaving : 10/03/2021
Last Drawn Salary : Rs. 13,000/- CTC (Per Month)

We wish him all the success for his future endeavor.

For, PSP Projects Ltd.


Authorized Signatory

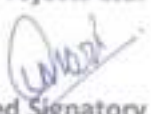
24th March 2021

TRAINING CERTIFICATE

This is to certify that **Mr. Vivek Khemka** has successfully completed Training in Project Operations Department at DSCCSL-BSE Site from **04th Nov 2019** to **05th Jan 2020**

We found him sincere, hardworking, and technically sound and result oriented. He worked well as part of a team during his tenure. We take this opportunity to thank him and wish him all the best for his future.

For, **PSP Projects Ltd.**


Authorized Signatory



**NILA
INFRASTRUCTURES
LIMITED**

Date: 1st June 2019

Mr. Vivek S. Khemka
B-4, Shayona Apartment
Behind Shyamshikhar, Bapunagar,
Ahmedabad, Pin – 382345
Gujarat

Re: Appointment for the position of Trainee Engineer

Dear Mr. Vivek Khemka,

This has reference to your application for the above-mentioned position on and subsequent interviews held thereafter. We are happy to inform you that you have been selected for employment with Nila Infrastructures Limited for the position of 'Training Engineer' and your date of joining as per our records is 1st June, 2019.

Your monthly cost to the company (CTC) will be Rs.10, 000/- (Rupees Ten Thousand only)

You are governed by the following Rules and Regulations of the company, which are in force or may come in to force from time to time.

1. Standard Conditions of Employment

- 1.1. The Standard Conditions of Employment will relate to various matters relating to your working with the Company, including hours of work, holidays, leave, code of conduct, confidentiality policy etc.
- 1.2. The Standard Conditions of Employment may be changed by the Company from time to time at the sole discretion of the Company and such changed Standard Conditions of Employment shall become applicable to you forthwith, upon receipt of notice of the same.

2. Representations

- 2.1. You hereby represent that all the contents of your resume, testimonials, references, previous employment details and other information furnished by you are true and accurate.

Registered Office:
1st floor, Sambhav House
Opp. Chief Justice's Bungalow
Bodakdev, Ahmedabad 380015
Tel: +91 79 4003 6817 / 18, 2667 0256
Fax: +91 79 3012 6371
e-mail: info@nilainfra.com



**NILA
INFRASTRUCTURES
LIMITED**

Date: Sep 09, 2019

Name: Vivek Khemka

Employee ID:

Subject: Relieving & Work Experience Letter

This is to inform you that your resignation letter dated **20th Aug, 2019** is accepted and you are relieved from your services with effect from the close of business hours on **31st Aug, 2019**.

You were employed with us from **01st June, 2019** to **31st Aug, 2019**. The designation at the time of leaving was **Tr. Engineer**.

During your tenure with us, we found you to be sincere, hardworking and honest.

You have resigned from the organization on your own accord.

Wishing you all the very best in your future endeavors.

For NILA INFRASTRUCTURES LTD.

**Vikas Sharma
Sr. Manager - HR**

Registered Office:

1st floor, Somnagar House
Opp. Chief Justice's Bungalow
Boddedev, Ahmedabad 380015
Tel : +91 79 8003 6817 / 18, 2667 0268
Fax : +91 79 8012 6371
e-mail: info@nilainfra.com