

# EMPLOYEE HANDBOOK

HR Policy & Guidelines

Vedanta Consulting Private Limited

New Delhi, NCR, Jharkhand & Bihar

All India

**Chief People Officer**

**Chief Executive Officer**

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Confidential

## **1. Code of Business Conduct and Ethics**

This Code of Business Conduct and Ethics applies to all employees and officers - introductory, regular full-time, regular part-time and temporary of the subsidiaries and affiliates of Vedanta Consulting Private Limited, which are referred to in this Code as Company or the Company.

The Company is proud of its reputation for integrity and honesty and is committed to these core values. Personal responsibility is at the core of the Company's principles and culture. The Company's reputation depends on you maintaining the highest standards of conduct in all business endeavors. You have a personal responsibility to protect this reputation, to "do the right thing," and to act with honesty and integrity in all dealings with customers, business partners and each other. You should not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair-dealing practice.

The principles set forth in this document describe how you should conduct yourself. This Code does not address every expectation or condition regarding proper and ethical business conduct. Good common sense is your best guide. It does not substitute for Company policies and procedures. In every business-related endeavor, you must follow the ethics and compliance principles set forth in this Code as well as all other applicable corporate policies and procedures.

You are accountable for reading, understanding and adhering to this Code. Further, compliance with all laws, rules and regulations related to Company activities is mandatory and your conduct must be such as to avoid even the appearance of impropriety. Failure to do so could result in disciplinary action, up to and including termination of employment.

If you are uncertain about what to do, refer to the relevant section of this Code. If you are still unsure, speak with your supervisor or, if you prefer, communicate with any of the other points of contact indicated. If you have any doubt, ask for help.

### **1.1 In the Workplace**

Company is committed to providing a diverse and inclusive work environment, free of all forms of unlawful discrimination, including any type of harassment.

#### **1.1.1 Respect**

The Company's greatest strength lies in the talent and ability of its associates. Since working in partnership is vital to the Company's continued success, mutual respect must be the basis for all work relationships. Engaging in behavior that ridicules, belittles, intimidates, threatens or demeans, affects productivity, can negatively impact the Company's reputation. You are expected to treat others with the same respect and dignity that any reasonable person may wish to receive, creating a work environment that is inclusive, supportive and free of harassment and unlawful discrimination.

#### **1.1.2 Equal Employment Opportunity**

The talents and skills needed to conduct business successfully are not limited to any particular group of people. Company has a long-standing commitment to a meaningful policy of equal employment opportunity. The Company's policy is to ensure equal employment and advancement opportunity for all qualified individuals without distinction or discrimination

because of race, color, religion, gender, sexual orientation, age, national origin, disability, covered veteran status, marital status or any other unlawful basis. As part of this commitment, the Company will make reasonable accommodations for applicants and qualified employees.

### **1.1.3 Sexual Harassment and Other Discriminatory Harassment**

Sexual harassment and other discriminatory harassment are illegal and violate Company policies. Actions or words of a sexual nature that harass or intimidate others are prohibited. Similarly, actions or words that harass or intimidate based on race, color, religion, gender, sexual orientation, age, national origin, disability, covered veteran status, marital status or any other unlawful basis are also prohibited.

## **1.2 Business Conduct Certification Program**

The responsibility for maintaining the Company's reputation for integrity and compliance rests in large measure on associates who guide its operations and others in particularly sensitive positions. The Business Conduct Certification Program is designed to have you affirm your compliance with the standards contained in this Code and to help identify situations that may in fact, or in appearance, involve conflicts of interest or other improper conduct. If you are required to complete or update a Business Conduct Certificate, you must do so in a timely and forthright manner with accurate responses. Above all, you must remember that any act that gives the appearance of being improper can damage Company's reputation and impair the public's confidence in the Company. All such acts must be avoided.

You must acknowledge that you have read and understand this Employee Code of Business Conduct and Ethics. In addition, management-level associates must periodically disclose on Business Conduct Certificate information that is considered to be directly relevant to avoiding problems with compliance obligations, self-dealing and impropriety. In certain circumstances, disclosure is required even if appropriate approval is obtained. An investigation may be conducted to resolve potential problems. All associates are required to cooperate in reaching a resolution of any issues found.

## **1.3 Conflicts of Interest**

Company policy prohibits conflicts of interest. A "conflict of interest" occurs when your private interest interferes in any way with the interests of Company. In addition to avoiding conflicts of interest, you should also avoid even the appearance of a conflict.

### **1.3.1 Corporate Opportunities**

You owe a duty to Company to advance its legitimate interests. You are prohibited from competing with the Company and from using corporate property, information or position for personal opportunities or gain.

### **1.3.2 Outside Activities - Officer or Director of another business**

You may not serve as a director, officer, trustee, and partner or in any other principal position of another for-profit or publicly held organization or company without the prior approval of Company's Chief Executive Officer (or a designee). You should obtain approval from Company's Chief Executive Officer (or a designee) before agreeing to serve on the board or in a principal position of a trade or professional association or of a non-profit organization. In any event, these outside activities must not impact in any way your daily job responsibilities in your current position.

### **1.3.3 Second Job**

Unless the Company otherwise consents in its sole discretion, you will devote your entire resources and full and undivided attention exclusively to the business of the Company during the term of your employment with the Company and shall not accept any other employment or engagement (honorary or otherwise).

### **1.3.4 Vendors, Suppliers and Consultants**

All vendors, suppliers and consultants shall be approved in accordance with Company policies and procedures. Company's business relationships must be totally based on their ability to competitively meet the Company's business needs. If your association with a current or prospective Company vendor, supplier or consultant is of a nature that gives rise, or potentially gives rise, to a conflict of interest, the Company may have to refrain from entering into the relationship and, in any event, you must not be involved in any way with approving, managing or influencing the Company's business relationship.

### **1.3.5 Gifts and Entertainment**

The occasional exchange of inexpensive gifts and modest forms of entertainment that have no special significance attached and are reasonable in nature, frequency and cost, are normal in business and help build strong and trusting relationships with customers, suppliers and other business partners. However, receiving such gifts or entertainment must never affect your judgment or decision-making, nor should they be offered in return for favorable treatment from others.

What constitutes good business practice with respect to gifts and entertainment varies by industry, business unit and location. Gifts from agents to individual insurance clients of other than the minimum value are generally regarded as "rebates" and as such are prohibited. No gifts to you valued at more than INR 2,000 would be allowed. Gifts to you valued between INR 500 and INR 2,000 or forms of business entertainment that exceed reasonable and customary practices should be politely declined, unless approved in advance by your functional head for sound business reasons.

### **1.3.6 Communication of Conflicts**

All potential and actual conflicts of interest or material transactions or relationships that reasonably could be expected to give rise to such a conflict or the appearance of such a conflict must be disclosed. If you have any doubt about whether a conflict of interest exists after consulting this Code, you should seek assistance from the appropriate persons or entities identified in the Resources section, so that you can make that determination.

Company and its associates will not directly or indirectly engage in bribery, kickbacks, payoffs or other corrupt business practices, in their relations with governmental agencies or customers.

## **1.4 Protection and Proper Use of Company Assets**

Safeguarding and appropriately using Company assets, whether those assets take the form of paper files, electronic data, computer resources, trademarks or otherwise, is critical.

### **1.4.1 Confidentiality**

Company is committed to preserving customer and employee trust. All information, whether it is business, customer or employee-related, must be treated in a confidential manner, and disclosing it is limited to those people who have an appropriate business or legal reason to have access to the information. You need to take special precautions when transmitting information via e-mail, fax, the Internet or other media. Remember to treat all such communications as if they were public documents and printed on letterhead.

In addition, Company meetings are confidential. You may not use audio or video equipment to record these meetings without the specific prior authorization of the head of your department.

### **1.4.2 Technology**

Safeguarding computer resources is critical because the Company relies on technology to conduct daily business. Software is provided to enable you to perform your job and is covered by federal copyright laws. You cannot duplicate, distribute or lend software to anyone unless permitted by the license agreement.

Company provides electronic mail (e-mail) and Internet access to assist and facilitate business communications. All information stored, transmitted, received, or contained in these systems is the Company's sole property and is subject to its review at any time. All e-mail and Internet use must be consistent with Company's policies, practices and commitment to ensuring a work environment where all persons are treated with respect and dignity. Because these systems provide access to a worldwide audience, you should act at all times as if you are representing Company to the public, and should preserve Company's system security and protect its name and trademarks.

You must act responsibly and adhere to all laws and Company policies when using e-mail or the Internet.

You must use your computer appropriately in accordance with Company standards and be sure to secure both the computer and all data from loss, damage or unauthorized access, reporting all instances of unauthorized access to the Information Technology Department.

## **1.5 Administration**

### **1.5.1 Reporting of Any Illegal or Unethical Behavior; Points of Contact**

If you are aware of any illegal or unethical behavior or if you believe that an applicable law, rule or regulation or this Code has been violated, the matter must be promptly reported to your supervisor or company executives.

Your supervisor is normally the first person you should contact if you have questions about anything in this Code or if you believe Company or an associate is violating the law or Company policy or engaging in conduct that appears unethical. Under some circumstances, it may be impractical or you may feel uncomfortable raising a matter with your supervisor. In those instances, you may contact the head of your department or any other company executives. Furthermore, you should take care to report violations to a person who you believe is not involved in the alleged violation. All reports of alleged violations will be promptly investigated and, if appropriate, remedied, and if legally required, immediately reported to the proper governmental authority.



You will be expected to cooperate in assuring that violations of this Code are promptly addressed. Company has a policy of protecting the confidentiality of those making reports of possible misconduct to the maximum extent permitted by law. **In no event will there be any retaliation against someone for reporting an activity that he or she in good faith believes to be a violation of any law, rule, regulation, internal policy or this Code.** Any supervisor intimidating or imposing sanctions on someone for reporting a matter will be disciplined up to and including termination.

## 2. Terms of Employment

### 2.1 Terms of employment

Terms of employment are as set out in the appointment letter.

2.1.1 The terms of employment are as per the details contained in the appointment letter. The company reserves the right to amend, alter, and change any or all the terms and conditions governing employment. The company will also be the sole judge of the meaning and interpretation of all or any of these terms and conditions and its decision thereon shall be binding on all employees.

2.1.2 The employment contract is a contract between the individual employee and the company and the terms of contract are individual to each employee. Hence, all employees are required not to share the terms of contract with others including fellow employees.

### 2.2 Verification of Employment and Reference Checks

All inquiries about employees or requests for verification of employment or comments on an employee or former employee shall be referred to CPO/CEO for response. No other employee may respond. The Company will only verify the employee's date of employment and job title in response to any such request, unless otherwise required by law or regulation.

### 2.3 Joining process

The copies of the following self attested documents shall be submitted by an employee on the date of joining:

- Proof of age (birth certificate/school leaving certificate/passport copy);
- Proof of Identification - AADHAR/Etc;
- Proof of Residential;
- Educational and Other/Professional Qualification certificates;
- Experience Certificates;
- Release letter from the previous employer (if applicable);
- Character Certificate/Police Verification Report (Latest);
- Letter from 2 references (1 must from government employees);
- Bank Account Details;
- Photo - 2 Nos.;
- EPF/ESI Details of Previous Records (if any)
- Training Fee Acknowledgement Copy
- Acknowledgement for receipt of the HR Policies and Code of Conduct guidelines;

- Offer/ Appointment letter: Original to be retained by the employee; and one signed copy to be handed over to Company by the employee (for the Employee file)

### **3. General Administrative Matters**

#### **3.1 Working days**

The working days at the Company will be from Monday through Saturday.

Unless otherwise stated, work hours would be as follows:

Days	Monday – Saturday
Timings	0900 hrs To 1800 hrs.
Lunch-break	60 minutes

Owing to work exigencies/locations, an employee's working hours maybe different from the timings mentioned above.

#### **3.2 Weekly off**

Sunday will be the weekly holidays.

Owing to work exigencies, an employee may also be required to work either on a weekly off or a public holiday. In such a case, and after obtaining due approval from his/her immediate manager, the employee is entitled to take any of the weekdays in the following week as a compensatory off in lieu of the day of the weekly off/public holiday.

#### **3.3 Late arrival**

Employees are expected to arrive at work and for meetings on time. If an employee anticipates late arrival he/she must inform the immediate manager (or a colleague in case the immediate manager is not available) in advance to allow for schedule changes and to handle coverage of working hours. Repeat challenges with late arrivals will be recorded as misconduct in the employee's file. All employees working with customers must ensure that all meeting commitments are met on time. Lapses in punctuality will not be acceptable.

#### **3.4 Absence from office**

- Any employee, who is outside the office during working hours, should ensure that the immediate manager (or a colleague, if the immediate manager is not available) is aware of his/her whereabouts.
- Unauthorized absence from office, or absence from office without prior approval from the immediate manager, will be recorded as misconduct in the employee's file.
- Unauthorized absence will be treated as Loss of Pay (LOP).

#### **3.5 Telecommuting**

- Any employee who is unable to make it into the office premise can request to work from home.

- Employee needs to ensure they have all the appropriate equipment (functioning laptop) and content required to be fully productive working from home. If this is not the case, they will need to come into the office.
- Requests to work from home more than 1 day a week need to be approved by the supervisor/manager.
- Employee needs to ensure that they are accessible via phone and instant messenger throughout the work day.
- Unproductive days may be treated as Loss of Pay (LOP).

### 3.6 Housekeeping

It will be the responsibility of all employees to ensure that the offices of the company are kept neat and tidy at all times. The work area should be cleared of all files and papers every evening prior to leaving the office. Computers and any lights in the work area need to be switched off.

### 3.7 Dress Code

Personal appearance plays an important role in the public's perception of an employee as an individual as well as in the Company as an organization. Employees are expected to dress in business attire, using good judgment in selecting apparel appropriate to their functional position, and avoiding extremes in make-up, hairstyles and clothing; employees should cover all visible tattoos and/or body piercings while at work. Employees who come to work dressed in a manner that is inconsistent with this Policy will be sent home to change and any time missed will be considered an unexcused absence. Employees should consult their supervisors and/or HR for counseling on proper business attire. Examples of dress code are as:

Men	Women
Formal / smart casual shirts, trousers and shoes.  Formal clothes are mandatory for sales personnel; and others when meeting customers / visitors.	Formal Western( shirts, slacks, pants, suits)/  Indian (saree, salwar) business wear

### 3.8 No Smoking

Smoking is prohibited within office premises. In order to maintain a clean and healthy atmosphere in the workplace and arising out of our concern for fellow employees, smoking is prohibited within the office premises.

### 3.9 No Solicitation

The Company does not permit solicitation of any kind, including the collection of funds, pledges, circulation of petitions, distribution of non- Company literature and other similar types of activity during working time by either employees or outsiders

### **3.10 Non-Fraternization Policy**

In order to promote efficiency and to avoid misunderstandings, perceptions of favoritism, morale problems, and possible complaints of harassment, all Company employees at the supervisory level and higher are strictly prohibited from dating or pursuing romantic or sexual relationships with any other Company employee. In addition, all Company employees are strictly prohibited from socializing with members while off duty or dating or pursuing romantic or sexual relationships with any Company members

### **3.11 Disciplinary Policy and Standards of Employee Conduct**

The Company expects all of its employees to conduct themselves in a manner that is in the best interests of the organization and its employees. Employees should know that any conduct which violates a Company policy or which is not in the best interests of the Company, will subject an employee to discipline, up to and including separation. Disciplinary actions are noted in the employee's personnel file. Serious misconduct may result in immediate suspension and/or immediate separation, without notice.

The Company has established policies and procedures for the convenience and protection of all of its employees. A violation of any of these policies and procedures is considered misconduct and appropriate disciplinary procedures will be initiated. Disciplinary action may include, but is not limited to, the following: verbal warning, written warning, suspension without pay and separation. There is no guarantee that one form of disciplinary action will necessarily precede another. The appropriate disciplinary action will be determined by CPO/CEO/CEO.

The following is a list of some of the more common examples of policy violations and misconduct:

- Disclosure of confidential Company or Company client/staff information to unauthorized parties;
- Behavior resulting in Company client, vendor or employee complaints;
- Supplying false or misleading information or falsifying any Company record;
- Possessing weapons on premises or off premises while performing duties for the Company, unless otherwise permitted by applicable law;
- Immoral or indecent conduct; soliciting persons for immoral purposes;
- Insubordination, including but not limited to, refusing to complete a work assignment or directive of a supervisor or Company official;
- Disruptive conduct, including but not limited to: gambling; fighting; horseplay; coercion; intimidation or threats against Company employees; vulgarity; or, abusive treatment to the public, or fellow employees; Theft or unauthorized possession or removal of property or money belonging to the Company, its employees, or third parties;
- Making threats of violence or publishing false and malicious, obscene or bullying statements concerning a member, employee, supervisor, other Company official or its services;
- Excessive tardiness and/or absenteeism;
- Destruction, vandalism or misuse of Company or member property; or,

- Unauthorized use of the Company's devices, computers, passwords or computer programs

### **3.12 Standards of Conduce/Code of Ethics**

The Company expects all staff members and volunteers to conduct themselves in a manner that exemplifies the highest standard of ethics and propriety in any endeavor or activity that could impact or reflect upon the mission, purpose, integrity, reputation, and professional and business relationships of the organization

### **3.13 Social Media**

The Company recognizes that its employees, members and business associates may use online social networking, social media or other online venues for networking and discussion; however, the use of social media presents certain risks and carries with it particular responsibilities. Social media includes all means of communicating or posting information or content of any sort on the Internet, including but not limited to posting to a personal website, blog, social networking web site, web bulletin board or chat room. While the Company does not intend to limit its employees' lawful use of social media, employee use of social media must be consistent with all of the Company's policies and procedures, as well as all applicable laws, rules and regulations.

### **3.14 Media Relations**

Public statements on behalf of the Company may only be made by CEO/CPO/CEO; please direct all calls accordingly.

### **3.15 Search, Theft and Audit Policy**

- The Company will from time to time conduct internal investigations including inspections, searches and audits on Company premises at every place of its working permanent or temporary nature.
- The Company may conduct a routine inspection, search or audit at any time for Company property or Company -related information. The Company may inspect the following items, including, but not limited to: personal property brought onto or taken from the premises; any work, rest or storage areas; and, all Company vehicles, desks, cabinets, lockers, computers, satchels, etc., that are within the employee's possession or control.
- A routine search or inspection may result in the discovery of personal possessions or those of others. Employees are discouraged from bringing into the workplace items of personal property they do not want revealed to management. Generally, the Company will attempt to obtain employee consent before conducting a search or inspection, but may not always be able to do so

### **3.16 Company Assets Policy**

Every Employee is required to carry a Laptop, Morpho Device and an Internet Connections. The company may provide this but with payment or security deposit only. Every assets of the company carries a declared value which is to be paid by the employee of all grades in the form of full payment as a sell or full amount payment in the form of security deposit, and then only they will be allowed to use the company assets. At the time of leaving company, the security

deposit (if any) will be returned (with adjustment in case of any wear and tear to the assets) to the employee.

## 4. Employee Development

### 4.1 General

- It is the policy of the Company that the work of each employee will be evaluated periodically by the employee's manager/supervisor, in order to monitor individual performance on the job, assess training needs and to identify future leaders.
- The process of employee development is covered by:
  - Performance Evaluation;
  - Training and Development; and
  - Career Planning
- Personal Records: Employees must keep their personnel records up to date. Employees should notify his/her manager/HR immediately if there is a change in status, including but not limited to the following:
  - Name and AADHAR No.
  - Home address or telephone number
  - Cellular or Mobile telephone number
  - E-mail address & Other Social Contact Numbers
  - Marital status
  - Number of dependents
  - Beneficiary(ies)
  - Emergency contact information
  - Driver's license status
  - Additional education and training

### 4.2 Performance Evaluation

- The process of performance evaluation provides a systematic approach for communicating goals, expectations and objectives to each employee as well as documenting individual performance.
- The process of performance evaluation is covered in three steps:
  - *Goal setting:*
    - The supervisor and employee discuss and set performance expectations for the assessment period and sign off individual performance contracts.
  - *Performance review:*
    - Performance review is conducted periodically (quarterly) to assess individual performance and to take necessary action to remove bottlenecks and to provide suggestions for improvement. The outcome of this review would result in the identification of training needs, rewards and recognition and career development.
  - *Performance appraisal:*
    - Performance Appraisal is done based on careful consideration of employee performance for the assessment period.

### 4.3 Training and development

- The objective of the training and development policy at the Company is to develop relevant skills in the organization taking into account:
  - organizational requirements;
  - functional requirements; and
  - individual learning objectives.
- It will be the responsibility of the supervisor/manager to ensure that all employees get an equal opportunity to attend training programmes based on their individual training needs.
- Training program shall include:
  - Technical training: for the Company employees;
  - Behavioral training: for the Company employees; and
  - Leadership programs: for the Company employees for specific career progression needs.
- The training needs identification will be based on the following:
  - Training needs arising out of the Corporate/regional objectives.
  - Training needs arising out of the team goals and priorities.
  - Training needs linked to individual job.
  - Training needs linked to individual potential and career progression needs.

### 4.4 Career Development

It will be the endeavor of the Company management to provide all its employees with the opportunity for personal growth and progress. This section deals with the Career Planning policy. In case of further details, the employee may contact Human Resources.

- It will be the intention of the Company to provide all employees with growth and development opportunities.
- All career progression opportunities will be contingent upon the existing vacancies but it will not be binding on the Company to promote an employee.
- All matters with respect to promotions and career progression will be the responsibility of the Company management

### 4.5 Open Door Policy

- The company wants to ensure its employees that idea, suggestions and complaints will be heard. It is also the policy of management to attempt to resolve disputes that may arise between or among fellow employees or between employees and their supervisors.
- Open communication between employees and their immediate supervisors is encouraged. Employees should feel free to voice ideas, suggestions or complaints without fear of reprisal or retribution

## **5. Employee Benefits & Compensation**

### **5.1 Salary Administration**

All employees will be paid their salary on a monthly basis on or before 7<sup>th</sup> working day of the subsequent month through electronic transfer to the bank accounts of the employees as submitted in record. The company is required by law to make mandatory deductions from earnings and also any such deductions as applicable any loss or recovery. Employees will receive a salary/commission statement detailing their gross and net pay every month. Employees must verify that their paychecks are correct every payday/month.

### **5.2 Salary Increases**

Compensation review is an annual exercise, which determines the increment in salary. The increment is done on the cost of living adjustments and market trends in compensation levels. However, increment in the employee's salary is not automatic and will be subject to the employee's performance and the company's performance.

### **5.3 Health Insurance Benefits**

The Company is covered in ESI

### **5.4 Life Insurance Benefits**

The Company offers Life Insurance Benefits Plan to their employees. Additional Information will be provided at the time of enrolment/joining.

## **6. Employee Termination/Separation**

An employee will be separated from the company in the following events:

- On his/her resignation from the services of the company;
- On being removed from the services or on being dismissed by the company;
- On the expiry of any fixed contract period;
- On being found medically unfit to continue working in his/her present responsibility; or

### **6.1 Resignation**

- An employee, who wishes to leave the services of the company, has to submit a resignation letter serving as stipulated in his/her appointment letter, to his/her immediate manager and a copy of the same to Human Resource function.
- The notice period of 30 days from the employee is essential for the company to ensure timely and smooth hand over of existing responsibilities to another employee. However, under special circumstances the company may make an exception and either waive off the entire notice period amount or deduct Cost to Company (CTC) pay for less than the stipulated notice period.
- On acceptance of resignation, a communication in writing shall be given to the employee with a copy to Accounts and other related departments for his/her full and final settlement of dues.



- The payment of other dues after ensuring clearance of outstanding amounts like travel allowance bills and LTA will be done. Items like computers, morpheo device, internet connection, cellular phones, calculators, books, I card etc have to be handed over to authorized persons.

## **6.2 Dismissal**

a) An employee's services may be terminated due to

- lack of job related skills,
- inadequate work performance,
- improper character or attitude,
- integrity issues,
- or any other reason that the company believes renders the employee unsuitable for continuing employment with the company.

Under such circumstances, the employee's services may be terminated without notice.

b) The appointment of an employee is made on the basis of the information supplied by him/her in his/her application/résumé at the time of interview, and his/her appointment shall stand null and void in case any material error is established at any point of time. In such a case, his/her services shall be terminated with immediate effect.

c) The clearance formalities will be similar to those applicable for resignations.

## **6.3 Exit Interview**

Employees whose employment with the Company is ending will be asked to complete an exit interview prior to their last day of work.

## **6.4 No Dues Certificate**

On termination of employment with the company, employees must surrender all business related documents, confidential company data or the like which may have been entrusted to the employee and get a No Dues certificate signed by his/her immediate manager.

# **7. Leave Policy**

## **7.1 General**

- For the purpose of calculating leave accounts, "year" shall mean the calendar year commencing on the first day of January and ending on the last day of December of the same year.
- Leave, other than maternity leave, cannot be claimed as a matter of right. Discretion is reserved with the authority empowered to sanction leave, to refuse or revoke leave at any time, depending on exigencies of the company's work.
- All leave must be applied for at least 2 days prior for approval to immediate manager, with the exception of sick leave, which may be intimated verbally and post facto approval sought upon resumption of work.

- Leave records are being maintained on the common share. It will be the employee's responsibility to enter their leave for the month and keep the record updated.
- In case employees are found not maintaining regular leave records in system/register, by default the employee's leave balance at the end of the year will be assumed as zero.
- There is no provision at this time to carry forward any unused leave into the next year or encash it at the time of termination.

## 7.2 Earned Leave 10 Days

*An employee will be entitled to earned leave up to 10 working days in a year (exclusive of intervening weekends or public holidays).*

- Employees desirous of availing earned leave in excess of 4 consecutive working days will need to submit a leave application to their immediate manager, at least two weeks in advance.
- Employees may take leave only after obtaining permission. In the event an employee goes on leave without notifying the company, it will be deemed that the employee has been absent from work without permission, and the period of absence will be treated as leave without pay.
- Earned leave can be added on to sick leave or maternity leave.
- Earned leave entitlement will be on a pro rated basis for employees joining during the year.
- Earned leave will increase to 15 days after 3 years of employment in the company.

## 7.3 Sick Leave 5 Days

- All employees may avail of sick leave up to 5 days in a given year.
- Submission of medical certificates of sickness as well as fitness will be required in case of sick leave exceeding one day.
- An employee may take sick leave keeping the immediate supervisor informed. The day the employee reports back to work, leave records need to be updated

## 7.4 Maternity Leave Twelve Weeks

- Subject to the provisions of the Maternity Benefit Act, 1961, women employees will be allowed maternity leave on full pay for up to twelve (12) weeks, of which a maximum of 6 weeks can be availed before delivery. An approved medical practitioner should certify the confinement and the employee must not take up any employment, temporary or part-time, or otherwise, during this period.
- This leave shall be limited to two children. The maternity benefit will not be applicable for a third child, when the first two children are living.
- An applicant for maternity leave must give notice to the company supported by a medical certificate not less than 8 weeks prior to the start of the leave period.
- Maternity leave may be availed in combination with other leave entitlements.
- No pay shall be due or payable in lieu of unavailed maternity leave.

## 7.5 Public holidays: 12 Days

- Twelve public holidays (**10 Gazetted** and **2 Restricted**) may be availed, as notified by the company at the beginning of each year (Please refer the list in appendix A).

- In case the working of the office is likely to be hampered on account of strike, power cut, etc, the company may declare, a public or a weekly holiday (except national holidays) to be a normal working day and declare the affected day to be a holiday.

#### 7.6 List of Public Holiday

SN	Reason of Holiday	GH/RH
1	Republic Day	GH
2	Basant Panchami	RH
3	Maha Shivratri	RH
4	Holi	GH
5	Sarhul	RH
6	Ram Navami	RH
7	Mahavir Jayanti	RH
8	Good Friday	GH
9	Buddha Purnima	RH
10	Idul Fitr	GH
11	Raksha Bandhan	RH
12	Independence Day	GH
13	Idul Zoha	RH
14	Maha Ashtami	RH
15	Maha Navami	RH
16	Dusshera	GH
17	Muharram	GH
18	Gandhi Birthday	GH
19	Deewali	GH

20	Chhath Puja(Evening)	RH
21	Chhath Puja(Morning)	RH
22	Guru Nanak Jayanti	GH
23	Birsa Munda Jayanti/Rajya Sthapna Diwas	RH
24	Milad-un-Nabi or Id-e- Milad	RH
25	Christmas Day	GH

### 7.7 Unauthorized absence

- Unauthorized absence refers to absence from work without requisite approval.
- The employee will need to offer an explanation to the immediate manager in the event of any unauthorized absence.
- The employee will not be eligible for payment of salary for this period of absence.

### 7.8 Paternity Leave

- is applicable to all male employees who are married (the employee should be married as per company's records, with information having been provided at the time of joining or at the time of marriage)
- is to be availed as soon as the child is born (within a week's time) is available for two children only
- cannot be carried forward or added to other leave categories
- an employee is entitled to 5 continuous working days of leave
- this leave can be availed even when the child is adopted

### 7.9 Leave during Notice Period

Employees are not eligible to take any leave when they are serving their notice period. Any leave taken during the notice period will be considered as leave on loss of pay.

## 8. Travel and Expenses Policy

- All employees are responsible for:
  - Exercising good judgment and discretion in spending company funds so that expenses incurred are necessary, have a good business purpose and are reasonable.
  - Filling expense reports in a timely manner to facilitate the paying of charged items relating to the employee's travel and other record keeping directly related to expense reports.
- Requests for business travel should be made by the employee and approved by the immediate manager (Manage level and above). Approval can be over email.
- Upon return from business travel, within 3 working days, employees are expected to claim reimbursements for expenses by the submission of all original receipts. In case of a lost receipt, approval needs to be obtained from the immediate manager.

### List of approved expenses

- Boarding and lodging (as per entitlements/approvals);
- Meals (for self or with business associates, if any);
- Conveyance (as per entitlements/local conveyance at actuals);
- Visa and inoculation fees (only in the case of international travel);

The following expenses will not be reimbursed:

- Health and beauty aids;
- Personal entertainment such as sporting events, theatre etc.
- Alcohol (to be read with the below given guideline);

Company prohibits the sale, possession, or unauthorized use of alcoholic beverages/tobacco products on Company premises at any time. With the prior approval of company manager, alcoholic beverages may be served after business hours at occasions that have a legitimate business purpose and/or are Company related.

#### **Note:**

*The above list of exclusions is not exhaustive and it is up to the employee and the manager to ensure that any expenses not related to company's business are not claimed.*

- All employees entitled to air travel shall travel by economy class.
- All reimbursements shall be on the basis of original bills/receipts.

## **9. Internet Use Policy**

### **9.1 General**

Company supports the use of the Internet to conduct business by or on behalf of Company. Because the Internet provides access to a worldwide audience, Company associates should act at all times as if they are representing Company to the public, and should preserve Company's system security and protect Company's name and trademarks. **Company associates must act responsibly and adhere to all laws and Company policies when using the Internet to conduct business by or on behalf of the Company and/or when the Company or its products or services are identified.**

This Policy applies to all business units, Company associates and consultants with access to the Internet from any computer used to conduct business by or on behalf of Company (on Company premises or from home or any other location), or under any circumstances in which Company's name or its products or services are used.

### **9.2 The Policy**

- The Company recognizes that the Internet can be a helpful tool in dealing with family and other personal matters; however, its use must not interfere with work responsibilities, conflict with business needs, or violate any Company policy or law. **Company reserves the right at all times to monitor, access and decrypt associates' use of the Internet, Company property, equipment, phone lines, computers (including disks, drives, storage media, electronic mail, etc.) and information.**

- All users are expected to use good judgment when using the Internet. Company strictly prohibits:
  - displaying, uploading, downloading, disseminating, participating in bulletin board or electronic forum discussions regarding subject matters containing inappropriate materials or information that may be offensive to others;
  - in accordance with the Company's standards of business conduct, hacking or other attempts to penetrate non-public systems or any dishonest, defamatory, fraudulent, immoral, illegal and/or unethical activities; and
  - using Company's name or property or a Company-provided Internet access ID to conduct business on behalf of an entity other than Company or on behalf of any individual, including yourself; to represent yourself as someone else; or to solicit Company associates.

All users must respect Company's, its **affiliates'** and third parties' intellectual property rights (patents, copyrights, trademarks, trade secrets, as well as rights of privacy and publicity) and must take precautions to protect software, information and data that are owned, licensed or managed by Company. No software, information or data may be used or distributed in a manner that infringes upon any intellectual property right or violates a license agreement or jeopardizes Company's trade secrets.

No one may conduct business by or on behalf of Company with third parties using personal access accounts or IDs.

**Misuse of Company resources and conduct in violation of Company policy will result in disciplinary action in accordance with the Company policy, up to and including termination.**

## **RECEIPT AND ACCEPTANCE OF EMPLOYEE HANDBOOK**

I have this day received a copy of Employee Handbook of Vedanta Consulting Private Limited, and I understand that I am responsible for reading the policies and procedures described within it.

I understand that the policies, procedures and benefits contained in this Handbook may be modified by the Company at any time.

I understand that I am expected to follow the policies and procedures outlined in this Handbook. I also understand that any violation of these or any other Company policy, practice or procedure will subject me to disciplinary action, up to and including separation.

I understand that my employment is at-will, which means that the Company may discharge me at any time, for any reason whatsoever, with or without cause and with or without notice. I understand that the Company will not modify its policy of employment-at-will in any case.

I understand that nothing within this Handbook or within the Company's policies, practices, or procedures is intended to create a contract of employment, express or implied, or a guarantee of continued employment for a specific duration or interfere with, restrain, or prevent employee communications regarding wages, hours or other terms and conditions of employment.

If I have any questions regarding the content or interpretation of this Handbook, I will bring them to the immediate attention of CPO/CEO.

**Employee Signature:**

**Name:**

**Place:**

**Date:**

**Department:**

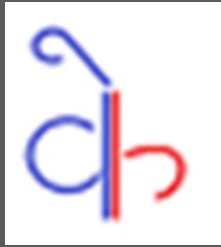
**Address:**

**Signature of Manager:**

**CPO/CEO:**



**Name:**



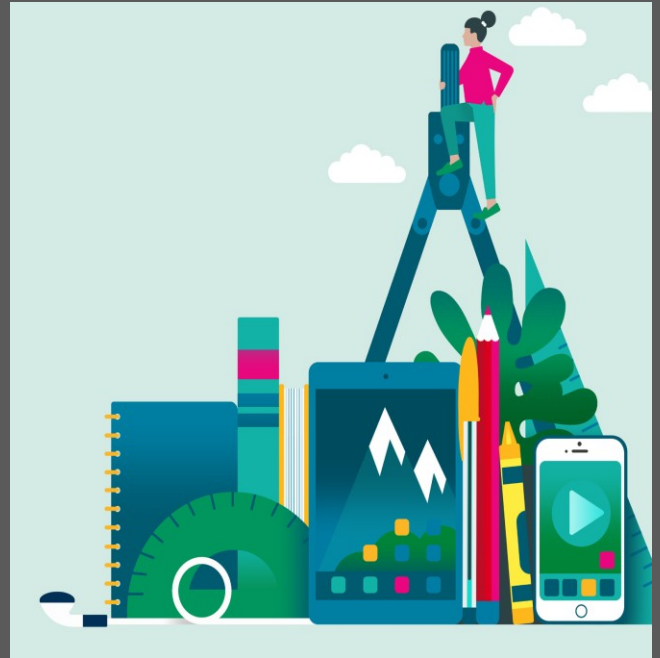
VEDANTA

## The Little Guide to Vedanta Consulting

*A Brief Introduction to the India's Youngest Experienced Consulting & Learning Company*



Consulting & Learning India  
Consult | Learn | Grow



Via Educating, Skilling & Training



## Who Are We?

- Founded in 2011 by Rajendra Jha in New Delhi, India
- *Our Business Indicators are:* Pan India 15 States Presence, 08 Professionals, 50 Clients Organizations, 3 Consulting & Training Centres, 10000 Candidates Trained, 200 Outsourced Staff, INR 30 Mn Turnover
- Our unique insight and world class expertise come from our short history of working closely with teachers, trainers, assessors, learners, researchers, subject matter experts, authors, consultants, thought leaders & Our Esteemed Clients
- We help our clients make significant and lasting improvements to their performance and realize their most important goals
- Our products and services are used by many learners, organizations, mix of private, public and social sector institutions around the country every day
- We provide the Experience, Expertise and Capabilities thru Consulting that enable Individuals and Organizations to accelerate their Area of Business they operate into



## What's Our Vision & Mission?

- *Vision:* Being Among the Best Consulting & Learning Service Provider in Every Business Area
- *Mission:* Being a Consulting & Learning Service Providers with INR 1000 Mn Business & 50 Mn Net Worth by FY 2024-25 into the area of Consulting & Learning

## Living Our Values

- *Alchemy:* We change Basic Substance into Precious Substance
- *Brave:* We believe in doing the right thing and we're prepared to go further to achieve it
- *Adapt Change:* With an adaptable, resilient mindset, We look beyond our immediate world for fresh ideas that will empower human progress through learning
- *Decent:* We aim to be Respectful, Fair and Transparent in everything We Do
- *Integrity & Accountable:* We aspire to be honest and trustworthy and to get results by owning the solution, getting the right people involved and delivering on our promises
- *Tenacity:* We work tirelessly with strong determination to earn Client's trust & business and to exceed their high expectations



## How do we achieve it?

- **Business Consulting:** Idea to Establishment of An Enterprise, Legal Approvals, Liasoning & Mediation, Manpower, ICT, Hardware & Software, Accreditation & Certification, CSR Projects, Events
- **Financial Consulting:** Investment & Wealth Creation, Equity & Debt Products, Tax Planning
- **Education & Training Consulting:** Students & Candidates Counseling, Employment Training, Financial Education
- **Innovation, Incubation, Skill Development & Entrepreneurship:** Self Employment



## Why do we do it?

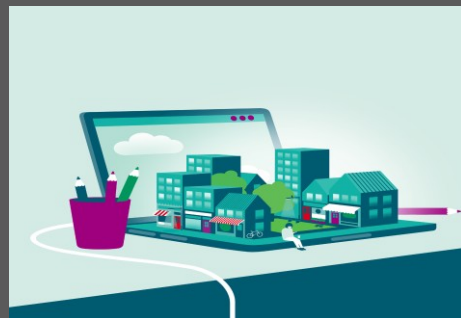
- In a fast-changing world, education & skill is the key to success. For many people, learning is the route to a job to support their family or the skills to help them make progress in their career. For others, it's simply a lifelong passion for discovery. For every learner, at every stage of their life, education & skill is the path to opportunity and fulfillment
- Our world-class tools, content, products, and services are designed to help people adapt to our changing world, navigate its challenges and opportunities, and

ultimately make progress in their lives. We're here to keep the whole world learning. Because where learning flourishes, so do people.



## Key Differentiator

- A proven team of Consultants, Resource Person, Subject Matter Specialists, Skill Professionals known for competence and integrity
- Widely acknowledged and awarded Train the Trainer (T3) program
- World-class, proprietary interactive multimedia content
- Robust Manpower Selection Process – Online Profiling & Test, Interview by Field Team Followed by Selection Committee. Orientation & Joining
- Training Delivery through Text Books (Faculty Guides/Students Books), Notes, LCD/TV/Projectors, Home Assignments. Assessments
- 'Placement & Migration' Module
- Handholding & Field Support

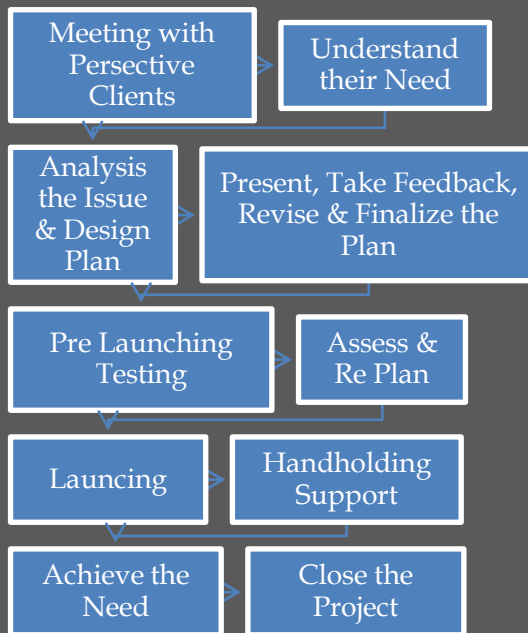


## What Shapes Our Approach?

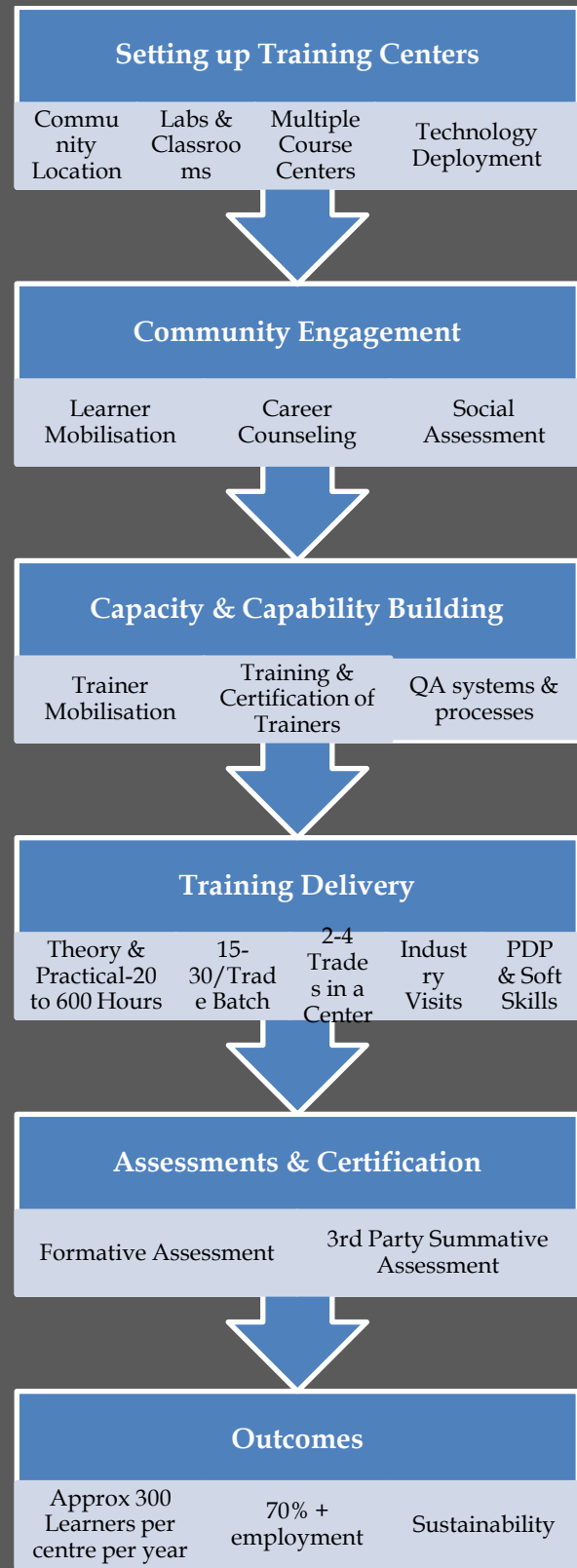
Our shared values shape the way we think, work, and behave. By living these values, we bring our brand to life for everyone.



## Consulting Process



## Training Process



## Legal Details

SN	Item Name	Information	Effective Date
1	Registered Office	3A, Pocket-A, Siddhartha Extension, New Delhi - 110014	18-03-2011
2	Jharkhand Office & Training Centre	Vedanta House, College Road, Madhupur, Deoghar-815353	01-04-2013
3	Phone Number	011-26349108 (New Delhi RO)	2011
4	Mobile No	8851648948 9470591407	2011
5	WhatsApp No.	9868271407	2018
6	Registration /CIN	U74140DL2011PTC216155	18-03-2011
7	PAN	AADCV8019L	2011
8	TAN	DELV12865G	2011
9	GSTN-Delhi Jharkhand	07AADCV8019L1ZY 20AADCV8019L2Z9	2017
10	Labor Identification Number	2015018152	2014
11	Shram Pahchan Sankhya	1-5661-5051-3	2016
12	ESIC Code	20001231020001099	2015
13	PF Code	DSSHD1775114000	2018
14	UAN/MSME	JH03E0000650	2016
15	UDYAM	JH-03-0000809	2021
16	NGO Darpan ID	DL/2017/0152533	2017
17	GeM Seller ID	056C180000109951	2018
18	NCS-DGE	E15E68-0959018144265	2020
19	DIN	Rajendra Jha - 02859513 Aparna Jha - 02867622	2011
20	Bank Details	SBI, Siddhartha Extension, New Delhi Current Account No.- 32243611198 IFSC Code-SBIN0060360 MICR No.-110002495	2011

## Other Details

SN	Item Name	Achievements
1	Number of Offices/States	1 Each in Delhi, Jharkhand & Bihar
2	Number of Skill TICs	2+
3	Number of Digital TICs	8+
4	Number of States Servicing/Served	15+
5	Number of Candidates Certified	10000+
6	Number of Candidates Employed & Handhold	500+
7	Number of Outsource Staff	200+
8	MSME Linkages & Handhold	20+
9	Client Handled	50+
10	SHG, VO & GS Linkages & Handhold	100+
11	Producer Companies Linkages & Handhold	5+
12	Turnover	INR 25 Mn
13	Profit	Since Inception
14	Net Worth	INR 0.30 Mn
15	Net Assets	INR 8 Mn
16	Hostel Facility	Separate for Both Gender
17	Mega Training Centre Area	3500 sft

## Regional Centres/TICs

SN	Name & Location	Services
1	Corporate/Regional Office/Mega Training Centre - Madhupur, Deoghar, Jharkhand	Consulting, Training
2	Regional Office - Bhagalpur, Bihar	Consulting, Training

## Team Vedanta - Resource Person & Employee

S N	Name	Role	Qualification	Experience (Y)	Work Area
1	Rajendra Jha	Director & CEO	PGDM, LLB	20	Business, Legal, Training
2	Aparna Jha	Director & CPO	MA	09	Human Resource
3	Sachindra Jha	CFO	FCA	12	Finance & Accounts
4	Sarita Jha	Head - Administration	10 <sup>th</sup> Pass	07	Administration, Estate
5	Pravin Yadav	State Head - Jharkhand	12 <sup>th</sup> Pass	07	Jharkhand Operations
6	N K Jha	State Head - Bihar	MA	25	Bihar Operations
7	Dilip Singh	Master Trainer	PG	30	PRI, NREGA
8	Gautam Bhandari	Project Manager	Graduate		Skills & Digital
9	Amit Sah	Field In charge	Graduate		Field Operation
10	Pankaj Yadav	Field In charge	12 <sup>th</sup> Pass		Field Operation

### Profile-Sociopreneur, Director & CEO

Mr Rajendra Jha is a **Management & Law Graduate** with 20 Years & 3 Months of Journey from MT to CEO in Intrapreneurial Consulting, Training, Teaching, Entrepreneurship & Skill Development, Education & Training, Rural Development, Banking & Finance, FMCG, Manufacturing, Energy, Marketing, Advertising & Media. Certification in Securities Market, Commodities Market, Investment Advisor Level 1, Financial Education Resource Person from NISM/SEBI and Certification in Rural Development & Panchayati Raj from NIRD; in MSME from QCIZED, , IRDA Certified

## Clients & Projects- Manpower Outsourcing

AEDO-Ministry of Defence

CBEC-GST

Centre of Development for Telematics

Department of Chemicals & Petrochemicals

Department of Telecommunications

DGQA/CQAS-Ministry of Defence

Directorate General of Employment & NICS

Employee Provident Fund Organisation

India Government Mint

Indian Army

Metal & Steel Factory

Ministry of Home Affairs

National Disaster Management Authority

National Instructional Media Institute

National Commission of Schedule Caste

National Company Law Tribunal

National Skill Training Institute

## Clients & Projects-Business & Finance

Property Consulting

Commodities Stocking

Investment & Wealth Creation

Financial Awareness, Inclusion

Financial Education & Training

## Clients & Projects-Education & Training

NABARD-Skill Training

DDUGKY-Skill Training

NSIC-Skill & Entrepreneurship Training

Smart NSDC-Skill Training

NULM-Skill Training

PMGDISHA-Digital Skill Training

District Office-Self Employment Training

Child Fund India-Employment Training

Prerna Bharti-Self Employment Training

Pholeen-Entrepreneurship Training

Shishu Mandir-Digital Literacy

Department of Panchayati Raj-Elected Representative Training

## Clients & Projects-IT

Sabor College: General Consulting & Website Development

Madhupur College: NAAC Documentation & Website Development

Canara Bank: Retail Loan as DSA

Tally India-Selling of Accounting Software

NIIT IFBI-Students Counseling & Marketing of Banking Courses

Dr Yogesh Memorial ITI-Documentation & Assessment

## Clients & Projects-Other Projects

Ministry of Petroleum (PPAC)-Data Service

District Election Office-Awareness & Logistics

District Revenue Office (NLRMP)-Digitization

Orissa Police-CCTNS Online FIR

JSLPS (Ajeevika)-Logistics

BRLPS (Ajeevika)-Digitization

Quality Council of India-Digitization

ICICI Bank-Training Content

Common Service Centre

Municipal Corporation-O & M of Community Toilets

Want to know more about  
the India's Consulting &  
Learning Company?

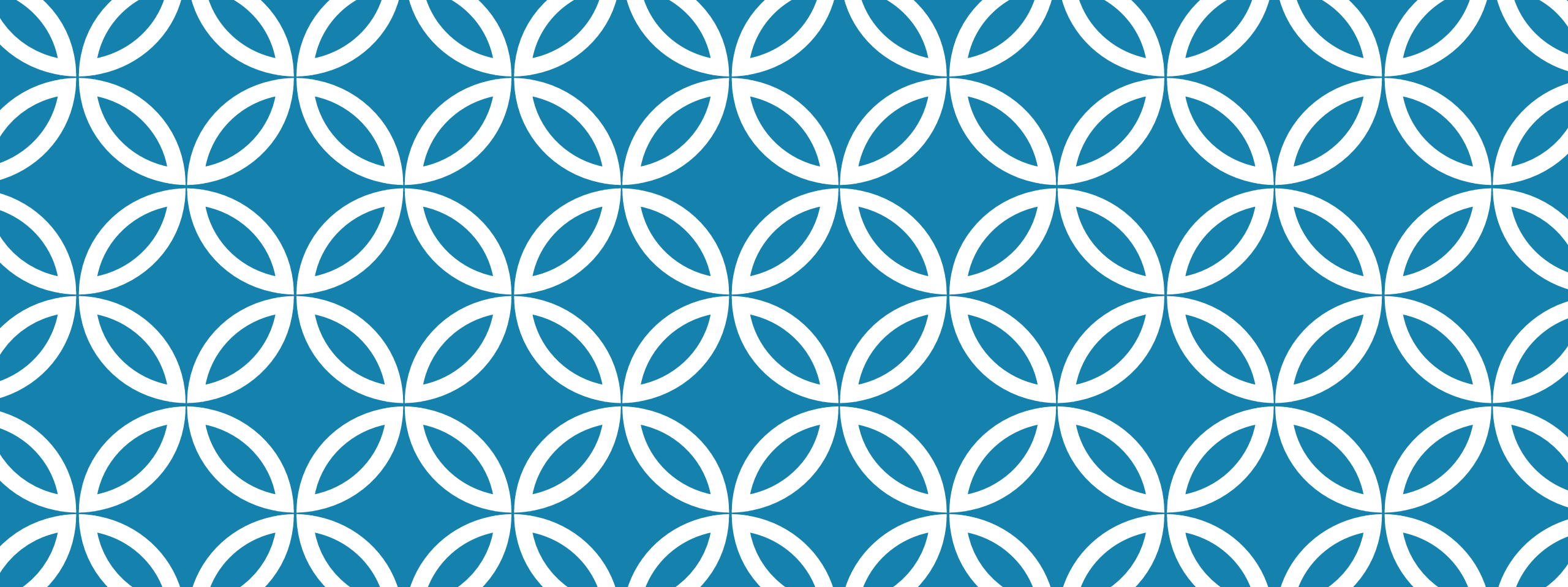


CONSULTING & LEARNING  
INDIA

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- Facebook: [ceo@consultingvedanta.com](https://www.facebook.com/consultingvedanta)
- Twitter: CEOVedanta
- Skype Business: vedantaconsulting
- WhatsApp-Hike-Hangouts: 9470591407
- Phone Number: 8851648948 | 9470591407

Vedanta House, College Road, Madhupur, Deoghar, Jharkhand  
3A, Pocket-A, Siddhartha Extension, New Delhi

Find out more at  
[consultingvedanta.com](http://consultingvedanta.com)



VITA - PERSONAL, ACADEMIC, WORK

Rajendra Jha



## PERSONAL DETAILS

- **45 Years Old, Located in New Delhi**
- **Having Management & Law Degree**
- **NET Qualified**
- **Having Experience of 20 Years in the area of Training, Consulting, Rural Development, FMCG, Banking; Now A Consulting & Learning Entrepreneur**

# ACADEMICS

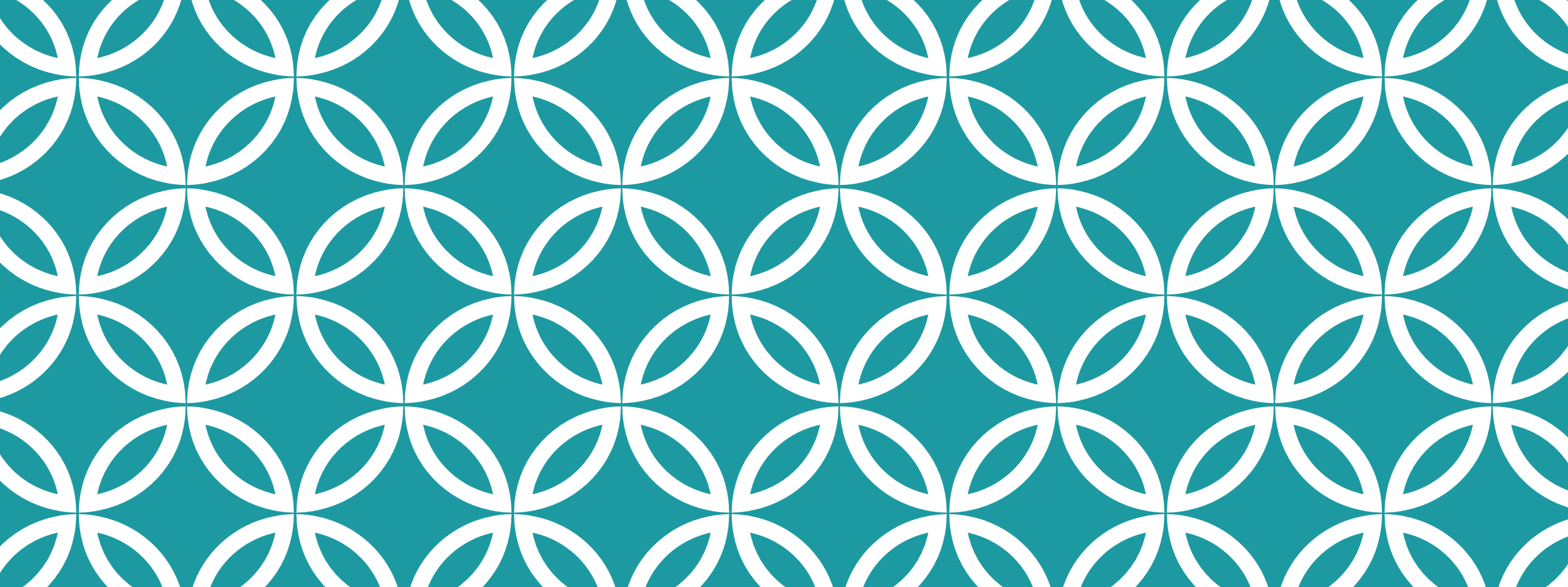
- **Science Graduate from T M Bhagalpur University, Bhagalpur in 1995**
- **Management Graduate from VAMNICOM, Pune in 2000**
- **Law Graduate from University of Delhi in 2015**
- **Proficient in Computer – MS Office, Internet**

# EXPERIENCE

- Vedanta Consulting Private Limited - 8 Years - Consulting & Learning Assignment-Training Centre (Admission to Placement). Training on Innovation Incubation Skill Development Entrepreneurship, Content Development, Student Support
- FDDI - 1.5 Years - Academic Head, Placement Head, Teaching & Training, MDP Cell, Course Structure Development, Content Management
- HMT Machine Tools & Vive Communication - 1.5 Years - Finance, Accounts, Internal Training
- Kotak Mahindra Bank & ICICI Bank - 4 Years - Heading Branch (Sales & Operation), Training to New Staff, Managing Audit (Branch, SOX, Service Quality)
- Tata BP Solar & Birla Home Finance - 2 Years - Commercial, Logistics, Office Accounts, Support to Operation
- GCMMF (AMUL) - 3 Years - Accounts, Commercial, Logistics, Warehouse Management

# TRAINING & DEVELOPMENT

- **Mentor of Change** in NITI Aayog
- **SMART & FERP** in SEBI. **FERP** in NCFE
- **Master Resource Person & Trainer** in NCFE, NIRD, BIRD, SIRD, RDD, MGNREGA, QCI-ZED, IFC-NIESBUD, NSDC, CSC e-Governance
- **Certification:** AMFI; NISM-Investment Advisor Level 1, Securities Market, FERP, Commodities Market
- **Training Areas:** Innovation, Incubation, Skill & Entrepreneurship, How to Setup an Enterprises, EoDB, Banking & Financial Inclusion, Local Self Governance, Classroom & Students Management Technique, Training Methodologies, Business Etiquette



THANK YOU

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



## Centre for Innovation Incubation Skill & Entrepreneurship

### Registration & Empanelment Form cum Vita

For Office Use: Please do not write here

- |  |                          |        |
|--|--------------------------|--------|
| 1. Recommended Training Schedule: Date-  | Batch-                   | Venue- |
| 2. Date of Interview/Meeting/Discussion: |                          |        |
| 3. Salary Per Month: Gross Salary-       | Net Salary-              | CTC-   |
| 4. Organization Name:                    |                          |        |
| 5. Department Name & Location:           |                          |        |
| 6. Date of Joining:                      | 7. Date of Last Working: |        |

- |   |   |           |
|---|---|-----------|
| 1. Category (Contract/Permanent/Temporary):   | 2. Experienced/Fresher:                 |           |
| 3. State belong to:                           |   |           |
| 4. Name:                                      |   |           |
| 5. Mothers' Name:                             |   |           |
| 6. Fathers' Name:                             |   |           |
| 7. Gender (Male/Female/Others):               | 7. Social Category (General/OBC/SC/ST): |           |
| 8. Marital Status (Married/Unmarried/Others): |   |           |
| 9. Date of Birth:                             | Age:                                    |           |
| 10. Nominee Name:                             | Nominees' Date of Birth:                | Relation: |
| 11. Address for Correspondence/Permanent:     |   |           |

12. Work Location Local Home Address:

- |   |                    |
|---|--------------------|
| 13. Phone No. (Write 2 Numbers):        | 15. Whats App No.: |
| 14. Email ID:                           |                    |
| 16. AADHAR No.:                         |                    |
| 17. PAN No.:                            |                    |
| 18. Previous PF/UAN No.:                |                    |
| 19. Previous ESI No.:                   |                    |
| 20. Bank Account No. Details: A/c No. - | Name-              |
| Bank & Branch-                          | IFSC Code-         |
| 21. Language Known:                     |                    |
| 22. Interests & Hobbies:                |                    |



23. Honors/Awards/Achievements/Recognition/Professional Association:

24. Working Papers/Research Papers/Publications/Presentations/Conference & Workshop/Seminar Presentations:

25. Academic Qualifications:

SN	Qualification	School/College /University	Year of Passing	Marks (%)	Division/ Grade	Subjects
1	Under Matric/5 <sup>th</sup> /8 <sup>th</sup>					
2	Secondary/10 <sup>th</sup>					
3	Higher Secondary/12 <sup>th</sup>					
4	Graduation					
5	Post-Graduation					
6	M Phil/Ph D					
7	Computer					
8	Typing/Shorthand					
9	Any Other Certificate					

26. Work Experience (Latest First):

Total Length of Service / Experience: Number of Years & Months -

S N	Organization Name	Designat ion/Posit ion	Responsib ilities	From (DD-MM- YYYY)	To (DD- MM-YYYY)	Experi ence (In Months)	Salary Draw n (Gross)	Reason for Leaving
1								
2								
3								
4								
5								

27. References:

SN	Type of Reference	Name	Designat ion/Work	Organization	Phone Number	Email ID
----	-------------------	------	----------------------	--------------	-----------------	----------



1	Government Related					
2	Non Family Members					
3	Family Members					

28. Write in your own words, three reasons, why you would like to join this job and how are you suitable for this job.

- 1.
- 2.
- 3.

**Note: Enclose Self Attested Copy of following Certificates and Send Scan Copy of all documents at email id [ceo@consultingvedanta.com](mailto:ceo@consultingvedanta.com)**

1. Proof of Age – 10<sup>th</sup> Certificate/Certificate Issued from Municipal, Panchayat/SLC/CLC
2. Proof of Identification – AADHAR
3. Proof of Residential – Voters ID
4. Previous PF/UAN Copy
5. Previous ESI Copy with Nominee Details
6. Bank Statement/Passbook of Last 3 Months with Canceled Cheque
7. Academic – Educational & Professional Certificates
8. Work Experience Certificates
9. Salary Certificate/Slip from Previous Organization
10. Letter from Any 2 Mentioned References (1 must from government employees)
11. Police Verification Report (Latest) – To be Submitted within 1 month of joining or before completion of course
12. Photograph (Passport Size) – 2 No.
13. Deposit Slip of Registration Fee (One Time for Life Membership & Continual Online Training & Certification on Functional Aspects and Behavioral, Digital India & Soft Skills Under Skill India Program to make candidate suitable to work and perform) if applicable.

#### **Declaration**

I hereby declare that all statements made in the application above are true, complete and correct to the best of my knowledge, belief and without any fear & compulsion. I confirm to produce the relevant documentary certificate (in original) against any of these above and also update of communication address or phone number if any changes happen. In the event of any information being found false or incorrect at any point of time, my certification/candidature/appointment may be cancelled/ terminated with immediate effect without any notice and I will be solely held responsible. I also understand that by this empanelment, I may get opportunity to participate in training as organized by agency and get associate to work in an organization depending on the requirement and suitability of my candidature. There is no obligation of any nature on the Agency and cannot be challenged in any manner except the wages as per the act against the period worked if employed. Decision of CEO of Agency will be final. Any dispute can be resolved through Consultation with CEO of Agency, Arbitration and in the court of Delhi Jurisdiction.

**Date:**

**Location:**

**Signature of the Applicant**