

West Bengal Board of Secondary Education



MADHYAMIK PARIKSHA (SECONDARY EXAMINATION), 2012

Certified that **SOUMIK SENGUPTA**

Son / ~~XXXXXX~~ / ~~XXXX~~ of **KALYAN KUMAR SENGUPTA**

appearing from / ~~XX~~ **THE NEW HORIZON HIGH SCHOOL**

whose date of birth is **TWENTY SECOND**

day of **FEBRUARY**

One Thousand Nine Hundred

and **NINETY SIX**

fully passed the Madhyamik Pariksha (Secondary Examination)

held in the month of February, 2012 with Overall Grade **A.**



Kolkata - 700 016,

Dated, the 29th May, 2012.

Sant. Prasad Saha
Secretary

Soumitra
President

NO. K/352344

INDEX NO. A3-091

West Bengal Board Of Secondary Education



MARK SHEET OF MADHYAMIK PARIKSHA (SECONDARY EXAMINATION) 2012

ROLL **C49901G**NO. **0127**NAME **SOUMIK SENGUPTA**SAXXW OF **KALYAN KUMAR SENGUPTA**APPEARING FROM **THE NEW HORIZON HIGH SCHOOL**HIS/HER COMBINATION OF SUBJECTS (IN SYMBOLS) **BFL ESL**

SUBJECTS	FULL MARKS			MARKS OBTAINED			
	WRITTEN	ORAL	TOTAL	WRITTEN	ORAL	TOTAL	GRADE
COMPULSORY SUBJECTS							
FIRST LANGUAGE	90	10	100	63	10	73	A
SECOND LANGUAGE	90	10	100	76	09	85	A+
MATHEMATICS	90	10	100	70	10	80	A+
PHYSICAL SCIENCE	90	10	100	70	10	80	A+
LIFE SCIENCE	90	10	100	65	10	75	A
HISTORY	90	10	100	64	10	74	A
GEOGRAPHY	90	10	100	70	10	80	A+
OPTIONAL ELECTIVE SUBJECT			100				
GRAND TOTAL →	547 (Five Hundred Forty Seven)						
RESULT →	P			OVERALL GRADE : A			

Grade Scale	Grade	Performance Indicator
90-100	AA	Outstanding
80-89	A+	Excellent
60-79	A	Very Good
45-59	B+	Good
35-44	B	Satisfactory
25-34	C	Marginal
Below 25	D	Disqualified

RESULT :

P For Successful Candidate
Comp. For Compartmental Candidate
X For Unsuccessful Candidate

Overall Grade is calculated dividing Grand Total by 7 (number of Compulsory Subjects).

Candidate securing total marks with a fractional Percentage of 0.5 and above is placed in the next higher grade.

[Signature]
Deputy Secretary (Exam.)

[Signature]
Secretary

Institution Code 101149

No. 337276

West Bengal Council Of Higher Secondary Education



Certified that SOUMIK SENGUPTA

Roll 400811 No. 0437

son/daughter/ward of KALYAN KUMAR SENGUPTA

passed the Higher Secondary Examination 2014 from

MITRA INSTITUTION (BHOWANIPORE BRANCH)

with overall Grade B+



Vidyasagar Bhavan
Salt Lake, Kolkata - 700 091
India

Date 30th May, 2014
Subrata Ghosh
Secretary

Mahua Das
President

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

INSTITUTION
CODE

101149

NO.

B463652



MARK-SHEET
Higher Secondary Examination

2014

THE FOLLOWING IS THE STATEMENT OF MARKS AND GRADE OBTAINED BY

SDUMIK SENGUPTA

ROLL 400B11 No. 0437 AT THE HIGHER SECONDARY EXAMINATION 2014.

SUBJECTS	FULL MARKS		PASS MARKS		MARKS/GRADE		TOTAL	SUBJECT GRADE
	THEORY	PRACTICAL /ORAL/ PROJECT	THEORY	PRACTICAL /ORAL/ PROJECT	THEORY	PRACTICAL /ORAL/ PROJECT	IN FIGURES	
							IN WORDS	
COMPULSORY LANGUAGE								
BNGA	100		30		60/B+		60	B+
					(SIXTY)			
ENGB	100		30		67/B+		67	B+
					(SIXTY SEVEN)			
COMPULSORY ELECTIVE								
CHEM	80 20		24 6		31/P	15/A	46	C
					(FORTY SIX)			
MATH	100		30		52/B		52	B
					(FIFTY TWO)			
PHYS	80 20		24 6		30/P	15/A	45	C
					(FORTY FIVE)			
OPTIONAL ELECTIVE								
BIOS	80 20		24 6		60/A	15/A	75	A
					(SEVENTY FIVE)			
COMPULSORY								
ENVE	40 60		30(TOTAL)		28	55	83	A+
					(EIGHTY THREE)			
GRAND TOTAL						300		

RESULT: PASSED

OVERALL GRADE: B+

PLEASE SEE REVERSE

Malay Roy
DEPUTY SECRETARY (EXAMINATION)



ভারত সরকার
GOVERNMENT OF INDIA



সৌমিক সেনগুপ্ত

Soumik Sengupta

পিতা: কল্যান কুমার সেনগুপ্ত

Father : KALYAN KUMAR SENGUPTA

জন্ম সাল/Year of Birth: 1996

পুরুষ / Male



6843 3819 2664

আধার - সাধারণ মানুষের অধিকার



ভারতীয় বিশিষ্ট পরিচয় প্রাধিকরণ
UNIQUE IDENTIFICATION AUTHORITY OF INDIA

ঠিকানা: এন 184/1, মুদিয়ালী 1ম লেন
গার্ডেনরীচ, কোলকাতা, পশ্চিমবঙ্গ, 700024

Address: N184/1, MUDIALI
1ST LANE, Garden Reach S.
O, Garden Reach, Kolkata,
West Bengal, 700024



1947
1800 180 1947



help@uidai.gov.in

WWW

www.uidai.gov.in



P.O. Box No.1947,
Bengaluru-560 001



174A, 6R FLOOR NEW ALIPORE,
BLOCK - G, KOLKATA-700053, WEST BENGAL
RTGS / NEFT IFSC : HDFC0000040

D	D	M	M	Y	Y	Y	Y

Valid for 3 months only

Pay

Or Bearer

या धारक को

Rupees रुपये

अदा करें ₹

--

CANCELLED

A/c No. **50100544121503**
खाता नं.

Brn: 0040 / Pdt: 105 (New Account)
SB A/C

Payable at par through clearing/transfer at all branches of HDFC BANK LTD

Please sign above / कृपया यहाँ हस्ताक्षर करें

⑈000001⑈ 700240008⑈ 282327⑈ 31

SESHAASA(C)/CTS-2010 160722

[Handwritten Signature]

23405016023

MAULANA ABUL KALAM AZAD
UNIVERSITY OF TECHNOLOGY,
WEST BENGAL

1931995



MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL
(Formerly known as West Bengal University of Technology)

Certified that

Soumik Sengupta

bearing Regn. No.: 162342010098 of 2016-2017

*having fulfilled all the requirements has been admitted to
the Degree of*

Bachelor of Business Administration

*of this University and that the degree was conferred on him / her
with all the rights and privileges thereto. In witness whereof the
Signature of the Vice - Chancellor of Maulana Abul Kalam
Azad University of Technology, West Bengal is hereunto affixed.*

Institution Attended : NSHM COLLEGE OF MANAGEMENT &
TECHNOLOGY, KOLKATA

DGPA: 6.44

(Degree Grade Point Average)



23405016023

Year of Passing: 2019

Dated:

12th December 2019



Saikat Maitra
Vice-Chancellor

SL NO. : 1923460899

**MAULANA ABUL KALAM AZAD
UNIVERSITY OF TECHNOLOGY, WEST BENGAL**
(Formerly known as West Bengal University of Technology)

**GRADE CARD**For the **THIRD YEAR BBA SECOND SEMESTER EXAMINATION OF 2018-2019**Name **SOUMIK SENGUPTA**Roll No. **23405016023**Registration No. **162342010098 OF 2016-2017**

Subject Code	Subjects Offered	Letter Grade	Points	Credit	Credit Points
BBA601	FINANCIAL MANAGEMENT - III	B	7	4.0	28.0
BBA602	MARKETING MANAGEMENT - III	A	8	4.0	32.0
BBA603	HUMAN RESOURCE MANAGEMENT - III	C	6	4.0	24.0
BBA604	HEALTH CARE MANAGEMENT	A	8	4.0	32.0
BBA605	SOCIAL RESEARCH METHODS	C	6	4.0	24.0
BBA681	STUDY PAPER & VIVA VOCE	A	8	4.0	32.0
			Total	24.0	172.0

SGPA **ODD (5th) SEMESTER 6.83****DGPA**SGPA **EVEN (6th) SEMESTER 7.17****6.44**YGPA **7.00**Result **P**College / Institution **NSHM COLLEGE OF MANAGEMENT & TECHNOLOGY, KOLKATA (234)**

MANDATORY ADDITIONAL REQUIREMENTS (MAR)

QUALIFYING SCORE : **25**SCORE OBTAINED : **66.00**STATUS : **QUALIFY**Kolkata, The **31ST JULY 2019**

Controller of Examinations

**CITIZENS ALLIANCE PRIVATE LIMITED**

10th floor, Plot XI, Block EP & GP, Godrej Genesis Building,
Street Number 18, Sector 5, Bidhan Nagar, Dist - 24 Parganas, Saltlake, Kolkata - 700091

Pay Slip For The Month Of December 2025

Name	: Soumik Sengupta	Emp. Code	: CAPL0852
Joining Date	: May 15, 2023	Bank Name	: HDFC BANK
Designation	: Executive	Bank Account No.	: 50100544121503
Department	: DAU	PF No.	:
Location	: Millennium	PF UAN No.	: 101539182593
Present Days	: 29.5	ESI No.	:
Days In Month	: 31	PAN No.	: KEVPS7234K
Arrear days	:	LOP days	: 1.5
LOPR days	: 0	LOPP days	: 0

Heads	Earnings (INR)	Arrears	Heads	Deductions (INR)
Basic	11653		PF Employee Contribution	1688
Special Allowance (SA)	2413		Professional Tax (PT)	130
HRA	6992			
Total Earning (INR):	21058		Total Deductions (INR):	1818

Net Pay (INR) For The Month (Total Earnings-Total Deduction): **19240**

(Nineteen thousand two hundred and forty rupees)

This is System Generated Payslip And Does Not Require Signature.

**CITIZENS ALLIANCE PRIVATE LIMITED**

10th floor, Plot XI, Block EP & GP, Godrej Genesis Building,
Street Number 18, Sector 5, Bidhan Nagar, Dist - 24 Parganas, Saltlake, Kolkata - 700091

Pay Slip For The Month Of November 2025

Name	: Soumik Sengupta	Emp. Code	: CAPL0852
Joining Date	: May 15, 2023	Bank Name	: HDFC BANK
Designation	: Executive	Bank Account No.	: 50100544121503
Department	: DAU	PF No.	:
Location	: Millennium	PF UAN No.	: 101539182593
Present Days	: 29	ESI No.	:
Days In Month	: 30	PAN No.	: KEVPS7234K
Arrear days	:	LOP days	: 1
LOPR days	: 0	LOPP days	: 0

Heads	Earnings (INR)	Arrears	Heads	Deductions (INR)
Basic	11837		PF Employee Contribution	1715
Special Allowance (SA)	2451		Professional Tax (PT)	130
HRA	7102			
Total Earning (INR):	21390		Total Deductions (INR):	1845

Net Pay (INR) For The Month (Total Earnings-Total Deduction): **19545**

(Nineteen thousand five hundred and forty five rupees)

This is System Generated Payslip And Does Not Require Signature.

**CITIZENS ALLIANCE PRIVATE LIMITED**

10th floor, Plot XI, Block EP & GP, Godrej Genesis Building,
Street Number 18, Sector 5, Bidhan Nagar, Dist - 24 Parganas, Saltlake, Kolkata - 700091

Pay Slip For The Month Of October 2025

Name	: Soumik Sengupta	Emp. Code	: CAPL0852
Joining Date	: May 15, 2023	Bank Name	: HDFC BANK
Designation	: Executive	Bank Account No.	: 50100544121503
Department	: DAU	PF No.	:
Location	: Millennium	PF UAN No.	: 101539182593
Present Days	: 31	ESI No.	:
Days In Month	: 31	PAN No.	: KEVPS7234K
Arrear days	:	LOP days	: 0
LOPR days	: 0	LOPP days	: 0

Heads	Earnings (INR)	Arrears	Heads	Deductions (INR)
Basic	12245		PF Employee Contribution	1774
Special Allowance (SA)	2536		Professional Tax (PT)	130
HRA	7347			
Total Earning (INR):	22128		Total Deductions (INR):	1904

Net Pay (INR) For The Month (Total Earnings-Total Deduction): **20224**

(Twenty thousand two hundred and twenty four rupees)

This is System Generated Payslip And Does Not Require Signature.

आयकर विभाग
INCOME TAX DEPARTMENT



भारत सरकार
GOVT. OF INDIA



स्थायी लेखा संख्या कार्ड
Permanent Account Number Card

KEVPS7234K



नाम / Name
SOUKIK SENGUPTA

पिता का नाम / Father's Name
KALYAN KUMAR SENGUPTA

जन्म की तारीख / Date of Birth
22/02/1996

Soumik Sengupta
हस्ताक्षर / Signature



02062018

इस कार्ड के खोने / पाने पर कृपया सूचित करें / लौटाएं:
आयकर पेन सेवा इकाई, एन एस डी एल
5 वीं मंजिल, मंत्री स्टर्लिंग, प्लॉट नं. 341, सर्वे नं. 997/8,
मॉडल कालोनी, दीप बंगला चौक के पास,
पुणे - 411 016.

*If this card is lost / someone's lost card is found,
please inform / return to :*

Income Tax PAN Services Unit, NSDL
5th floor, Mantri Sterling,
Plot No. 341, Survey No. 997/8,
Model Colony, Near Deep Bungalow Chowk,
Pune - 411 016.

Tel: 91-20-2721 8080, Fax: 91-20-2721 8081
e-mail: tininfo@nsdl.co.in





Kolkata Police

Police Clearance Certificate (PCC)

J-252 PAHARPUR ROAD, KOLKATA -
700024, WEST BENGAL



This is to certify that **Shri SOUMIK SENGUPTA S/o KALYAN KUMAR SENGUPTA** is a resident of **J-252 PAHARPUR ROAD, KOLKATA - 700024, WEST BENGAL** as per the address proof submitted by him. As per the records verified from **01-03-2021** to **28-02-2026**, the applicant is not found adversely in any heinous criminal activities or database in the Kolkata Police jurisdiction.

This certificate is issued in Category 'A' as described below.

Kolkata
09-03-2026

JAYANTA
MUKHOPADHYAY

Digitally signed by
JAYANTA MUKHOPADHYAY
Date: 2026.03.09 16:10:46
+05'30'

For Deputy Commissioner of Police,
Detective Department,
Kolkata

Certificate No: 260309462544

'A' - Clean (No Records)
'B' - Traffic Violations
'C' - Offences less than 3 years



This certificate is digitally signed & valid for 6 months from the date of issue. The authenticity of the document can be verified by entering Certificate No. in pcc.kolkatapolice.org

SOUMIK SENGUPTA

Quality Analyst

About Me

Aspiring professional looking to grow in an organization by using my interpersonal, communication skill and problem solving skill. I am passionately interested in the verticals of operation.



9007398624



soumiksengupta698@gmail.com



N-184/1 Garden Reach Mudiali 1st Lane Kolkata-700024

LANGUAGE

- English
- HINDI
- BENGALI

EDUCATION

NSHM College of Management and Technology

Bachelor of Business Administration (Honors)
(2016-2019)

Mitra Institution

higher secondary
(2012-2014)

Horizon High School

secondary (2011 - 2012)

EXPERTISE

- Cash Registere Operation.
- Team Work.
- Telecalling.
- spreadsheet (Excel).
- MS PowerPoint.
- Prioritization.

EXPERIENCE

Citizens Alliance Pvt. Ltd.(2023 JUN - 2024 JUN)

Quality Analyst

1. The work of collecting and examining data to find useful patterns and using statistical tools to interpret data sets.
2. Creating reports and visualizations by helping organizations make informed decisions based on data insights.
3. Creating excel reports by statistically analysing data.

Phonex CFS (2019-2022)

Accounts Executive

1. Managing financial transactions related to imports and exports.
2. Preparing invoices, bills of lading, and other financial documents.
3. Ensuring compliance with international trade regulations and tax laws.
4. Monitors payments and manages accounts receivable and payable.
5. Keeping accurate records and prepares financial reports.
6. Assisting in budgeting and financial planning for trade operations.

Date

Signature

Rama Infotech Pvt. Ltd.

Registered Office- Lower Ground Floor,
Block B-1, Raja Ram Kumar Plaza,75,
Hazratganj, Lucknow -226001,U.P., India



CIN NO. U72300UP1998PTC122928
GST No-09AABCR5886R1Z8
Tel: 91-0522-4259259
E-mail: info@ramajpl.com
Website: www.ramajpl.com

Date: 22nd Feb 2026

To,

Soumik Sengupta

S/o Mr. Kalyan Kumar Sengupta

Add- N184/1, Mudiali 1st Lane,
Garden Reach S.O, Garden Reach,
Kolkata, West Bengal,
Pin Code- 700024

Phone: 9007398624

Mail: soumiksengupta698@gmail.com

Subject: Offer Letter

Dear Soumik,

Rama Infotech Private Limited would like to offer you a position of Project Engineer at our Client **Radius Synergies international private Ltd , Noida, U.P.**

The annualized CTC compensation for this position is Rs. 3,00,000/- (Rupees Three Lacs Only).

Your reporting manager will be Mr. Amit Porwal of **Radius Synergies International Private Ltd.**, and your job location is **Kolkata**.

The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subject to the Disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

You will serve a notice period of 30 days from the date of sending written resignation. In this period, you will not be entitled for any kind of full day or partial day leaves. This notice period is applicable only if the company is informed about the resignation through a written resignation letter and verbal notice of resignation will not be accepted. The notice period can be extended up to 1 additional month based upon the nature of project.

Rama Infotech Pvt. Ltd.

Registered Office- Lower Ground Floor,
Block B-1, Raja Ram Kumar Plaza,75,
Hazratganj, Lucknow -226001,U.P., India



CIN NO. U72300UP1998PTC122928
GST No-09AABCR5886R1ZB
Tel: 91-0522-4259259
E-mail: info@ramapl.com
Website: www.ramapl.com

On the date of joining, please bring the following documents for verification / submission.

1. Original and copies of educational certificates and mark sheets.
2. Relieving letter & experience certificate from previous employer[s].
3. Salary Slip from previous employer.
4. Original & copy of your Passport (If you have)
5. Original & copy of your Aadhar Card.
6. Original & copy of your Pan Card.
7. Three passport size colored photograph.

Your date of joining will be **09 Feb 2026**.

Kindly sign and return to us the duplicate copy of this letter as your Acceptance.

Rest of the detail annexure A, B, C Attached.

Wish you all the best.

Rama Infotech Private Limited
Rajesh Mehrotra,
DGM-HR

Employee
Soumik,
Project Engineer



Signature



Signature



Annexure: -A

Monthly Break-Up of Gross Salary

Name of Employee: Soumik	Emp. Code: -	Location: Kolkata	
Designation: Project Engineer	Department: Meter Installation	Date of Joining: 09 th Feb 2026	
Salary Details			
Particulars	Gross Salary (INR)	Deductions	Amount (INR)
CTC	25,000	P. F. (Employee)	-
		P.F.(Employer)	-
		E.S.I.C(Employee)	-
		E.S.I.C(Employer)	-
		T.D.S.	-
		Leave	-
		Total deductions:	-
Total Salary (Per month):	25,000/-	Total in Hand Salary:	25,000/-

Soumik Songupta
Employee's Name & Signature

Rama Infotech Pvt. Ltd.

Registered Office- Lower Ground Floor,
Block B-1, Raja Ram Kumar Plaza, 75,
Hazratganj, Lucknow -226001, U.P., India



CIN NO. U72300UP1998PTC122928
GST No-09AABCR5886R1ZB
Tel: 91-0522-4259259
E-mail: info@ramapl.com
Website: www.ramapl.com

Annexure: -B

Your Entitlement Leave as below: -

CASUAL LEAVE:

- Person is entitled for Casual Leave of 6 working days in a year.
- An employee is entitled for CL from the date of joining on pro rata basis i.e., 0.5 per month
- Advance leave credited for Cycle April – Sep – 3 CL and Cycle Oct – March -3CL.
- Balance CL remaining unutilized as on 31st March of each year will lapse.

SICK LEAVE:

- All employees are entitled for Sick Leave of 6 working days in a year.
- An employee is entitled for SL from the date of joining on pro rata basis i.e., 0.5 per month
- Advance leave credited for Cycle April – Sep – 3 SL and Cycle Oct – March -3SL.
- If SL extends beyond 3 days, it has to be accompanied with a medical certificate.
- Balance SL remaining unutilized as on 31st March will lapse.

LEAVE WITHOUT PAY:

- An employee can apply for leave without pay when there is no leave remaining in the employee's leave account.
- If an employee is on leave without pay for continuous period of 2 days or more, weekly off/Holiday coming between the continuous absent period, shall be counted as leave without pay.

COMPENSATORY OFF:

- Compensatory off has to be claimed within succeeding 30 calendar days of working on a holiday. If not claimed within succeeding 30 calendar days, the comp-off entitlement will automatically lap. Compensatory offs cannot be accumulated/clubbed, nor carried forward, nor can be inter- changed for a leave previously taken, nor can be exchanged for any absence from work, nor can it be encased.
- An employee cannot avail more than 2 compensatory offs at a stretch and cannot avail of more than 4 compensatory offs in a calendar month.
- An employee needs to work for a minimum of 7 hours on a holiday to be eligible for compensatory off.

Soumik Sengupta

Employee's Name & Signature

Rama Infotech Pvt. Ltd.

Registered Office- Lower Ground Floor,
Block B-1, Raja Ram Kumar Plaza,75,
Hazratganj, Lucknow -226001,U.P., India



CIN NO. U72300UP1998PTC122928
GST No-09AABCR5886R1ZB
Tel: 91-0522-4259259
E-mail: info@ramapl.com
Website: www.ramapl.com

Annexure: -C

Contract Staff Confidentiality Agreement

As a condition of my assignment by the Rama Infotech Pvt. Ltd. to Radius Synergies International Pvt. Ltd., I hereby agree as follows:

I will not use, disclose, or in any way reveal or disseminate to unauthorized parties any information I gain through contact with materials or documents that are made available through my assignment at Client or which I learn about during such an assignment.

I will not disclose or in any way reveal or disseminate any information pertaining to Client or its operating methods and procedures that come to my attention as a result of this assignment.

Under no circumstances will I remove physical or electronic documents or copies of documents from the premises of Client..

I understand that I will be responsible for any direct or consequential damages resulting from any violation of this Agreement.

The obligations of this Agreement will survive my employment by Service Provider.

Soumik
EMPLOYEE

Soumik Sengupta

Signature

Rama Infotech Pvt. Ltd.

Registered Office- Lower Ground Floor,
Block B-1, Raja Ram Kumar Plaza,75,
Hazratganj, Lucknow -226001,U.P., India



CIN NO. U72300UP1998PTC122928

GST No-09AABCR5886R1ZB

Tel: 91-0522-4259259

E-mail: info@ramaipl.com

Website: www.ramaipl.com

Date: 22nd Feb 2026

To,

Soumik Sengupta

S/o Mr. Kalyan Kumar Sengupta

Add- N184/1, Mudiali 1st Lane,
Garden Reach S.O, Garden Reach,
Kolkata, West Bengal,
Pin Code- 700024

Phone: 9007398624

Mail: soumiksengupta698@gmail.com

Subject: Offer Letter

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The annualized CTC compensation for this position is Rs. 3,00,000/- (Rupees Three Lacs Only).

Your reporting manager will be Mr. Amit Porwal **of Radius Synergies International Private Ltd.,** and your job location is **Kolkata.**

The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subject to the Disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

You will serve a notice period of 30 days from the date of sending written resignation. In this period, you will not be entitled for any kind of full day or partial day leaves. This notice period is applicable only if the company is informed about the resignation through a written resignation letter and verbal notice of resignation will not be accepted. The notice period can be extended up to 1 additional month based upon the nature of project.

Rama Infotech Pvt. Ltd.

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Block B-1, Raja Ram Kumar Plaza,75,
Hazratganj, Lucknow -226001,U.P., India



CIN NO. U72300UP1998PTC122928

GST No-09AABCR5886R1ZB

Tel: 91-0522-4259259

E-mail: info@ramaipl.com

Website: www.ramaipl.com

On the date of joining, please bring the following documents for verification / submission.

1. Original and copies of educational certificates and mark sheets.
2. Relieving letter & experience certificate from previous employer[s].
3. Salary Slip from previous employer.
4. Original & copy of your Passport (If you have)
5. Original & copy of your Aadhar Card.
6. Original & copy of your Pan Card.
7. Three passport size colored photograph.

Your date of joining will be **09 Feb 2026**.

Kindly sign and return to us the duplicate copy of this letter as your Acceptance.

Rest of the detail annexure A, B, C Attached.

Wish you all the best.

Rama Infotech Private Limited
Rajesh Mehrotra,
DGM-HR

Signature

Employee
Soumik,
Project Engineer

Signature

Rama Infotech Pvt. Ltd.

Registered Office- Lower Ground Floor,
Block B-1, Raja Ram Kumar Plaza,75,
Hazratganj, Lucknow -226001,U.P., India



CIN NO. U72300UP1998PTC122928

GST No-09AABCR5886R1ZB

Tel: 91-0522-4259259

E-mail: info@ramaipl.com

Website: www.ramaipl.com

Annexure: -A

Monthly Break-Up of Gross Salary

Name of Employee: Soumik	Emp. Code: -	Location: Kolkata	
Designation: Project Engineer	Department: Meter Installation	Date of Joining: 09 th Feb 2026	
Salary Details			
Particulars	Gross Salary (INR)	Deductions	Amount (INR)
CTC	25,000	P. F. (Employee)	-
		P.F.(Employer)	-
		E.S.I.C(Employee)	-
		E.S.I.C(Employer)	-
		T.D.S.	-
		Leave	-
		Total deductions:	-
Total Salary (Per month):	25,000/-	Total in Hand Salary:	25,000/-

Employee's Name & Signature

Rama Infotech Pvt. Ltd.

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Tel: 91-0522-4259259
E-mail: info@ramaip.com
Website: www.ramaip.com

Annexure: -B

Your Entitlement Leave as below: -

CASUAL LEAVE:

- Person is entitled for Casual Leave of 6 working days in a year.
- An employee is entitled for CL from the date of joining on pro rata basis i.e., 0.5 per month
- Advance leave credited for Cycle April – Sep – 3 CL and Cycle Oct – March -3CL.
- Balance CL remaining unutilized as on 31st March of each year will lapse.

SICK LEAVE:

- All employees are entitled for Sick Leave of 6 working days in a year.
- An employee is entitled for SL from the date of joining on pro rata basis i.e., 0.5 per month
- Advance leave credited for Cycle April – Sep – 3 SL and Cycle Oct – March -3SL.
- If SL extends beyond 3 days, it has to be accompanied with a medical certificate.
- Balance SL remaining unutilized as on 31st March will lapse.

LEAVE WITHOUT PAY:

- An employee can apply for leave without pay when there is no leave remaining in the employee's leave account.
- If an employee is on leave without pay for continuous period of 2 days or more, weekly off/Holiday coming between the continuous absent period, shall be counted as leave without pay.

COMPENSATORY OFF:

- Compensatory off has to be claimed within succeeding 30 calendar days of working on a holiday. If not claimed within succeeding 30 calendar days, the comp-off entitlement will automatically lap. Compensatory offs cannot be accumulated/clubbed, nor carried forward, nor can be inter- changed for a leave previously taken, nor can be exchanged for any absence from work, nor can it be encased.
- An employee cannot avail more than 2 compensatory offs at a stretch and cannot avail of more than 4 compensatory offs in a calendar month.
- An employee needs to work for a minimum of 7 hours on a holiday to be eligible for compensatory off.

Employee's Name & Signature

Rama Infotech Pvt. Ltd.

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Hazratganj, Lucknow -226001,U.P., India



CIN NO. U72300UP1998PTC122928

GST No-09AABCR5886R1ZB

Tel: 91-0522-4259259

E-mail: info@ramaip.com

Website: www.ramaip.com

Annexure: -C

Contract Staff Confidentiality Agreement

As a condition of my assignment by the Rama Infotech Pvt. Ltd. to Radius Synergies International Pvt. Ltd., I hereby agree as follows:

I will not use, disclose, or in any way reveal or disseminate to unauthorized parties any information I gain through contact with materials or documents that are made available through my assignment at Client or which I learn about during such an assignment.

I will not disclose or in any way reveal or disseminate any information pertaining to Client or its operating methods and procedures that come to my attention as a result of this assignment.

Under no circumstances will I remove physical or electronic documents or copies of documents from the premises of Client..

I understand that I will be responsible for any direct or consequential damages resulting from any violation of this Agreement.

The obligations of this Agreement will survive my employment by Service Provider.

Soumik
EMPLOYEE

Signature