



Nagar Yuwak Shikshan Sanstha Airoli
NEW HORIZON COLLEGE OF COMMERCE

Plot No.5, Sector -13, Airoli, Navi Mumbai 400 708.

Phone: 91 22 20871721

AFFILIATED TO UNIVERSITY OF MUMBAI

E-Mail: nhims2011@gmail.com / enquiry@nhimsa.com

(University Affiliation No. Aff./Recog - 1/2049 of 2011 dated 06.05.2011)

Placement in the Year – 2018 – 2019

Sr. No	Name of the Company	No. Of Students Placed
1.	CMA CGM	06
2.	Coppergate	25
3.	eClerx Service limited	06

Yelha
Committee In- Charge

Yanto
PRINCIPAL
New Horizon College of Commerce
Plot # 5, Sector- 13, Airoli,
NAVI MUMBAI 400 708.



[Signature]
I/C Principal
New Horizon College of Commerce
I/C PRINCIPAL
New Horizon College of Commerce
Plot # 5, Sector - 13, Airoli,
NAVI MUMBAI 400 708.

Date: 13-Mar-19

Dear Suraj,

Congratulations!!

Based on your application and interviews, you have been selected and we are interested in offering a position as Executive with CMA CGM Shared Service Centre India Pvt. Ltd. This is your opportunity to join the CMA CGM group, France's leading and the world's third largest container Shipping Group.

To complete the Hiring process, kindly submit the following documents on ssc.vnaidu@cma-cgm.com / ssc.sgawali@cma-cgm.com :

1. Date of Birth Proof
2. Photo ID Proof (Passport / Election Voter ID / Driving License)
3. Aadhar Card
4. PAN Card
5. Academic Qualification Certificates: HSC & SSC – Mark sheet / Passing Certificates.

Office Address:

CMA CGM Shared Service Centre (India) Pvt. Ltd
D-3, 3rd Floor, Kalpataru Prime,
Wagle Industrial Estate,
Thane (W), Maharashtra - 400604.

Board line No: +91(22) 4935600

If any information supplied by you in your application or during the selection process is found to be incorrect or false and /or if you suppress material information regarding your qualifications and experience, CMA CGM SSCI reserves the right to revoke this offer without notice.

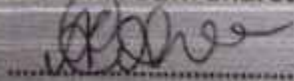
This letter is our intent to offer you the captioned position subject to you clearing all our terms & conditions associated with the recruitment for this role.

Education being the primary qualifying criteria, you are required to furnish the Final passing certificate upon successful completion of your academics, failing which your next course of employment shall be decided accordingly.

We look forward to having you onboard soon.

A rewarding career beckons. All the best.

For CMA CGM Shared Service Centre (India) Pvt. Ltd.



Amit Rohra
Senior Manager - Human Resources

SSC/IND/FOR/HRD/036

Internal

V 1.0



18-19

14

07-May-2019

Dear Neha Devkota

Congratulations

This refers to your application for employment and the subsequent interviews & discussions you have had with us.

We are pleased to extend an offer of employment as; **Executive – customer care** with CMA CGM Shared Service Centre (India) Pvt. Ltd.

- 1. Cost to Company (CTC):** Your total CTC will be Rs. **190008/- P.A.** detailed in the enclosed Annexure – I. This will be the cost to company (CTC) including all the components of the salary and subject to Income Tax as applicable.
- 2. Joining:** You will be joining us on or before **12-May-2019 at 9:30 AM.**
- 3. Location:** Your place of posting will be **Mumbai 1.** However based on the organisational requirements, at any time, during your service with the company, you are liable to be transferred to another location anywhere in India or abroad. In the event of such transfer, you shall be governed by and shall be subject to the rules and regulations of the business unit & location you are posted at.
- 4. Appointment letter:** You will be given a detailed appointment letter with specific terms and conditions of employment at the time of joining.
- 5.** This offer of employment is conditional and subject to you clearing the Reference Check. If we have reasons to believe that you have not discontinued your previous employment contract (if any) and CCSSC finds or get aware that currently as on date your employment with the previous employer is valid and existing while still in services with us or any of the information provided by you is false or incorrect, then we reserve our unconditional rights to terminate your services forthwith at our sole discretion without giving a further notice to you. Further the duration or period of your work in CCSSC shall be treated null and void abinitio.

CMA CGM SHARED SERVICE CENTRE (INDIA) PVT. LTD.

Subsidiary of CMA CGM S A France

Chennai : Regd. / Corporate office : 8th Floor, AMBIT IT Park, 32 A&B, Ambattur Industrial Estate, Chennai – 600 058, India. Tel. : +91 – 44 – 49531555

Mumbai-Malad : 2nd floor, B-wing, TRIL 4, Infinity IT Park, Dindoshi, Malad (East), Mumbai – 400 097, India. Tel. : +241 – 22 – 4955600

Mumbai-Thane : 3rd floor, D-3, Kalpataru Prime, Road no. 16, Wagle Industrial Estate, Panchgkhradi Village, Thane(West) – 400 604, India. Tel. : +91 – 22 – 49355600

Mumbai – Airoli (SEZ) : Unit 1201, 12th Floor, Building No 4, IT Plot No 5, Airoli Knowledge Park, TTC Industrial area, Airoli (W), Mumbai – 400708

CIN : U63090TN2005PTC092390 | www.cma-cgm.com



6. This offer of employment is contingent upon passing the **Medical Examination Procedure** Scheduled by CCSSC and upon Receipt of Report by CCSSC HR department on being medically fit for appointment.
7. The detailed Compensation Structure applicable to your grade is enclosed for your reference. Please note that your compensation is a confidential matter between you and the company. The company shall view any breach of confidentiality with utmost seriousness.
8. We have a corporate tie-up with HDFC Bank for salary accounts. Please acknowledge that the said bank has not identified you as a defaulter and if you have been identified as one, please specify any such previous instance to the HR department. In the event that you have provided us in complete / inaccurate details, this offer will be treated as null & void with retrospective effect.
9. As a part of our procedure, you are requested to furnish the following testimonials in original along with one set of photocopy. The original documents will be returned after verifying the photocopies, on your date of joining.
 - a. Academic qualification certificates.
 - b. Relieving letter of your previous employer.
 - c. Age proof / Date of Birth Certificate.
 - d. Seven passport size coloured photographs with white background.
 - e. Form 16/ Provisional Tax certificate
 - f. Last 3 months salary slips from the last employer. Experience & salary certificates of your previous employers, including the immediate past employer.
 - g. Copy of Passport and Address proof
 - h. PAN Card (in case the PAN Card is not available, please carry the acknowledgment of the application for PAN card submitted to the Income tax Authorities – MANDATORY)

Please return the duplicate copy of this offer letter duly signed as an acknowledgement and the acceptance of the offer on or before falling which this offer shall stand withdrawn. We look forward to having you on board.

For CMA CGM Shared Services Centre (India) Pvt. Ltd.

Amit Rohra

Senior Manager – Human Resources

Neha Devkota

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Mumbai-Thane : 3rd floor, D-3, Kalpataru Prime, Road no. 18, Wagle Industrial Estate, Panchgakhadi Village, Thane(West) – 400 604, India. Tel. : +91 – 22 – 49355600

Mumbai – Airoli (SEZ) : Unit 1201, 12th Floor, Building No 4, IT Plot No 5, Airoli Knowledge Park, TTC Industrial area, Airoli (W), Mumbai – 400708

CIN : U63090TN2805PTC092380 | www.cma-cgm.com



18-19

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07-May-2019

Dear Ritika Mishra

Congratulations!!!

This refers to your application for employment and the subsequent interviews & discussions you have had with us.

We are pleased to extend an offer of employment as, **Executive – customer care** with CMA CGM Shared Service Centre (India) Pvt. Ltd.

1. **Cost to Company (CTC):** Your total CTC will be Rs. **190008/- P.A.** detailed in the enclosed Annexure – I. This will be the cost to company (CTC) including all the components of the salary and subject to Income Tax as applicable.
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4. **Appointment letter:** You will be given a detailed appointment letter with specific terms and conditions of employment at the time of joining.
5. This offer of employment is conditional and subject to you clearing the Reference Check. If we have reasons to believe that you have not discontinued your previous employment contract (if any) and CCSSC finds or get aware that currently as on date your employment with the previous employer is valid and existing while still in services with us or any of the information provided by you is false or incorrect, then we reserve our unconditional rights to terminate your services forthwith at our sole discretion without giving a further notice to you. Further the duration or period of your work in CCSSC shall be treated null and void abinitio.

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Subsidiary of CMA CGM S A France

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Mumbai - Airoli (SEZ) : Unit 1201, 12th Floor, Building No 4, IT Plot No 5, Airoli Knowledge Park, TTC Industrial area, Airoli (W), Mumbai - 400708

CIN : U63090TN2005PTC092390 [www.cma-cgm.com]



6. This offer of employment is contingent upon passing the **Medical Examination Procedure** Scheduled by CCSSC and upon Receipt of Report by CCSSC HR department on being medically fit for appointment.
7. The detailed Compensation Structure applicable to your grade is enclosed for your reference. Please note that your compensation is a confidential matter between you and the company. The company shall view any breach of confidentiality with utmost seriousness.
8. We have a corporate tie-up with HDFC Bank for salary accounts. Please acknowledge that the said bank has not identified you as a defaulter and if you have been identified as one, please specify any such previous instance to the HR department. In the event that you have provided us in complete / inaccurate details, this offer will be treated as null & void with retrospective effect.
9. As a part of our procedure, you are requested to furnish the following testimonials in original along with one set of photocopy. The original documents will be returned after verifying the photocopies, on your date of joining.
 - a. Academic qualification certificates.
 - b. Relieving letter of your previous employer.
 - c. Age proof / Date of Birth Certificate
 - d. Seven passport size coloured photographs with white background.
 - e. Form 16/ Provisional Tax certificate
 - f. Last 3 months salary slips from the last employer. Experience & salary certificates of your previous employers, including the immediate past employer.
 - g. Copy of Passport and Address proof
 - h. PAN Card (in case the PAN Card is not available, please carry the acknowledgment of the application for PAN card submitted to the Income tax Authorities – MANDATORY)

Please return the duplicate copy of this offer letter duly signed as an acknowledgement and the acceptance of the offer on or before falling which this offer shall stand withdrawn. We look forward to having you on board.

For CMA CGM Shared Services Centre (India) Pvt. Ltd.

Amit Rohra

Senior Manager – Human Resources

Ritika Mishra

CMA CGM SHARED SERVICE CENTRE (INDIA) PVT. LTD.

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Mumbai-Thane : 3rd floor, D-3, Kalpataru Prime, Road no. 16, Wagle Industrial Estate, Panchpada Village, Thane(West) - 400 604, India, Tel. : +91 - 22 - 49355600

Mumbai - Airoli (SEZ) : Unit 1201, 12th Floor, Building No 4, IT Plot No 5, Airoli Knowledge Park, TTC Industrial area, Airoli (W), Mumbai - 400708

CIN : U63090TN2005PTC092290 www.cma-cgm.com



18-19
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07-May-2019

Dear Vandana Nathu Modhale

Congratulations!!!

This refers to your application for employment and the subsequent interviews & discussions you have had with us.

We are pleased to extend an offer of employment as, **Executive – customer care** with CMA CGM Shared Service Centre (India) Pvt. Ltd.

1. **Cost to Company (CTC):** Your total CTC will be Rs. **190008/- P.A.** detailed in the enclosed Annexure – I. This will be the cost to company (CTC) including all the components of the salary and subject to Income Tax as applicable.
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4. **Appointment letter:** You will be given a detailed appointment letter with specific terms and conditions of employment at the time of joining.
5. This offer of employment is conditional and subject to you clearing the Reference Check. If we have reasons to believe that you have not discontinued your previous employment contract (if any) and CCSSC finds or get aware that currently as on date your employment with the previous employer is valid and existing while still in services with us or any of the information provided by you is false or incorrect, then we reserve our unconditional rights to terminate your services forthwith at our sole discretion without giving a further notice to you. Further the duration or period of your work in CCSSC shall be treated null and void abinitio.

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Subsidiary of CMA CGM S.A France

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Mumbai – Airoli (SEZ) : Unit 1201, 12th Floor, Building No 4, IT Plot No 5, Airoli Knowledge Park, TTC Industrial area, Airoli (W), Mumbai – 400708

CIN : U63090TN2005PTC092990 www.cma-cgm.com



6. This offer of employment is contingent upon passing the **Medical Examination Procedure** Scheduled by CCSSC and upon Receipt of Report by CCSSC HR department on being medically fit for appointment.
7. The detailed Compensation Structure applicable to your grade is enclosed for your reference. Please note that your compensation is a confidential matter between you and the company. The company shall view any breach of confidentiality with utmost seriousness.
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Please return the duplicate copy of this offer letter duly signed as an acknowledgement and the acceptance of the offer on or before falling which this offer shall stand withdrawn. We look forward to having you on board.

For CMA CGM Shared Services Centre (India) Pvt. Ltd.

Amit Rohra

Senior Manager – Human Resources

Vandana Nathu Modhale

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Mumbai - Airoli (SEZ) : Unit 1201, 12th Floor, Building No 4, IT Plot No 5, Airoli Knowledge Park, TTC Industrial area, Airoli (W), Mumbai - 400708

CIN : U63090TN2005PTC092390 www.cma-cgm.com



07-May-2019

Dear Sinchana Shetty

Congratulations!!!

This refers to your application for employment and the subsequent interviews & discussions you have had with us.

We are pleased to extend an offer of employment as, **Executive – customer care** with CMA CGM Shared Service Centre (India) Pvt. Ltd.

1. **Cost to Company (CTC):** Your total CTC will be Rs. **190008/- P.A.** detailed in the enclosed Annexure – I. This will be the cost to company (CTC) including all the components of the salary and subject to Income Tax as applicable.
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Mumbai-Thane : 3rd floor, D-3, Kalpataru Prime, Road no. 16, Wagle Industrial Estate, Panchpadaadi Village, Thane(West) - 400 604, India. Tel. : +91 - 22 - 49355600

Mumbai - Airoli (SEZ) : Unit 1201, 12th Floor, Building No 4, IT Plot No 5, Airoli Knowledge Park, TTC Industrial area, Airoli (W), Mumbai - 400708

CIN : UR3090TN2005PTC092390 www.cmacgm.com



6. This offer of employment is contingent upon passing the **Medical Examination Procedure** Scheduled by CCSSC and upon Receipt of Report by CCSSC HR department on being medically fit for appointment.
7. The detailed Compensation Structure applicable to your grade is enclosed for your reference. Please note that your compensation is a confidential matter between you and the company. The company shall view any breach of confidentiality with utmost seriousness.
8. We have a corporate tie-up with HDFC Bank for salary accounts. Please acknowledge that the said bank has not identified you as a defaulter and if you have been identified as one, please specify any such previous instance to the HR department. In the event that you have provided us in complete / inaccurate details, this offer will be treated as null & void with retrospective effect.
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 - a. Academic qualification certificates
 - b. Relieving letter of your previous employer.
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 - e. Form 16/ Provisional Tax certificate
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 - h. PAN Card (in case the PAN Card is not available, please carry the acknowledgment of the application for PAN card submitted to the Income tax Authorities – MANDATORY)

Please return the duplicate copy of this offer letter duly signed as an acknowledgement and the acceptance of the offer on or before falling which this offer shall stand withdrawn. We look forward to having you on board.

For CMA CGM Shared Services Centre (India) Pvt. Ltd.

Amit Rohra

Senior Manager – Human Resources

Sinchana Shetty

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Subsidiary of CMA CGM S A France

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Mumbai - Airoli (SEZ) : Unit 1201, 12th Floor, Building No 4, IT Plot No 5, Airoli Knowledge Park, TTC Industrial area, Airoli (W), Mumbai - 400708

CIN : U62090TN2005PTC092190 www.cmacgm.com



20/8/19

17-Mar-2020

Mr Pratik Bhabal
D4, Shanti Campus CHS, M M M Road,
J N Road, Mulund West
Mumbai - 400080
Mobile No.: 9653691415

66

Dear Pratik,

Congratulations!!!

This refers to your application for employment and the subsequent interviews & discussions you
ve had with us.

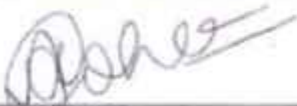
We are pleased to extend an offer of employment as; **Executive - Customer Care** with CMA
CGM Shared Service Centre (India) Pvt. Ltd.

1. **Cost to Company (CTC):** Your total CTC will be **Rs. 219996/- P.A.** detailed in the enclosed Annexure - I. This will be the cost to company (CTC) including all the components of the salary and subject to Income Tax as applicable.
2. **Joining:** You will be joining us on or before **22-Jun-2020** at **9:30 AM**.
3. **Location:** Your place of posting will be **Mumbai - Airoli**. However based on the organisational requirements, at any time, during your service with the company, you are liable to be transferred to another location anywhere in India or abroad. In the event of such transfer, you shall be governed by and shall be subject to the rules and regulations of the business unit & location you are posted at.
4. **Appointment letter:** You will be given a detailed appointment letter with specific terms and conditions of employment at the time of joining.
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9. As a part of our procedure, you are requested to furnish the following testimonials in original along with one set of photocopy. The original documents will be returned after verifying the photocopies, on your date of joining.
 - a. Academic qualification certificates. (SSLC to the highest qualification)
 - b. Relieving letter of your previous employer.
 - c. Age Proof / Date of Birth Certificate.
 - d. Seven passport sized colour photographs with white background.
 - e. Form 16/ Provisional Tax certificate.
 - f. Last 3 months salary slips from the last employer.
Experience & salary certificates of your previous employers, including the immediate past employer.
 - g. Copy of Passport and an Address proof
 - h. PAN Card (In case the PAN Card is not available, please carry the acknowledgement of the application for PAN card submitted to the Income tax Authorities – MANDATORY)

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For CMA CGM Shared Service Centre (India) Pvt. Ltd.



Amit Rohra
Senior Manager - Human Resources

Vaishnavi Pingale



pooja pradhan <poojapradhan5june@gmail.com>

Coppergate: List of Selected Candidates, Offer Letter & COC

6 messages

Tarun Punjabi <tarun.punjabi@coppergate.in>

Mon, Jan 7, 2019 at 6:34 PM

To: New Horizon Institute of Management Studies <nhims2011@gmail.com>

Cc: Jayaraman V <jayaramanvee@gmail.com>, pooja pradhan <poojapradhan5june@gmail.com>, amav.agrawal@coppergate.in, Dinesh Chaudhari <staffing@coppergate.in>

Dear Mr. Varma,

We really appreciate all your help to make the interview process effortless for us & your hospitality.

Must tell you all hard work put by Miss Pooja Pradhan is commendable.

Below attached is the list of students who are Final Selects & will not have any further rounds.

They can come & submit documents as soon as they are done with the exams.

Sr. No.	First Name	Last Name
1	Carin	Priminger
2	Bhumika	Kothari
3	Shweta	Matondkar
4	Neha	Tripathi
5	Jaqueen	Chacko
6	Manali	Rane
7	Shreya	Kadam
8	Jeslyn	Nadar
9	Suraj	Samantara
10	Ivntena	Malnardi



Janita

PRINCIPAL
New Horizon College of Commerce
Plot # 5, Sector- 13, Airoli,
NAVI MUMBAI 400 708.

11	Satyajeet	Jena
12	Parth	Gupta
13	Sagar	Arora
14	Mohit	Gajra
15	Jagruti	Jain
16	Anjali	Jain
17	Nikita	Desai
18	Anuja	Talekar
19	Shivi	Agrawal
20	Steve	Dsouza
21	Simran	Singh
22	Nitesh	Jadhav
23	Harsh	Thakkar
24	Renuka	Keny
25	Suhasini	Mohapatra
26	Roshan	Borate
27	Bhargavi	Patil
28	Nirmit	Shetty
29	Rajdeep	Khairnar
30	Harshita	Bansal




PRINCIPAL
 New Horizon College of Commerce
 Plot # 5, Sector- 13, Airoli,
 NAVI MUMBAI 400 708.

1/17/24, 2:34 PM

Gmail - Coppergate: List of Selected Candidates, Offer Letter & COC

Manager Campus Connect

Mob: +91 9167469650



Empowering Youth.....Worldwide

[Quoted text hidden]

pooja pradhan <poojapradhan5june@gmail.com>
To: akkipatil0211@gmail.com

Mon, Jan 8, 2024 at 1:11 PM

[Quoted text hidden]

pooja pradhan <poojapradhan5june@gmail.com>
To: Kunj Panchal <kunj121102@gmail.com>

Thu, Jan 11, 2024 at 7:27 PM

[Quoted text hidden]



Kanj
PRINCIPAL
New Horizon College of Commerce
Plot # 5, Sector- 13, Airoli,
NAVI MUMBAI 400 708.



Coppergate: List of Selected Candidates,

Below attached is the list of students who are Final Selects & will not have any further rounds. They can come & submit documents as soon as they are done with the exams.

Sr. No.	First Name	Last Name	Class
1	Carin	Priminger	TY BMS
2	Bhumika	Kothari	TYBMS
3	Shweta	Matondkar	TYBMS
4	Neha	Tripathi	TYBMS
5	Jaheen	Chacko	TYBAF
6	Manali	Rane	TYBAF
7	Shreya	Kadam	TYBAF
8	Jeslyn	Nadar	TYBAF
9	Suraj	Samantara	TYBAF
10	Jyotsna	Malpedi	TYBAF
11	Satyajeet	Jena	TYBMS
12	Parth	Gupta	TYBMS
13	Sagar	Arora	TYBMS
14	Mohit	Gajra	TYBMS
15	Jagruti	Jain	TYBMS
16	Anjali	Jain	TYBAF
17	Nikita	Desai	TYBAF
18	Anuja	Talekar	TYBAF
19	Shivi	Agrawal	TYBAF
20	Steve	Dsouza	TYBAF
21	Simran	Singh	TYBAF
22	Nitesh	Jadhav	TYBBI
23	Harsh	Thakkar	TYBAF
24	Renuka	Keny	TYBAF
25	Suhasini	Mohapatra	TYBAF
26	Roshan	Borate	TYBAF
27	Bhargavi	Patil	TYBAF
28	Nirmit	Shetty	TYBBI
29	Rajdeep	Khairnar	TYBBI
30	Harshita	Bansal	TYBAF



Kant
PRINCIPAL
New Horizon College of Commerce
Plot # 5, Sector- 13, Airoli,
NAVI MUMBAI 400 708.

Recruitment Executive – Job description

We are looking out for Graduate who are keen to make their career with a leading HR brand

Work Location: Mulund / Vashi / Belapur

Job Title: Recruitment Executive

Job description:

Reporting To: Team Leader

Working days: Monday to Saturday

Shift Timing: 10am to 7:30pm (Saturday upto 3:30pm / 2nd & 4th Saturdays are off)

Salary range (Fresher): 10,000 (Fixed) + Unlimited Incentives

Job Profile:

Understanding Client requirement

Making calls and scheduling candidates for the interview

Regular follow ups with the Candidates and Clients

Generating daily line ups

Willing to work as an individual contributor

Experience in working with BPO domain will be added advantage

Perks:

Exposure to Client Management

Exposure to Campus Interviews

Unlimited Incentives

2nd & 4th Saturdays fixed Offs

Growth Opportunities

Desired Candidate Profile:

Any Undergraduate / Graduate

Good Communication Skills (English Mandatory)

Awareness of MS-Office (Excel & Word)

Experience in Recruitment will be an added advantage

Company Profile:

Coppergate is a specialist Headhunting & Staffing company that has grown from strength to strength since 2007 and has become one of the recognized professional Company

We aim to achieve a balance between what our people want as individuals and what the organization expects of them

The most talented people choose to join and stay with us because we offer them opportunities to:

- Deliver the best - working with the most talented colleagues

- Rapidly build skills, knowledge and experience

- Work in a challenging environment that constantly demands them to operate at the edge of their ability

- Be recognized and rewarded for their achievement by accelerated career paths and differentiated rewards

www.coppergate.in



Janita
PRINCIPAL

New Horizon College of Commerce
Plot # 5, Sector- 13, Airoli,
NAVI MUMBAI 400 708.



Coppergate – Employee Code of Conduct

1. **Salary calculation:** 1st – 31st of every month | Salary credit date: 10th of following month.
 - If the joining date is post 20th, 1st month's salary shall be processed along with following month's salary.
2. **Salary Retention:**
 - For the first 2 months, Rs. 1500 shall be retained from an employee's salary. In Total, Rs. 3000 shall be retained & paid back alongwith F&F amount.
 - Retention amount shall be returned on following conditions:
An Employee has to work for minimum 12 months with us & needs to follow exit procedure.
3. **Leave Policy:**
 - If an employee wishes to take leave, he/she shall call up the Management & take required permission in advance.
 - If the leave is for more than a day, relevant documents are to be provided.
 - All leave approvals at the sole discretion of Management.
 - In case if an employee does not take necessary approvals before taking leaves or fails to inform the Management about the leave, Management has the right to mark him/her absent for 3 days OR Termination without any settlement of dues & Experience Documents
 - Any team member taking 4 days of consecutive leaves will not be allowed to submit his / her resignation for next 3 months
 - Every individual can avail the benefit of Paid leaves only after his/her successful completion of 6 months.
 - No leaves are allowed during the notice period.
 - Leave before and after holiday in a consecutive manner, would be treated as official leave only.
 - No paid leave shall be adjusted during PIP.
 - Maximum 2 paid leaves shall be adjusted during notice period (If the Target is met & Only on the grounds of health issues, with supporting documents)
4. **Exit Process:**
 - An employee will be considered as clear exit only if he / she serves notice period of 30 calendar days.
 - An employee will be relieved from his / her duties only when required target, pending work & handover is completed.
 - An employee can submit resignation only if he / she has reported on time in last 30 days (Including Weekly Offs & Public holidays) (i.e.– Maximum 5 times allowed between 10am to 10:15am)
 - No Poach: You are not allowed to join any of our client for next 3 months from your Last Working Date
 - Failing which, you shall not receive your pending dues & relieving / experience documents.
5. **Appraisals:**
 - Appraisals happen every April.
 - All employees that have joined upto 31st December are eligible for appraisals.
6. **Login Hours:**
 - Login of less than 6 hours will be treated as Half Day Present
7. **Late Coming Penalties:**
 - 5 times or more in a month: Post 10:15am – Rs. 500 will be deducted from the salary



OR 5 times or more in a month: Post 10:30am – Rs. 1000 will be deducted from the salary

OR 5 times or more in a month: Post 10:45am – Rs. 1500 will be deducted from the salary

OR 5 times or more in a month: Post 11:00am – Rs. 2000 will be deducted from the salary

8. Damage or Loss of Company Assets:

- o In case if an employee loses / breaks / damages office mobile, cost of replacement / repair will be equally shared by the Employee & the Company.
- o An Employee is expected not to use Official No. for personal use.
If any personal use or calls are made, double of that amount shall be deducted from the employee's salary.

9. Management has rights to issue Warning Letters or Terminate an employee on the following grounds as per the Employee Service Rules.

- o Any serious complaint received by Supervisor or Client in regards to Quality or Performance.
- o Misuse of Candidate or Client information.
- o Dummy login or Extending Break timings or Extending Login time just to complete required Login hours.
- o Misbehavior in Office premises.
(Any case of abusive language or Physical assault or misbehavior with Team member or Management will lead to Termination without any settlement of dues & Experience Documents).
- o Misuse or Damage to Company assets.
- o Entering office premises under the influence of Alcohol / Drugs or any other intoxicants.

10. Exit Procedure:

- o If an employee plans to resign from his/her services, he/she needs to serve a notice period of minimum 30 days in writing failing which, the employee shall be considered under absconding case and no F&F & relieving documents shall be released.
- o An employee will be relieved from his / her duties only when required target, pending work & handover is completed.
- o An employee can submit resignation only if he / she has reported on time in last 30 days (Including Weekly Offs & Public holidays) (i.e.– Maximum 5 times allowed between 10am to 10:15am)
- o No Poach: You are not allowed to join any of our client for next 3 months from your Last Working Date
- o Failing which, you shall not receive your pending dues & relieving / experience documents.

11. Cost for loss or unreturned Access card is Rs. 250/-

12. Experience / Relieving documents shall be released after 30 days from the Last Working Date of the employee.

13. All Full & Final settlements shall be made after 45 days & not extending 60 days from the Last Working Date of the employee.

I, _____ agree and understand all the above points as outlined in the policy and also agree that if I default on any one or more of the instances or indulge in any act of Unacceptable Behavior, I will be liable to the action taken by the management and will be bound by the final decision taken by the management.

Signature: _____

Date: _____

For any queries, please feel free to call Dinesh Chaudhari between 11:00am to 6pm

Mobile No.: 9820875075 | Email id: staffing@coppergate.in



Kant
PRINCIPAL
New Horizon College of Commerce
Plot # 5, Sector- 13, Airoli,
NAVI MUMBAI 400 708.

Date: 10/01/2019

Dear, Carin Priminger

Sub: Offer Letter – Recruitment Consultant

We are pleased to offer you a position as Recruitment Consultant in our organization on a total CTC of Rs.1,20,000/- (Rupees One Lakh Twenty Thousand Only) p .a .subject to deductions as per the statutory needs.

SALARY STRUCTURE		
Sr.no	Headers	Monthly (in rupees)
1	Basic salary	6500
2	HRA	3500
3	Total CTC	10000
4	Net in Hand	10000

You will be on probation for a period of 6 months. If your performance/attendance is not found satisfactory, you will be deemed to be on probation till such time you are intimated in writing regarding your confirmation. If no notice period is served your salary for that period will be withheld.

You will be headquartered at Mulund. You are accountable for targets week to week & month to month basis.

On confirmation, you shall be entitled to the following benefits in addition to the above;

1. You shall be entitled to 6 days casual leave, 7 days sick leave & 7 days privilege leave in a financial year on pro-rata basis.

You would be reporting our organization on 14 January, 2019 Submit copy of the following documents along with originals for verification.

1. Certificates of all Academic Achievements.
2. Salary certificate of last employment supported by the Bank statement (last 3months)
3. 1 passport size photograph
4. Residential address proof (Aadhar Card / Electricity bill / Ration card / Election Voters card)
5. Accepted resignation letter / relieving letter from past employer

We would appreciate your written confirmation to this offer. We request you to report to Coppergate on 14 January, 2019 at 10 am.

We welcome you to the family of Coppergate.

With best wishes,

I accept this offer and the terms and conditions,

Dinesh Chaudhari
TA Team | Coppergate



.....

Date: 10/01/2019

Dear :-Bhumika Kothari

Sub: Offer Letter – Recruitment Consultant

We are pleased to offer you a position as Recruitment Consultant in our organization on a total CTC of Rs.1,20,000/- (Rupees One Lakh Twenty Thousand Only) p .a .subject to deductions as per the statutory needs.

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We welcome you to the family of Coppergate.

With best wishes,

Dinesh Chaudhari

TA Team | Coppergate



I accept this offer and the terms and conditions,

.....

Date: 10/01/2019

Dear :-Shweta Matondkar

Sub: Offer Letter – Recruitment Consultant

We are pleased to offer you a position as Recruitment Consultant in our organization on a total CTC of Rs.1,20,000/- (Rupees One Lakh Twenty Thousand Only) p .a .subject to deductions as per the statutory needs.

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We would appreciate your written confirmation to this offer. We request you to report to Coppergate on 14 January, 2019 at 10 am.

We welcome you to the family of Coppergate.

With best wishes,

Dinesh Chaudhari

TA Team | Coppergate



I accept this offer and the terms and conditions,

.....

Date: 10/01/2019

Dear :-Neha Tripathi

Sub: Offer Letter – Recruitment Consultant

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We welcome you to the family of Coppergate.

With best wishes,

Dinesh Chaudhari

TA Team | Coppergate



I accept this offer and the terms and conditions,

.....

Date: 10/01/2019

Dear :-Jaqeen Chacko

Sub: Offer Letter – Recruitment Consultant

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We welcome you to the family of Coppergate.

With best wishes,

Dinesh Chaudhari

TA Team | Coppergate

I accept this offer and the terms and conditions,

.....

Date: 10/01/2019

Dear :-Manali Rane

Sub: Offer Letter – Recruitment Consultant

We are pleased to offer you a position as Recruitment Consultant in our organization on a total CTC of Rs.1,20,000/- (Rupees One Lakh Twenty Thousand Only) p .a .subject to deductions as per the statutory needs.

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We welcome you to the family of Coppergate.

With best wishes,

Dinesh Chaudhari

TA Team | Coppergate

I accept this offer and the terms and conditions,

.....

Date: 10/01/2019

Dear:-Shreya Kadam

Sub: Offer Letter – Recruitment Consultant

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We welcome you to the family of Coppergate.

With best wishes,

Dinesh Chaudhari

TA Team | Coppergate



I accept this offer and the terms and conditions,

.....

Date: 10/01/2019

Dear :-JeslynNadar

Sub: Offer Letter – Recruitment Consultant

We are pleased to offer you a position as Recruitment Consultant in our organization on a total CTC of Rs.1,20,000/- (Rupees One Lakh Twenty Thousand Only) p .a .subject to deductions as per the statutory needs.

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We welcome you to the family of Coppergate.

With best wishes,

Dinesh Chaudhari

TA Team | Coppergate



I accept this offer and the terms and conditions,

.....

Date: 10/01/2019

SurajSamantara

Sub: Offer Letter – Recruitment Consultant

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We welcome you to the family of Coppergate.

With best wishes,

Dinesh Chaudhari

TA Team | Coppergate



I accept this offer and the terms and conditions,

.....

Date: 10/01/2019

Dear :-Jyotsana Malpedi

Sub: Offer Letter – Recruitment Consultant

We are pleased to offer you a position as Recruitment Consultant in our organization on a total CTC of Rs.1,20,000/- (Rupees One Lakh Twenty Thousand Only) p.a. subject to deductions as per the statutory needs.

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With best wishes,

Dinesh Chaudhari

TA Team | Coppergate



I accept this offer and the terms and conditions,

.....

Date: 10/01/2019

Dear :-Satyajee Jena

Sub: Offer Letter – Recruitment Consultant

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With best wishes,

Dinesh Chaudhari

TA Team | Coppergate



I accept this offer and the terms and conditions,

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Date: 10/01/2019

Dear :-Parth Gupta

Sub: Offer Letter – Recruitment Consultant

We are pleased to offer you a position as Recruitment Consultant in our organization on a total CTC of Rs.1,20,000/- (Rupees One Lakh Twenty Thousand Only) p.a .subject to deductions as per the statutory needs.

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3	Total CTC	10000
4	Net in Hand	10000

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4. Residential address proof (Aadhar Card / Electricity bill / Ration card / Election Voters card)
5. Accepted resignation letter / relieving letter from past employer

We would appreciate your written confirmation to this offer. We request you to report to Coppergate on 14 January, 2019 at 10 am.

We welcome you to the family of Coppergate.

With best wishes,

Dinesh Chaudhari
TA Team | Coppergate



I accept this offer and the terms and conditions,

.....

Date: 10/01/2019

Dear :-Sagar Arora

Sub: Offer Letter – Recruitment Consultant

We are pleased to offer you a position as Recruitment Consultant in our organization on a total CTC of Rs.1,20,000/- (Rupees One Lakh Twenty Thousand Only) p.a. subject to deductions as per the statutory needs.

SALARY STRUCTURE		
Sr.no	Headers	Monthly (in rupees)
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With best wishes,

Dinesh Chaudhari

TA Team | Coppergate



I accept this offer and the terms and conditions,

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Date: 10/01/2019

Dear :-Mohit Gajra

Sub: Offer Letter – Recruitment Consultant

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With best wishes,

Dinesh Chaudhari

TA Team | Coppergate



I accept this offer and the terms and conditions,

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Date: 10/01/2019

Dear :-Jagruti Jain

Sub: Offer Letter – Recruitment Consultant

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Dinesh Chaudhari

TA Team | Coppergate

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Date: 10/01/2019

Dear : Anjali Jain

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Dinesh Chaudhari

TA Team | Coppergate



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Date: 10/01/2019

Dear :- Nikita Desai

Sub: Offer Letter – Recruitment Consultant

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Dinesh Chaudhari

TA Team | Coppergate



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Date: 10/01/2019

Dear :- Anuja Talekar

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TA Team | Coppergate



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Date: 10/01/2019

Dear :-Shivi Agrawal

Sub: Offer Letter – Recruitment Consultant

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TA Team | Coppergate



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Date: 10/01/2019

Dear :-Steve Dsouza

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Date: 10/01/2019

Dear :-Simran Singh

Sub: Offer Letter – Recruitment Consultant

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Date: 10/01/2019

Dear :-Nitesh Jadhav

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TA Team | Coppergate



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Date: 10/01/2019

Dear :- Harsh Thakkar

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Date: 10/01/2019

Dear :-Renuka Keny

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TA Team | Coppergate



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Date: 10/01/2019

Dear :-Suhasini Mohapatra

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Date: 10/01/2019

Dear :Roshan Borate

Sub: Offer Letter – Recruitment Consultant

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TA Team | Coppergate



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Date: 10/01/2019

Dear :-Bhargavi Patil

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With best wishes,

Dinesh Chaudhari

TA Team | Coppergate



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Date: 10/01/2019

Dear :-Nirmit Shetty

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Dinesh Chaudhari

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Date: 10/01/2019

Dear :-Rajdeep Khairnar

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We are pleased to offer you a position as Recruitment Consultant in our organization on a total CTC of Rs.1,20,000/- (Rupees One Lakh Twenty Thousand Only) p .a .subject to deductions as per the statutory needs.

SALARY STRUCTURE		
Sr.no	Headers	Monthly (in rupees)
1	Basic salary	6500
2	HRA	3500
3	Total CTC	10000
4	Net in Hand	10000

You will be on probation for a period of 6 months. If your performance/attendance is not found satisfactory, you will be deemed to be on probation till such time you are intimated in writing regarding your confirmation. If no notice period is served your salary for that period will be withheld.

You will be headquartered at Mulund. You are accountable for targets week to week & month to month basis.

On confirmation, you shall be entitled to the following benefits in addition to the above;

1. You shall be entitled to 6 days casual leave, 7 days sick leave & 7 days privilege leave in a financial year on pro-rata basis.

You would be reporting our organization on 14 January, 2019 Submit copy of the following documents along with originals for verification.

1. Certificates of all Academic Achievements.
2. Salary certificate of last employment supported by the Bank statement (last 3months)
3. 1 passport size photograph
4. Residential address proof (Aadhar Card / Electricity bill / Ration card / Election Voters card)
5. Accepted resignation letter / relieving letter from past employer

We would appreciate your written confirmation to this offer. We request you to report to Coppergate on 14 January, 2019 at 10 am.

We welcome you to the family of Coppergate.

With best wishes,

Dinesh Chaudhari
TA Team | Coppergate



I accept this offer and the terms and conditions,

.....

Date: 10/01/2019

Dear:-Harshita Bansal

Sub: Offer Letter – Recruitment Consultant

We are pleased to offer you a position as Recruitment Consultant in our organization on a total CTC of Rs.1,20,000/- (Rupees One Lakh Twenty Thousand Only) p.a. subject to deductions as per the statutory needs.

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We welcome you to the family of Coppergate.

With best wishes,

Dinesh Chaudhari

TA Team | Coppergate



I accept this offer and the terms and conditions,

.....



pooja pradhan <poojapradhan5june@gmail.com>

FW: Lead for FM Campus Hiring

2 messages

Vaishali D <vaishalidholkia@gttconnect.in>
To: poojapradhan5june@gmail.com

Tue, Feb 19, 2019 at 6:42 PM

Hi Pooja,

PFA JD and PFB details.

Process:

Written Test

HR Round

Ops round

PN: Male candidate should be ok with night shift.

CTC details:

Total Compensation per month	15,100
Location	

SALARY OFFER BREAK-UP	Amount (INR)
Basic Pay	7,550
Conveyance Allowance	1,600
Medical Allowance	1,250
Other Allowance	3,082
Monthly Fixed Compensation	13,482
Retiral Fund	1,618

Pratik
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 NAVI MUMBAI 400 708.



Monthly Total Compensation	15,100
Annual Total Compensation	181,200
Performance Bonus (Upto)	36,240
Cost To Company	217,440
Gratuity	4,358
Total Cost To Company	221,798

Best Regards,

Vaishali Dholkia Mathur

Manager Campus Connect

Mob: +91 9167469650



Empowering Youth.....Worldwide

FM-JD.pdf
73K

Vaishali D <vaishalidholkia@gttconnect.in>
To: poojapradhan5june@gmail.com

Wed, Mar 13, 2019 at 1:21 PM

Hi Pooja,

I have shared the Letter of Intent for ref.

Company Name : Eclerx

Best Regards,



Vaishali
PRINCIPAL
New Horizon College of Commerce
Plot # 5, Sector- 13, Airoli,
NAVI MUMBAI 400 708.

Vaishali Dholkia Mathur
Manager Campus Connect
Mob: +91 9167469650



Empowering Youth.....Worldwide

From: Shreya Sharma [mailto:Shreya.Sharma@eclerx.com]
Sent: 12 March, 2019 3:36 PM
To: Vaishali D
Cc: 'Amit Bhosle'
Subject: RE: Lead for FM Campus Hiring

Hi Vaishali,

Thank you for hosting us at your campus. Please find attached LOI for your reference.

We will get back to you with joining dates.

Regards,

Shreya Sharma

Associate Process Manager - Recruitment

Block 01, 5th Floor, Quadron Business Park Limited,

Hinjewadi Phase-II, Pune, Maharashtra 411057

Extn: 237263 Phone : +91- 7700997802

Email: shreya.sharma@eclerx.com

Website: www.eclerx.com

LinkedIn | Follow us at: <https://www.linkedin.com/showcase/life-eclerx/>

eClerx



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NAVI MUMBAI 400 708.

From: Shreya Sharma
Sent: Tuesday, February 26, 2019 4:47 PM
To: 'Vaishali D' <vaishalidholkia@gttconnect.in>
Cc: 'Amit Bhosle' <amitb@gttconnect.in>; Hemal Thakker <Hemal.Thakker@eclerx.com>
Subject: RE: Lead for FM Campus Hiring

Hi Vaishali,

Please find below the agenda for the day.

Agenda for the day:

10:30 am to 11: 00 am	eClerx PPT
11:00 am- 12:00 am	Written Test
12:00 pm – 1:30 pm	HR Interviews
1:30 pm – 2:30 pm	HR Interviews & Ops Interview
2:30 pm- 3:30 pm	Lunch
3:30 pm – 6:30pm	Ops Interview

Drive Details:

Hiring Designation	Analyst
Verticals Hiring for	FM
Panel Travelling	Rahul Mahabare, Kavita Deshmukh
Monthly gross	15100
Annual CTC	221798 lpa



Kavita

PRINCIPAL
 New Horizon College of Commerce
 Plot # 5, Sector- 13, Airoli,
 NAVI MUMBAI 400 708.

Regards,

Shreya Sharma

Associate Process Manager - Recruitment

Block 01, 5th Floor, Quadron Business Park Limited,

Hinjewadi Phase-II, Pune, Maharashtra 411057

Extn: 237263 Phone : +91- 7700997802

Email: shreya.sharma@eclerx.com

Website: www.eclerx.com

LinkedIn | Follow us at: <https://www.linkedin.com/showcase/life-eclerx/>

eClerx

From: Shreya Sharma

Sent: Thursday, February 07, 2019 5:21 PM

To: Vaishali D <vaishalidholkia@gttconnect.in>; Hemal Thakker <Hemal.Thakker@eclerx.com>

Cc: 'Amit Bhosle' <amitb@gttconnect.in>

Subject: RE: Lead for FM Campus Hiring

This message has been archived.

Hi Vaishali,

Also please confirm how many students are there for the process.

Regards,

Shreya Sharma

Associate Process Manager - Recruitment

Block 01, 5th Floor, Quadron Business Park Limited,

Hinjewadi Phase-II, Pune, Maharashtra 411057

Extn: 237263 Phone : +91- 7700997802

Email: shreya.sharma@eclerx.com <<mailto:shreya.sharma@eclerx.com>>

Website: www.eclerx.com <<http://www.eclerx.com/>>

LinkedIn <<https://www.linkedin.com/company-beta/17312/>> | Follow us at: <https://www.linkedin.com/showcase/life-eclerx/>

[eclerx]



Hemal
PRINCIPAL
New Horizon College of Commerce
Plot # 5, Sector- 13, Airoli,
NAVI MUMBAI 400 708.

From: Shreya Sharma
Sent: Thursday, February 07, 2019 4:21 PM
To: 'Vaishali D' <vaishalidholkia@gttconnect.in>; Hemal Thakker <Hemal.Thakker@eclerx.com>
Cc: 'Amit Bhosle' <amitb@gttconnect.in>
Subject: RE: Lead for FM Campus Hiring

Hi Vaishali,

18th Feb is good for us. Please block the date and confirm.

Regards,
Shreya Sharma
Associate Process Manager - Recruitment
Block 01, 5th Floor, Quadron Business Park Limited,
Hinjewadi Phase-II, Pune,

Attachments:

image001.png

(5 KB)

This email is being sent for and on behalf of eClerx Services Limited (eClerx) or a subsidiary of the firm. eClerx is committed to managing personal data securely and responsibly. Please see our Privacy Notice at <https://eclerx.com/privacy-policy/>. This email and any attachments are confidential. If you are not the intended recipient, dissemination or copying of this email is prohibited. If you have received this in error, please notify the sender by email and then delete the email completely from your system.

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 **Letter Of Intent _New Horizon College_Finance.pdf**
399K




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New Horizon College of Commerce
Plot # 5, Sector- 13, Airoli,
NAVI MUMBAI 400 702.

eClerx

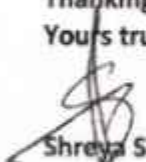
Date: 12-March-19

Dear Team,

We are pleased to inform you that we are making final placement offer to the following students with our company:

S. No.	Name	Shift (Day/Night)	Designation
1	Jaheen Chacko	All	A
2	Manali Rane	All	A
3	Rahul Nikharge	All	A
4	Roshan Borate	All	A
5	Satyajeet Jena	All	A
6	Pooja Maurya	All	A
7	Suraj Sumantara	All	A

Thanking you.
Yours truly,


Shreya Sharma

Associate Process Manager - Human Resources
eClerx Services Ltd.




PRINCIPAL
New Horizon College of Commerce
Plot # 5, Sector- 13, Airoli,
NAVI MUMBAI 400 708.

Office Address
eClerx Services Limited
Block 01, 5th Floor, Quadron Business Park Limited,
Rajiv Gandhi Infotech Park, Hinjewadi Phase-II,
Pune - 411 057, Maharashtra, India

Registered Office
eClerx Services Limited
Sonawata Building, 1st Floor, 29 Bank Street, Fort,
Mumbai - 400 023, Maharashtra, India.
Ph: +91 (022) 6614 8301 | Fax: +91 (022) 6614 8655

Date: 12-March-19

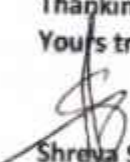
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5	Satyajeet Jena	All	A
6	Pooja Maurya	All	A
7	Suraj Sumantara	All	A

Thanking you.

Yours truly,


Shreya Sharma

Associate Process Manager - Human Resources
eClerx Services Ltd.




PRINCIPAL
New Horizon College of Commerce
Plot # 5, Sector- 13, Airoli,
NAVI MUMBAI 400 708.