



EMPLOYEE JOINING FORM

Department **CONTENT WRITING** Employee ID **02101125** D.O.J. : **02/01/25**

PERSONAL DETAILS					
Name: AKSHITA GAGGAR			PHOTOGRAPH		
Father's Name: DHANRAJ GAGGAR					
Correspondence Address Rental/ Relative / PG/ Owned: A - 38 EAST KRISHNA NAGAR, DELHI- 110051					
Permanent Address: A - 38 EAST KRISHNA NAGAR, DELHI - 110051					
Mobile: 8287372545 Telephone:			Email ID: akshitagaggar1456@gmail.com		
Date of Birth: 25 September 2002			Marital Status: UNMARRIED		
Visa No (If Available): -			Passport No: -		
Emergency Contact Details 9910872367					
Name: Rajshree gaggar		Relation: Sister		Contact No: 9910872367	
Blood Group: O+		Religion: Hindu			

EDUCATIONAL DETAILS					
Degree	University/ Institute	From	To	Specialization	Percentage
Secondary Edu. (10 th)	CBSE	2017	2018		85
Higher Sec. (12 th)	CBSE	2019	2020	Humanities	95
Graduation	Delhi Uni	2020	2023	Political Science Hons	77

Signature
Akshitagagger
02/01/25



EMPLOYMENT DETAILS (LAST THREE ORGANISATIONS)

S.No	Organization	Designation	Period of Service		Annual CTC
			From	To	
1	Next IAS	Intern- Content Writer	June '23	Dec '23	1,80,000
2					
3					

FAMILY DETAILS

S.No	Name	Relation	Occupation	Phone
1	Dhansaj gaggas	Father	Businessman	9350107199
2	Kemlata gaggas	Mother	Housewife	9311107199
3	Rajchree gaggas	Sister	Job (GIGN)	9910872367
4	Irawesh gaggas	Brother	Schooling	-
5				

PROFESSIONAL REFERENCES

Name: <u>Ritika Shukla</u>	Name: <u>Uman Jha</u>
Organization: <u>NEXT IAS</u>	Organization: <u>Next IAS</u>
Designation: <u>Social Media Executive</u>	Designation: <u>Manager</u>
Contact No: <u>8130489159</u>	Contact No: <u>9999269662</u>

TERMS AND CONDITION

- Do you have any medical history of illness/Surgery/Addiction
NO
- Do you have any addiction of smoking/Drinking/tobacco/Medicines or any other. Please specify below
NO
- Do you have any Planned Long leaves for Exams/Marriage/Festival/Maternity/Others:
If any – (Please specify)

Yes, 27 January 2025 - 6th February 2025, Marriage of Sister

Signature
Akshita gaggas
02/01/23

- Do you have any Dispute/Police Case/Court Case. (Yes/No)

If yes, please specify

Status: (Complainant/Respondent); (Running/Closed)

- I hereby to notify you that if it is found that my UAN number still active, then PF will be deducted from my salary.

1. Leave policy

PRIVILEGDE LEAVE- Employees who join between,

- 01st to 15th (date) in month, eligible for 1 PL.
- 16th to 25th (date) in month, eligible for 0.5 PL.
- 26th to month end are not eligible for any PL.

CASUAL LEAVE- Employees who join between,

- 01st to 15th (date) in month, eligible for 0.5 CL.
- 16th to 25th (date) in month, eligible for 0.25 CL.
- 26th to month end are not eligible for any CL.

SICK LEAVE- Employees who join between,

- 01st to 15th (date) in month, eligible for 0.5 SL.
- 16th to 25th (date) in month, eligible for 0.25 SL.
- 26th to month end are not eligible for any SL.

- **Every employee is entitled to take 2 Short Leaves per month, each lasting 2 hours, deducted from their Casual Leave balance**
- **Employees can combine Casual Leave (CL) and Privileged Leave (PL) for consecutive days. However, they cannot take two different types of leaves on the same day.**
- **Note: Sick Leave may be combined with other leave categories if medical proof is provided on the same day.**

Other Clauses:

- Employee unable to avail two short leaves on same day (can apply only 1 short leave for one day).
- If employee not avail any short leave in whole month, then no short leave balance will be carried forward for next month.
- Both leave benefits (Short leave & Half-day) could not be avail on same day.

Note:

- If employee apply 'CL' he/she needs to prior share approval mail of their Reporting Manager to HR Team whether the approval on (Teams chat or Mail). Without approval 'CL' will not be considered, and it will be double deduction.
- **Date of leave should be clearly mentioned.**

DECLARATION

- I hereby declare that the above statements made in my application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any stage, my services are liable to be terminated without notice.

Date: 09/01/25 Place: Delhi

Signature



Akshit Aggarwal



NON-DISCLOSURE AGREEMENT FOR PERSONNEL

THIS MUTUAL NON-DISCLOSURE AGREEMENT (the "Agreement") is made and entered into as of 02/01/25 ("Effective Date") at New Delhi,

Between

Aimlay Private Limited, a Company incorporated under the laws of India, having its office at 193, Pocket-4, sector-24 Rohini, New Delhi-110085, India, acting through its Company, Mr. R.K. Gupta, hereinafter referred to as "**Aimlay Private Limited**" (Which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors, legal representatives, administrators, nominees and assigns) of the ONE PART;

AND

Mr./Ms. AKSHITA GAGGAR, (Personnel Id – _____), hereinafter referred to as "Personnel" (Which expression shall, unless repugnant to the context or meaning thereof, mean and include its heirs, executors, administrators, successors, legal representatives, nominee & assigns) of the OTHER PART.

Purpose:

FOR GOOD CONSIDERATION, and in consideration of Personnel's employment/engagement or continued employment/engagement with the Company, Personnel hereby agrees and acknowledges:

1. That during the course of my employment with the Company there may be disclosed to me certain secrets, confidential and/or proprietary Company activities and information of or regarding the Company; consisting of but not necessarily limited to:
 - a. Technical information: Assays and assay results, resource estimates and/or projections, methods, processes, formulae, compositions, systems, techniques, inventions, machines, computer programs, research projects, and experimental or developmental work, relating to any project or organization.
 - b. Company activities information: Company activities and development plans, investor and other parties' lists, pricing data, sources of supply, financial data, marketing, merchandising systems or plans and operation plans, investor transactions, stock, etc.
2. As used in this Agreement, the term "Confidential Information" means all Technical and/or Company activities information described in paragraphs 1(a) and (b) above, and any other trade secrets and/or confidential and/or proprietary Company activities information of or regarding the Company (including information created or developed, in whole or in part, by Personnel), which is not generally known about the Company or about its Company activities. Confidential Information includes not only the information itself but also all documents

Akshitagagger



containing such information, and any and all such information maintained in electronic or other forms. For purposes of this Agreement, Confidential Information shall not include any information which Personnel can establish was (i) was publicly known or (ii) becomes publicly known and made generally available after disclosure to Personnel by the Company, through means other than Personnel's breach of his/her obligations under this Agreement.

3. Personnel agrees that, except in promoting the Company's activities, and as necessary in performing the duties of his/her employment with the Company, Personnel shall not use in any manner, directly or indirectly, any Confidential Information. Personnel agrees that he/she will never use any Confidential Information for his/her own benefit or for the benefit of any person or entity other than the Company, and will not permit or allow any Confidential Information to be used in competition with the other entities. Personnel acknowledges and agrees that all Confidential Information is the exclusive property of the Company, and Personnel has no independent or individual claim to such Confidential Information for any purpose. During his/her employment with the Company and at all times thereafter, Personnel shall take all reasonable steps to prevent any unauthorized disclosure or use of any and all Confidential Information. Personnel further agrees to notify the Company immediately in the event that he/she becomes aware of any unauthorized use or disclosure of Confidential Information.
4. Personnel understands and agrees that he/she is being employed for an indefinite term, and is "personnel at will" whose employment with the Company can be terminated by either Personnel or the Company at any time. In the case of breach of this Agreement, the Company may terminate with or without advance notice. Personnel agrees that during the period of their employment with the Company to promote the Company's activities, they may be required to provide their photos or videos for marketing the Company activities of Company on the Company's website and other platforms.
5. The Parties agreed that if any dispute arising out of or in connection with this Agreement, including any question regarding its existence, validity, or termination, shall be referred to the Arbitrator appointed by the AIMLAY. The seat of the arbitration shall be Rohini, New Delhi, India. The language of the arbitration shall be English. All questions with regard to the interpretation and enforcement of any provision of this Agreement shall be determined in accordance with the laws of India and the Rohini Courts have exclusive jurisdiction to entertain any dispute under this Agreement.
6. I agree that upon the termination of my employment from the Company:
 - a. I shall return to Company all data, documents, and property (i.e., Other Parties' information and Communication data up to date) of Company, even if not marked "confidential" or "proprietary," including but not necessarily limited to: drawings, blueprints, reports, manuals, correspondence, other parties and/or investor lists, computer programs, and all other materials and all copies thereof relating in any way to Company's Company activities, or in any way obtained by me during the course of employment. I further agree that I shall not retain copies, notes, or abstracts of the foregoing.
 - b. I shall not defame the Company or the Company in front of the Company's other parties through online platforms not limited to fake Google reviews.
 - c. If I breach this clause 6 (b), I agree that the Company can also take defamatory legal action against me under Section 500 of IPC.



7. During the term of this Agreement and for a period of twelve (12) months following the personnel's removal or resignation from the Company or any of its subsidiaries or affiliates (the "Restricted Period"), the personnel shall not, directly or indirectly, (i) engage with the other parties of the Company and/or (ii) in any manner whatsoever engage in any capacity with any Company activities competitive with the Company's current lines of Company activities or any Company activities then engaged in by the Company, any of its subsidiaries or any of its affiliates (the "Company's Company activities") for the personnel's own benefit or for the benefit of any person or entity other than the Company. That no Personnel shall engage in the Educational Service Provider's sector for the period mentioned herein.
8. The Company may notify any future or prospective Company or third party of the existence of this Agreement. The Company shall be entitled to injunctive relief for any or threatened breach of this Agreement, in addition to all other available remedies, including the recovery of monetary damages. The Personnel shall also indemnify the Company for any loss incurred by the Company due to breach of this Agreement. In case of breach of any provision of this Agreement, the Personnel shall also be liable to pay the double amount of his/her Current annual CTC as penalty.
9. This Agreement shall be binding upon me and my personal representatives and successors-in-interest and shall inure to the benefit of Company, its successors, and assigns. This Agreement may not be amended, nor any obligation waived, except by a writing signed by both parties hereto.

The undersigned represent that they have the authority to enter into this Agreement on behalf of the person, entity, or corporation listed above their names.

<i>For and on behalf of</i> Aimlay Private Limited	<i>For and on behalf of</i> PERSONNEL
Name: Mr. R.K. Gupta Title: Director	Name: <u>AKSHITA GAIYAR</u> Personnel Id: _____

EMPLOYEES' PROVIDENT FUND ORGANISATION

Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &

Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 and /or EPS, 1995 is applicable)

1.	Name of the member	AKSHITA GAGGAR
2.	Father's Name <input checked="" type="checkbox"/> Spouse's Name <input type="checkbox"/> (Please tick whichever is applicable)	MR. DHANRAJ GAGGAR
3.	Date of Birth: (DD / MM / YYYY)	02 25 / 09 / 2002
4.	Gender: (Male/Female/Transgender)	FEMALE
5.	Marital Status: (Married/Unmarried/Widow/Widower/Divorcee)	UNMARRIED
6.	(a) Email ID: (b) Mobile No.:	akshitagaggar1456@gmail.com 8287372595
7.	Whether earlier a member of Employees' Provident Fund Scheme, 1952	Yes / No <input checked="" type="checkbox"/>
8.	Whether earlier a member of Employees' Pension Scheme, 1995	Yes / No <input checked="" type="checkbox"/>
Previous employment details: [if Yes to 7 AND/OR 8 above]		
9.	a) Universal Account Number:	—
	b) Previous PF Account Number:	—
	c) Date of exit from previous employment: (DD/MM/YYYY)	31st Dec 2024
	d) Scheme Certificate No. (if issued)	—
	e) Pension Payment Order (PPO) No. (if issued)	—
10.	a) International Worker:	Yes / No <input checked="" type="checkbox"/>
	b) If yes, state country of origin (India/Name of other country)	—
	c) Passport No.	—
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	—
KYC Details: (attach self attested copies of following KYCs)		
11.	a) Bank Account No. & IFS Code	34930100007563 / BARBO KRINGR
	b) AADHAR Number	348748261081
	c) Permanent Account Number (PAN), if available	DKOPG9098F

UNDERTAKING

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhar for verification/authentication/eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present P.F. Account. (The transfer would be possible only if the identified KYC detail approved by previous employer has been verified by present employer using his Digital Signature Certificate)
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date: 02/01/25
Place: Delhi


Signature of Member

DECLARATION BY PRESENT EMPLOYER

- The member Mr./Ms./Mrs. has joined on and has been allotted PF Number
- In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:
 - **(Post allotment of UAN)** The UAN allotted for the member is
 - **Please Tick the Appropriate Option:**
The KYC details of the above member in the UAN database
 - Have not been uploaded
 - Have been uploaded but not approved
 - Have been uploaded and approved with DSC
- In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:
 - The above PF Account number/UAN of the member as mentioned in (A) above has been tagged with his/her UAN/Previous Member ID as declared by member.
 - **Please Tick the Appropriate Option:**
 - The KYC details of the above member in the UAN database have been approved with Digital Signature Certificate and transfer request has been generated on portal.
 - As the DSC of establishment are not registered with EPFO, the member has been informed to file physical claim (Form-13) for transfer of funds from his previous establishment.

Date:

Signature of Employer with Seal of Establishment

FORM 'F'

[See sub-rule(1) of rule 6]

Nomination

To... AIMLAY PRIVATE LIMITED.....

[Give here name or description of the establishment with full address]

I, Shri/ Shrimati/ Kumari.....GAGYAR.....whose particulars are given in the statement below.

[Name in full here]

[Name in full here]
hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).

2. I hereby certify that the person(s) mentioned is a/ are member(s) of my family within the meaning of clause (h) of section (2) of the Payment of Gratuity Act, 1972.
 3. I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said Act.
 4. (a) My father/ mother/ parents is / are not dependant on me.
(b) my husband's father/ mother/ parents is/ are not dependant on my husband.
 5. I have excluded my husband from my family by a notice date the to the controlling authority in terms of the proviso to clause (h) of section 2 of the said Act.
 6. Nomination made herein invalidates my previous nomination.

Nominee(S)

Name in full with full address of nominee(s)	Relationship with the employee	Age of nominee	Proportion by which the gratuity will be shared
1. HEMLATA	MOTHER	46	100 %.
2. GAGYAR			
3.			
so on.			

Statement

1. Name of employee in full **AKSHITA GAGGAR**
2. Sex. **FEMALE**
3. Religion. **HINDU**
4. Whether unmarried/ married/ widow/ widower. **UNMARRIED**
5. Department/ Branch/ Section where employed.
6. Post held with Ticket or Serial No., if any. —
7. Date of appointment.
8. Permanent address. **A-38, EAST KRISHNA NAGAR, DELHI - 51**

Village Thana Sub-division Post Office...

Place: **DELHI**
Date : **02/01/2025**

Signature/ Thumb impression
of the employee
Akshitagaggar

Declaration by witnesses

Nomination signed/ thumb impressed before me.

Name in full and full

Signature of witnesses

1.
2.

1.
2.

Place
Date

Certificate by the employer

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

Employer's Reference No., if any

Signature of the employer/
Officer authorized

Designation

Date

Name and address of the
Establishment or rubber stamp
thereof.

Acknowledgement by the employee

Received the duplicate copy of nomination in Form F' filed by me and duly certified by the employer.

Date **02/01/25**

Signature of the employee

Akshitagaggar
02/01/25

CIRCULAR

We would like to inform you about an important update regarding the parking policy at D Mall. Effective immediately, D Mall implemented a new paid parking system to ensure better management and convenience for all our patrons.

Starting today, the free parking period has been replaced with a paid monthly parking system. The charges for parking your vehicles are as follows:

Please tick the option below that you opt for
Car Parking Cost: INR 1800/- per month ()
Bike Parking Cost: INR 350/- per month ()

These rates will be applicable to all vehicles using the D Mall parking facilities. We kindly request all of our employees to comply with this new circular. If you avail the parking the amount will be deducted from your current month salary.

In case you prefer an alternative parking option in the neighbourhood, we have arranged for parking facilities nearby. Please find the rates for these nearby premises below:

Monthly Pricing					
Parking Name		Kings Mall Basement 1	Metro station (MCD Parking)	MCD Parking (Behind Ambience Mall)	Backside Parking of D Mall
S No.	Vehicle Name	Price/Unit	Price/Unit	Price/Unit	Price/Unit
1	Car	1000+GST	1200	1500	600
2	Bike	350+GST	600	500	350

Your cooperation and understanding are greatly appreciated.

If you have any questions or concerns regarding the new parking policy, please feel free to contact admin desk.

Below section only to be filled if you opt for D Mall Basement Parking option

Employee Name: Akshita gaggas

Employee Signature: Akshita gaggas

Car Number: _____

Bike Number: _____

Effective Date: 02/01/25

Date: 26/1/25

Candidate Assessment Test (CAT)

For Internal Use Only

	A. It is important to Score each & every question by the interviewer.	Marks Achieved:	53
	B. Rating a Candidate is mandatory for Organisation.	Maximum Marks:	100

Candidate Name:	Aldhita Gagger.
Department:	
Designation (applied for):	

1	Family Background & Education				2
	Name and Relation with the Guardian	Educational qualification	Occupation/ Profession	Do they support education (Yes/No)	Score
	Dharmraj Gagger (F) Hemlata Gagger (m)	Graduate. Matriculation	Business man. Housewife.	Yes. (1) Yes. (1)	

2	Qualification and Marks				15
	School/College	Course	Year of Completion	Marks Scored	Score
	CDCSE (Board)	10th	2018	If more than 85% (4) 85. (4)	
	CDCSE (Board)	12th	2020	If more than 85% (4) 95. (4)	
	D.U.	Graduate	2023	If more than 75% (3) 77. (3)	
		Post Graduation		If more than 75% (3)	
		Other Certification		As per relevance (1)	
	Any backlog found in the study background?				

3	Any additional Course/ Programme/ Seminar/ Knowledge gained? (3 Marks Each)				18
3.1	What were the days and duration of Course/ Programme / Seminar?				3
3.2	Was it with job?				3
3.3	What was the shift of the course in the day?				3
3.4	Which Institute was it?				3
3.5	Any notes prepared by him/her?				3
3.6	Is it relevant to current Job?				3

4	Interested in Sports				5
	Name of the Sport	i) Team Player (2)	ii) Solo Player (1)	iii) Any Achievement (2)	Score

Signature

5	Work Experience	20
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5.1	Duration of Job Time	Joining Date	Leaving Date	Is it connected (or Time Gap) with previous job	4
	6 Monthes.	JUNE 2023	Dec. 2023.	(2)	
5.2	Which Type of Company s/he joined?	Education.		(1)	1
5.3	Any reward and Award Achieved?	No		(2)	1
5.4	Is it target based job?	No		(2)	2
5.5	How much they achieve it on an average?			(6)	2
5.6	Any technics s/he knows or uses for work?	Yes		(4)	4
5.7	Any previous work sample- style of work (PPT, Reports etc.)	Yes		(5)	6
6	Hobbies				7
6.1	Are they supportive to his/her carrier profile? (Yes/No)	Listening music, Reading Novels.		(2)	3
6.2	Are they artistic? (Yes/No)	No		(2)	2
6.3	Are they different from Job Profile? (Yes/No)	Yes.		(2)	1
6.4	Did Candidate participated in any social welfare activity in his career? (Yes/No)	Yes.		(1)	1
7	How much he knows about the systems? (Tick on the marks)				10
7.1	Standard Operation Procedure (SOP)	✓		(3)	(0/1)
7.2	Minutes of Meeting (MOM)	✓		(1)	(0/1)
7.3	Calender	✓		(1)	(0/1)
7.4	Hierarchy	✓		(1)	(0/1)
7.5	Roles of Executive, Sr, Executive, MGR, Director	✓		(1)	(0/1)
7.6	Excel	✓		(1)	(0/1)
7.7	PowerPoint Presentation	✓		(1)	(0/1)
7.8	MicroSoft 365/ Google	✓		(1)	(0/1)
7.9	OneDrive	✓		(1)	(0/1)
7.10	Teams Chat	✓		(1)	(0/1)
8	Spirituality				5
8.1	Is Candidate Spiritual? (If yes then 2, if not then 0)	Yes.		(2)	(0/2)
8.2	How much he is involved? (If Average then 3, if High and Low then 0)				
	High	Average	Low		(0/3)
				(2)	
9	Personality				8
9.1	Presentable how s/he wearing clothes?			(1)	(0/2)
9.2	Presentable (in terms of cleaning) face, Nails, Hair?			(1)	(0/3)
9.3	Body Fitness (If fit then 3/ if chubby then 2/ if over weight then 0)			(2)	(0/3)
10	From Bank Accounts statement		Signature		10

10.1	Any Deduction in the salary or bank statements? (Yes/No)		5
	Yes (TDS).		0
10.2	If candidate is appreciated with any monetary hike? (Yes/No)		5
	No		0
11 General Information Only (No Scoring)			
11.1	Any plan for long Leaves within a year(Exam, Marriage, Vacations, Maternity, Others)? (Yes/No)		
11.2	Any plan for reoccurring Leaves? (Yes/No)		
11.3	Do You have a medical history of any illness/Surgery/Addiction or any other similar Habit? (Yes/No)		NO
11.3.1	Do you have any addiction of smoking, Drinking, Medicines, tobacco or any similar habit? (Specify Below)		NO
11.4	Does candidate have any dispute Police Case /Court case etc?		NO
11.5	Does candidate had any prior knowledge about Aimlay?		Yes
11.6	From where did the candidate got information about Aimlay?		
11.7	Is candidate aware about the "Roles and Responsibilities" of his profile?		Yes
11.8	Any kind of dual engagement of work, like business or any small source of income?		NO
11.9	Pending Commitment (To be filled by Candidate and Acknowledged by HR Ops Team once documents received)		
	Pending Documents	TAT	
11.9.1	Address Type (Owned / Rented)		
11.9.2	Incase of address change :	Old Address:	New Address:
11.10	Psychometric Test done or not		
11.11	Competency Test done or not		
Remarks			
Signature (HR Recruiter)	Chitay	Signature (Employee):	Arshita
Date:	2/01/25	Date:	02/01/25



NEW HIRE SALARY APPROVAL FORM

INSTRUCTIONS

- ❖ All details must be filled out completely and accurately.
- ❖ Approvers' names and signatures are required in the approval section.
- ❖ Verbal offer can be extended only after all necessary approvals have been secured.
- ❖ Positions in the revenue department can only be approved by Gitesh sir.

APPLICANT'S INFORMATION

Candidate's Name	<i>Akshita Bagga</i>		
Total Experience (in yrs)	<i>1.2 Years [Internship]</i>		
Highest qualification	<i>Bachelors of Business Finance</i>		
Current / Last CTC (annual) in ₹	<i>Stipend.</i>	11K Approx.	Any deductions (if applicable): PF <input type="checkbox"/> ESI <input type="checkbox"/>
Net Salary (monthly) in ₹	<i>11K Approx - Stipend.</i>		
Current / Last Designation	<i>Content writer Intern</i>		
Residence Location	<i>Delhi</i>		
Current / Last Company's Name	<i>Next IT</i>		

AIMLAY OFFER DETAILS

Position Type (tick the one applicable):	Full Time <input checked="" type="checkbox"/>	Part time <input type="checkbox"/>	Contractual <input type="checkbox"/>
Division Name	<i>Support</i>		
Department Name	<i>support- Digital Marketing</i>		
Grade	<i>Executive</i>		
Designation	<i>Content writer / Executive</i>		
Proposed CTC Annual in ₹	<i>3012 LPA</i>	126 K Monthly	Any deductions (if applicable): PF <input checked="" type="checkbox"/> ESI <input type="checkbox"/>
Net Salary (monthly) in ₹	<i>Approx</i>	<i>TNR. 22 300/- monthly</i>	
Incentive Plan (if applicable else NA)	SIP <input type="checkbox"/>	HIP <input type="checkbox"/>	CCP <input type="checkbox"/> NA <input type="checkbox"/>
Any other Incentive Plan (if applicable else NA):			
Commitment to increase salary after a specific time period (if applicable):	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Remarks (if yes): (Blank space for remarks)		

Internal Benchmark Inputs (please insert separate sheet if req)

Employee Name	Designation	Total Experience	Qualification	Current Salary Net PM in ₹
1)				
2)				
3)				
4)				

HR Remarks (if any):
(please mention special consideration if any)

Recruiter's Name:

Jasvi Singh

Signature:

Date:

Janvi Singh
30/12/24

AIMLAY SALARY OFFER APPROVALS

Offers up to 40 K of monthly salary require approval by General manager prior to a verbal offer being extended.

Salary Approver (Division Head)	Name:	Signature: Date:
Salary Approver (General Manager) <u>Archita Aggarwal</u> 26K	<u>Jai Purohit</u>	Signature: Date: <u>Balance up 30 Dec 24</u>
Salary Approver (HR Head) <u>Satish Sehdev</u>	<u>Satish Sehdev</u>	Signature: Date:

Offer exceeding 40 K of monthly salary listed on the requisition form require additional justification and approvals.

Management Approval:	Mr. R. k. Gupta Sir	Signature: Date
Management Approval:	Mr. Gitesh Gupta Sir	Signature: Date:

anil Chopra Chat Shared

Sahil Chopra Saturday 5:07 PM

Go ahead from my end

Saturday 5:13 PM

Alright Sir..

Thank You.



3:23 PM

Hi Sir,

Today

As discussed, Akshita is selected as Content Writer,
CTC offered is 26k
DOJ- 2nd Jan 2025

anil Chopra 3:39 PM

Jaini Singh 12/30/2024 3:23 PM

Hi Sir, As discussed, Akshita is selected as Content Writer, CTC
offered is 26k DOJ- 2nd Jan 2025

26k include everything Approved

Type a message

Thanks
Wow!
Got it, thanks

Wow!
Content Writer
Approved



Janvi Singh

C.W
28/12/24



AKSHITA GAGGAR

30 Dec

EXPERIENCE

Content writer Intern

Next IAS , June 2024 - present

YouTube
Instagram
Content

2nd Job

- ① I have experience in creating content for the YouTube community, including developing current affairs topics, designing thumbnails for videos and shorts, and managing multiple projects effectively.

Legal Intern , Nyayniti

April 2024- June 2024

15 K
25-30

- Worked under the guidance of Mr. Shubham Kumar and Anubhav Jain.
- Drafted pleadings, motions, briefs, and other court documents, including appeals, attended the court proceedings.
- Researched over various cases related to matrimonial disputes, codes of criminal procedure and trademark act.

Legal Intern, Keshav Thakur and Associates

March 2024- April 2024

15 K
25 K

- Worked under the guidance of Mr. Keshav Thakur, Advocate, Supreme Court.
- Drafted the various documents like synopsis, list of dates and other miscellaneous applications for various cases
- Attended the court proceedings
- Conducted research over various cases laws

Legal Intern , NyayaSarthak

January 2024- March 2024

- Worked under the guidance of Mr. Manik Goyal , Advocate , Supreme Court.
- Drafted the various documents like legal notices , Criminal Complaint under Section 138 negotiable instrument act, Divorce petition under section 13 of Hindu Marriage act , Summary Suit petitions.

EDUCATION

BACHELORS OF LAW (LLB) , CHAUDHARY CHARAN SINGH UNIVERSITY , 2024- PURSUING

BACHELORS OF POLITICAL SCIENCE HONOURS
UNIVERSITY OF DELHI , MATA SUNDRI COLLEGE FOR WOMEN
2020-2023 , CGPA : 7.68

HIGHER SECONDARY (12TH)
SAAI MEMORIAL GIRLS SCHOOL , 2019-2020
CGPA : 9.56

SENIOR SECONDARY (10TH)
SAAI MEMORIAL GIRLS SCHOOL, 2017-2018
CGPA : 8.5

About Me

An enthusiastic fresher with highly motivated and leadership skills. I am a loyal and trustworthy and quick learner. And a competent, loyal, hardworking and punctual person.



8287372545



akshitagaggar1456@gmail.com



East Krishna Nagar , Delhi



25 September 2002

LANGUAGE

- English
- Hindi

EXTRA CURRICULAR ACTIVITIES

- Volunteer and fundraiser at Ngo, Make a Difference (Mad)

SKILLS SUMMARY

- Teamwork
- Leadership
- Interpersonal skills

ACHIEVEMENTS

- Rank Holder (1st) in graduation 1st year
- Rank Holder (2nd) in the graduation 2nd year
- Rank Holder (2nd) in Higher Secondary

Google keywords planner
Analytics.

Anchor → script
youtube — description
Social Media —

SEO blogs →

2 Blogs — provided.
LinkedIn.

Shortlisted
Good to go
IT Tech experience
SEO & SMO knowledge
youtube content strategizing
comes under 25k
Budget.

Agush
28/12/24

04th June 2024

OFFER LETTER

Dear Miss. Akshita Gaggar,

We are pleased to offer you the position of "Intern-YouTube" based on your interview & subsequent interaction with the management on mutually agreed terms and conditions.

Your Internship fee is Rs. 15,000/- p.m. (Rupees Fifteen Thousand Only) per month. All the applicable taxes on consultancy fees shall be deducted as per the government rules. Your employment takes effect on 04th June 2024 and will report at 10:00 am to the HOD (Head of the Department).

We welcome you to MADE EASY Group.

Best Regards,
For MADE EASY Learnings Pvt Ltd



RR Pal
(HR Manager)



Download e-Statement & View Last 5 Transactions

Login

1

2

3

Authenticate

Process

Success



Transaction Details

Select an option to get an e-Statement on your registered email id
or to view last 5 transactions (Mini Statement)

Send e-Statement on Email

Last 5 Transactions / Mini Statement

Date	Narration	Chq/ref no	Amount
20-Dec-2024	UPI/AKSHITA GAGGAR/435518661209/MB UPI	UPI- 435535062605	1,000.00
11-Dec-2024	UPI/AKSHITA GAGGAR/434615915525/MB UPI	UPI- 434690164784	3,000.00
11-Dec-2024	CASH WITHDRAWAL BY SELF AT GANDHI NAGAR	3	10,000.00
09-Dec-2024	NEFT CMS4709787206 MADE EASY LEARNINGS PVT LTD IC	NEFTINW- 1057114646	10,800.00
15-Nov-2024	UPI/AKSHITA GAGGAR/432013164392/MB UPI	UPI- 432041547739	4,500.00



18-07-24	UPI/493066491198/21:31:17/UPI/87440700paytm/NA UPI/4932417434 41743453	200.00	1,740.67Cr
20-07-24	UPI/493241743453/08:16:58/UPI/ptmtra66710paytm/NA UPI/4568940004 94000479	75.00	1,665.67Cr
20-07-24	UPI/456894000479/18:56:09/UPI/paytmqr59tk3r0paytm UPI/4568606463 60646328	100.00	1,565.67Cr
20-07-24	UPI/456860646328/19:25:33/UPI/ptmtra66710paytm/NA UPI/4934383652 38365220	164.00	1,401.67Cr
23-07-24	UPI/493438365220/21:53:58/UPI/blinkit.payu@hdfcaba UPI/4205826928 82692822	100.00	1,301.67Cr
25-07-24	UPI/420582692822/08:14:45/UPI/ptmtra66710paytm/NA UPI/4207256006 25600654	30.00	1,271.67Cr
25-07-24	UPI/420725600654/09:40:13/UPI/paytmqr578ain@paytm DIGITB-VADODAR 16477563	500.00	1,771.67Cr
29-07-24	UPI/420716477563/10:00:50/UPI/9910872367@paytm/NA UPI/4577709127 70912710	100.00	1,671.67Cr
30-07-24	UPI/457770912710/08:23:33/UPI/ptmtra66710paytm/NA UPI/4212750978 75097873	198.00	1,473.67Cr
01-08-24	UPI/421275097873/19:02:04/UPI/mab0450292a01663510 UPI/4580870911 87091180	266.00	1,207.67Cr
02-08-24	UPI/458087091180/13:08:35/UPI/commodumgroceriespr :Int.Pd:01-05- 7563	21.00	1,228.67Cr
02-08-24	34930100007563: Int.Pd:01-05-2024 to 31-07-2024 UPI/4581192208 19220830	100.00	1,128.67Cr
02-08-24	UPI/458119220830/18:32:22/UPI/ptmtra66710paytm/NA UPI/4215846821 84682161	300.00	828.67Cr
	UPI/421584682161/21:16:27/UPI/9910872367@ptsbi/NA		
Page Total:	2,234.60	521.00	828.67Cr

Note: Cheques received in inward clearing will be considered for debiting/ returning on the basis opening balance in account
Unless the constituent notifies the bank of any discrepancy in this statement

BANK OF BARODA Date : 30-12-2024
KRISHNA NAGAR, DELHI Time : 12:41:56
ADDRESS: E-5/112, KRISHNA NAGAR, DELHI, DL, 110051
HELPLINE NO. : 1800223344/18001024455/18002584455
BRANCH PHONE NO. : 011-22092225
MICR CODE: 110012133 IFSC CODE: BARBOKRINR Page No: 4

A/C Number : 34930100007563 Account Open Date : 11-01-2021

Statement of account for the period of 01-06-2024 to 30-12-2024

DATE	PARTICULARS	CHQ.NO.	WITHDRAWALS	DEPOSITS	BALANCE
07-08-24	DIGITA-MUMBAI/			10,016.00	10,844.67Cr
08-08-24	NEFT-CMS4382273924-MADE EASY LEARNINGS PVT LTD UPI/4221523412 52341232		200.00		10,644.67Cr

A/C Number : 34930100007563

Account open Date :11-01-2021

Statement of account for the period of 01-06-2024 to 30-12-2024

DATE	PARTICULARS	CHQ.NO.	WITHDRAWALS	DEPOSITS	BALANCE
28-06-24	UPI/4546677020 67702028		100.00		2,688.78Cr
30-06-24	UPI/4914324920 32492089		713.00		1,975.78Cr
01-07-24	UPI/491432492089/21:54:25/UPI/amazonpaygrocery@ra	4915459595 45959538	100.00		1,875.78Cr
02-07-24	UPI/491545959538/09:00:38/UPI/ptmtra6671@paytm/NA	4550660899 66089955	100.00		1,775.78Cr
05-07-24	UPI/455066089955/19:29:42/UPI/ptmtra6671@paytm/NA	4187932854 93285429	200.00		1,575.78Cr
09-07-24	UPI/418793285429/08:07:47/UPI/ptmtra6671@paytm/NA		12,600.00		14,175.78Cr
09-07-24	NEFT-CMS4300879582-MADE EASY LEARNINGS PVT LTD	UPI/4191067909 6790905	11,000.00		3,175.78Cr
09-07-24	NEFT-CMS4304594743-NEXTBILLION TECHNOLOGY PRIVATE	UPI/4191942644 94264438	192.12		3,367.90Cr
09-07-24	UPI/419194264438/12:03:32/UPI/paytm-70258461@payt	UPI/4191343011 34301161	276.00		3,091.90Cr
09-07-24	UPI/419134301161/18:18:35/UPI/9818722712@ax1/Sent		30.00		3,061.90Cr
09-07-24	UPI/4557846814 84681436		75.00		2,986.90Cr
11-07-24	UPI/455784681436/19:09:56/UPI/paytmqrxtb1kby91z@p	UPI/4559560825 56082599	29.00		2,957.90Cr
12-07-24	UPI/455956082599/15:15:21/UPI/8744070@paytm/NA	UPI/4560864127 86412731	30.00		2,927.90Cr
15-07-24	UPI/456086412731/19:40:01/UPI/paytmqr1to2phbgb1@p	UPI/492947552150 47552150	100.00		2,827.90Cr
15-07-24	UPI/492947552150/08:27:14/UPI/ptmtra6671@paytm/NA	UPI/4563152979 15297936	185.63		2,642.27Cr
16-07-24	UPI/456315297936/13:22:42/UPI/zomato4.payu@icici/	UPI/4198630241 63024133	100.00		2,542.27Cr
Page Total:			13,038.63	12,792.12	2,542.27Cr

Note: Cheques received in inward clearing will be considered for debiting/
 returning on the basis opening balance in account
 Unless the constituent notifies the bank of any discrepancy in this statement

BANK OF BARODA Date :30-12-2024
 KRISHNA NAGAR,DELHI Time : 12:41:56
 ADDRESS: E-5/112,KRISHNA NAGAR DELHI,DELHI,DL,110051
 HELPLINE NO. : 1800223344/18001024455/18002584455
 BRANCH PHONE NO. :011-22092225
 MICR CODE: 110012133 IFSC CODE: BARBOKRINR Page No: 3
 UPI/419863024133/18:38:29/UPI/ptmtra6671@paytm/NA

A/C Number : 34930100007563

Account Open Date :11-01-2021

Statement of account for the period of 01-06-2024 to 30-12-2024

DATE	PARTICULARS	CHQ.NO.	WITHDRAWALS	DEPOSITS	BALANCE
16-07-24	UPI/4930664730 66473049		300.80		2,241.47Cr
16-07-24	UPI/493066473049/21:30:31/UPI/8744070@paytm/NA	UPI/4930664911 66491198	300.80		1,940.67Cr

26^{th} Mar \rightarrow 686



भारत सरकार

Government of India



Issue Date: 11/01/2012



अक्षिता गग्गर

Akshita Gaggar

जन्म तिथि / DOB : 25/09/2002

महिला / FEMALE

3487 4826 1081



3487 4826 1081

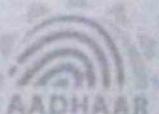
मेरा आधार, मेरी पहचान

AkshitaGaggar
02101125



भारतीय विशिष्ट पहचान प्राधिकरण

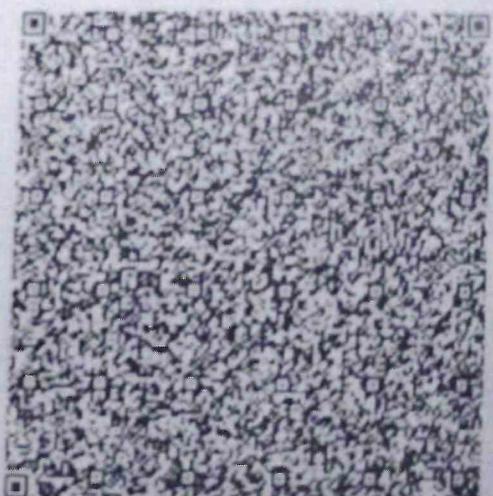
Unique Identification Authority of India



Printed Date: 03/11/2020

पता: द्वारा: धनराज गग्गर, ए 38 चौथा फ्लोर,
गली न 2, कृष्णा नगर, पूर्वी दिल्ली, दिल्ली,
110051

Address: C/O: Dhanraj Gaggar, A 38 4th
Floor, Gali No 2, Krishna Nagar, East Delhi,
Delhi, 110051



3487 4826 1081

1947

help@uidai.gov.in

www.uidai.gov.in

Akshitagaggar
02/01/18

आयकर विभाग
INCOME TAX DEPARTMENT



भारत सरकार
GOVT. OF INDIA

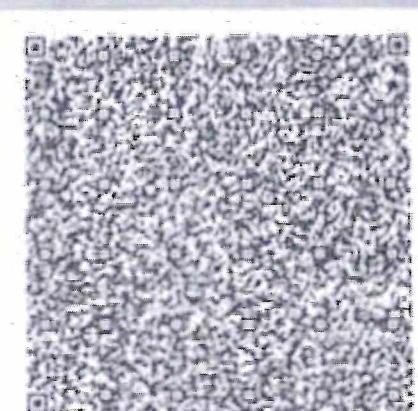


स्थायी लेखा संख्या कार्ड
Permanent Account Number Card
DKOPG9098F

नाम/ Name
AKSHITA GAGGAR

पिता का नाम/ Father's Name
DHANRAJ GAGGAR

जन्म की तारीख/
Date of Birth
25/09/2002



18122020

PAN Application Digitally Signed, Card Not
Valid unless Physically Signed



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION
अंक विवरणिका
MARKS STATEMENT
माध्यमिक विद्यालय परीक्षा, 2018
ALL INDIA SECONDARY SCHOOL EXAMINATION, 2018

विद्यार्थी का नाम Name of Student AKSHITA GAGGAR

अनुक्रमांक Roll No. 8158941

माता का नाम Mother's Name HEMLATA GAGGAR

पिता/संरक्षक का नाम Father's / Guardian's Name DHANRAJ GAGGAR

जन्म तिथि Date of Birth 25/09/2002 25TH SEPTEMBER TWO THOUSAND TWO

विद्यालय School 65057-SAI MEMORIAL GEETA COLONY DELHI

शिक्षणिक उपलब्धियां Scholastic Achievements

विषय कोड SUB. CODE	विषय SUBJECT	प्राप्तांक MARKS OBTAINED				स्थितीय ग्रेड POSITIONAL GRADE
		लिखित THEORY	आं.मू. I.A/ P.R.	योग TOTAL	योग (शब्दों में) TOTAL (IN WORDS)	
101	ENGLISH COMM.	069	015	084	EIGHTY FOUR	B1
085	HINDI COURSE-B	070	014	084	EIGHTY FOUR	B1
041	MATHEMATICS	049	015	064	SIXTY FOUR	B2
086	SCIENCE	066	016	082	EIGHTY TWO	A2
087	SOCIAL SCIENCE	071	018	089	EIGHTY NINE	A2
402	ADDITIONAL SUBJECT	042	047	089	EIGHTY NINE	A1
	INFO TECHNOLOGY					

संक्षिप्तों का अर्थ : Abbreviations

AB : अनुपस्थित Absent

आं.मू. : आंतरिक मूल्यांकन

I.A : Internal Assessment

प्रा./P.R. : प्रायोगिक/Practical

परिणाम Result PASS

दिल्ली Delhi

दिनांक Dated : 29/05/2018

Akshita Gaggar
परीक्षा नियंत्रक
Controller of Examinations

ए-शिक्षणिक उपलब्धियां : शहु-शिक्षणिक एवं अनुशासन क्षेत्र में प्रेक्षित विद्यालय द्वारा अपने गत पर दोई द्वारा यारी प्राप्तप्राप्तिकार प्रदान किया जाता है।
Co-Scholastic achievements : Grading for Co-Scholastic and Disciplinary areas with two marks each.

AKshita Gaggar
02/01/2018

0358841

25008/00136

परीक्षा संख्या
13-07-2020

0358841

रजि. नं.
Regn.No. D220/65057/0138

केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION
अंक विवरणिका
MARKS STATEMENT
सीनियर स्कूल सर्टिफिकेट परीक्षा, 2020
SENIOR SCHOOL CERTIFICATE EXAMINATION, 2020



परीक्षार्थी का नाम

Name of Candidate AKSHITA GAGGAR

अनुक्रमांक

Roll No. 14601447

माता का नाम

Mother's Name HEMLATA GAGGAR

पिता/संरक्षक का नाम

Father's/Guardian's Name DHANRAJ GAGGAR

विद्यालय

School 25008 SAI MEMORIAL GEETA COLONY DELHI

विषय कोड SUB. CODE	विषय SUBJECT	प्राप्तांक MARKS OBTAINED				स्थितीय ग्रेड POSITIONAL GRADE
		लिखित THEORY	आं.मू. I A/ प्रा. PR.	योग TOTAL	योग (शब्दों में) TOTAL (IN WORDS)	
301	ENGLISH CORE	075	018	093	NINETY THREE	A2
002	HINDI ELECTIVE	076	018	094	NINETY FOUR	A1
028	POLITICAL SCIENCE	075	020	095	NINETY FIVE	A1
029	GEOGRAPHY	067	030	097	NINETY SEVEN	A1
030	ECONOMICS	078	020	098	NINETY EIGHT	A1
074	LEGAL STUDIES	071	020	091	NINETY ONE	A2
500	WORK EXPERIENCE					B1
502	HEALTH & PHYSICAL EDUCATION					A2
503	GENERAL STUDIES					A2

संक्षिप्तियों का अर्थ : Abbreviations

AB : अनुपस्थित Absent

RP : प्रयोगात्मक में पुनरावृत्ति Repeat in Practical

RT : लिखित में पुनरावृत्ति Repeat in Theory

ER : अनिवार्य पुनरावृत्ति सभी विषयों में

Essential Repeat in all subjects

परिणाम Result PASS

दिल्ली Delhi

दिनांक Dated : 13-07-2020

परीक्षा नियंत्रक
Controller of Examination

Akshita Gaggar
02/01/2025



दिल्ली विश्वविद्यालय

University of Delhi

Semester Examination 2023-MAY-JUNE:REGULAR STATEMENT OF MARKS / GRADES BACHELOR OF ARTS (HONOURS COURSE) (POLITICAL SCIENCE)



Name: AKSHITA GAGGAR (अक्षिता गग्गर)

Roll No: 20044527015

Father Name: DHANRAJ GAGGAR (धनराज गग्गर)

Mother Name: HEMLATA GAGGAR (हेमलता गग्गर)

Part & Semester : III & VI

Enrolment Number: 20MSCWBHPS000007

College: Mata Sundri College for Women



Sl. No.	Paper Code	Paper Title	PRF	SEM	CROT	GRTH	GRPR	NTGR	GRPT	GRPT	PPRS	TTCR	TTOP	SGPA	RESULT	CGPA
1	12275101	INTRODUCTORY MICROECONOMICS (ECONOMICS-I)	GE	I	II	Q		O	10	80						
2	12321101	UNDERSTANDING POLITICAL THEORY	CORE	I	II	A+		A+	9	34						
3	12321102	CONSTITUTIONAL GOVERNMENT AND DEMOCRACY IN INDIA	CORE	I	II	A		A	9	46						
4	72032801	English-A	RECO	I	II	A		A	9	32						
5	12275201	INTRODUCTORY MACROECONOMICS	GE	I	II	A+		A+	9	54						
6	12321201	POLITICAL THEORY: CONCEPTS AND DEBATES	CORE	I	II	A+		A+	9	54						
7	12321202	POLITICAL PROCESS IN INDIA	CORE	I	II	A+		A+	9	54						
8	721482801	ENVIRONMENTAL SCIENCE	RECO	I	II	A+		A+	9	36						
9	12275301	INDIAN ECONOMY-I	GE	II	II	A+		A+	9	54						
10	12321301	INTRODUCTION TO COMPARATIVE GOVERNMENT AND POLITICS	CORE	II	II	B+		B+	7	42						
11	12321302	PERSPECTIVES ON PUBLIC ADMINISTRATION	CORE	II	II	A		A	9	46						
12	12321401	PERSPECTIVES ON INTERNATIONAL RELATIONS AND WORLD HISTORY	CORE	II	II	B+		B+	7	42						
13	12321402	YOUR LAWS, YOUR RIGHTS	RECO	II	II	B+		B+	7	38						
14	12321403	INDIAN ECONOMY-II OR	GE	II	II	B+		B+	7	42						
15	12321404	POLITICAL PROCESSES AND INSTITUTIONS IN COMPARATIVE PERSPECTIVE	CORE	II	II	B+		B+	7	42						
16	12321405	PUBLIC POLICY AND ADMINISTRATION IN INDIA	CORE	IV	II	B+		B+	7	42						7.30
17	12321403	GLOBAL POLITICS	CORE	IV	II	B+		B+	7	42						
18	12321502	LEGISLATIVE PRACTICES AND PROCEDURES	RECO	IV	II	B+		B+	7	38						
19	12321501	CLASSICAL POLITICAL PHILOSOPHY	CORE	V	II	B+		B+	7	42						
20	12321502	INDIAN POLITICAL THOUGHT-I	CORE	V	II	B+		B+	7	42						
21	12321502	HUMAN RIGHTS IN A COMPARATIVE PERSPECTIVE	RECO	V	II	B+		B+	7	42						
22	12321605	UNDERSTANDING GLOBAL POLITICS (THIS PAPER HAS BEEN REPLACED BY THE PAPER TITLED 'COLONIALISM AND NATIONALISM IN INDIA')	RECO	V	II	B+		B+	7	42						
23	12321601	MODERN POLITICAL PHILOSOPHY	CORE	VI	II	B+		B+	7	42						
24	12321602	INDIAN POLITICAL THOUGHT-II	CORE	VI	II	B+		B+	7	42						
25	12321704	PUBLIC POLICY IN INDIA	RECO	VI	II	B		B	9	36						
26	12321706	INDIA'S FOREIGN POLICY IN A GLOBALIZING WORLD	RECO	VI	II	B+		B+	7	42						

Grand CGPA: 7.689, Division: First

Result Declared On: 30 Jun 2023

Generated On: 01 Jul 2023

Digitally signed by
DIWAN SINGH RAWAT

3202751_010_SAM

(Dean Examination)

AKshitagaggar
02/01/23

Disclaimer: [1] In case of any discrepancy, student should immediately contact to the Head/Principal of respective college/department within one month after the declaration of the result. [2] The result displayed on university website is subject to correction, if any discrepancy is noticed at any point of time.



04th June 2024

OFFER LETTER

Dear Miss. Akshita Gagger,

We are pleased to offer you the position of "**Intern-YouTube**" based on your interview & subsequent interaction with the management on mutually agreed terms and conditions.

Your Internship fee is Rs. 15,000/- p.m. (Rupees Fifteen Thousand Only) per month. All the applicable taxes on consultancy fees shall be deducted as per the government rules. Your employment takes effect on 04th June 2024 and will report at 10:00 am to the HOD (Head of the Department).

We welcome you to MADE EASY Group.

Best Regards,
For MADE EASY Learnings Pvt Ltd



RR Pal
(HR Manager)

*Akshita Gagger
02/01/25*

DATE	PARTICULARS	CHQ. NO.	WITHDRAWALS	DEPOSITS	BALANCE
28-06-24	UPI/4546677020 67702028		100.00		2,685.78Cr
	UPI/454667702028/19:29:14/UPI/ptmtra6671@paytm/NA				
30-06-24	UPI/4914324920 32492089		713.00		1,975.78Cr
	UPI/491432492089/21:54:25/UPI/amazonpaygrocery@ra				
01-07-24	UPI/4915459595 45959538		100.00		1,875.78Cr
	UPI/491545959538/09:00:38/UPI/ptmtra6671@paytm/NA				
02-07-24	UPI/455066089955 66089955		100.00		1,775.78Cr
	UPI/455066089955/19:29:42/UPI/ptmtra6671@paytm/NA				
05-07-24	UPI/4187932854 93285429		200.00		1,575.78Cr
	UPI/418793285429/08:07:47/UPI/ptmtra6671@paytm/NA				
09-07-24	DIGITA-MUMBAI/			12,600.00	14,175.78Cr
	NEFT-CMS4300879582-MADE EASY LEARNINGS PVT LTD				
09-07-24	UPI/4191067909 6790905		11,000.00		3,175.78Cr
	UPI/419106790905/09:03:38/UPI/9910872367@paytm/NA				
09-07-24	DIGITA-MUMBAI/			192.12	3,367.90Cr
	NEFT-CMS4304594743-NEXTBILLION TECHNOLOGY PRIVATE				
09-07-24	UPI/4191942644 94264438		276.00		3,091.90Cr
	UPI/419194264438/12:03:32/UPI/paytm-702584610@payt				
09-07-24	UPI/4191343011 34301161		30.00		3,061.90Cr
	UPI/419134301161/18:18:35/UPI/9818722712@ax1/Sent				
09-07-24	UPI/4557846814 84681436		75.00		2,986.90Cr
	UPI/455784681436/19:09:56/UPI/paytmqrxtb1kby91z@p				
11-07-24	UPI/4559560825 56082599		29.00		2,957.90Cr
	UPI/455956082599/15:15:21/UPI/8744070@paytm/NA				
12-07-24	UPI/4560864127 86412731		30.00		2,927.90Cr
	UPI/456086412731/19:40:01/UPI/paytmqr1to2phbgb10p				
15-07-24	UPI/4929475521 47552150		100.00		2,827.90Cr
	UPI/492947552150/08:27:14/UPI/ptmtra6671@paytm/NA				
15-07-24	UPI/4563152979 15297936		185.63		2,642.27Cr
	UPI/456315297936/13:22:42/UPI/zomato4.payu@icici/				
16-07-24	UPI/4198630241 63024133		100.00		2,542.27Cr
Page Total:			13,038.63	12,792.12	2,542.27Cr

Akshitagaggar
02/01/25



18-07-24	UPI/493066491198/21:31:17/UPI/87440700paytm/NA UPI/4932417434 41743453	200.00	1,740.67Cr
20-07-24	UPI/493241743453/08:16:58/UPI/ptmtra6671@paytm/NA UPI/4568940004 94000479	75.00	1,665.67Cr
20-07-24	UPI/456894000479/18:56:09/UPI/paytmqr59tk3r@paytm UPI/456806463 60646328	100.00	1,565.67Cr
20-07-24	UPI/456860646328/19:25:33/UPI/ptmtra6671@paytm/NA UPI/4934383652 38365220	164.00	1,401.67Cr
23-07-24	UPI/493438365220/21:53:58/UPI/blinkit.payu@hdfcba UPI/4205826928 82692822	100.00	1,301.67Cr
25-07-24	UPI/420582692822/08:14:45/UPI/ptmtra6671@paytm/NA UPI/4207256006 25600654	30.00	1,271.67Cr
25-07-24	UPI/420725600654/09:40:13/UPI/paytmqr578ain@paytm DIGITB-VADODAR 16477563	500.00	1,771.67Cr
29-07-24	UPI/420716477563/10:00:50/UPI/9910872367@paytm/NA UPI/4577709127 70912710	100.00	1,671.67Cr
30-07-24	UPI/457770912710/08:23:33/UPI/ptmtra6671@paytm/NA UPI/4212750978 75097873	198.00	1,473.67Cr
01-08-24	UPI/421275097873/19:02:04/UPI/mab0450292a01663510 UPI/458087091180 87091180	266.00	1,207.67Cr
02-08-24	UPI/458087091180/13:08:35/UPI/commodumgroceriespr :Int.Pd:01-05- 7563	21.00	1,228.67Cr
02-08-24	34930100007563:Int.Pd:01-05-2024 to 31-07-2024 UPI/4581192208 19220830	100.00	1,128.67Cr
02-08-24	UPI/458119220830/18:32:22/UPI/ptmtra6671@paytm/NA UPI/4215846821 84682161	300.00	828.67Cr
	UPI/421584682161/21:16:27/UPI/9910872367@ptsbi/NA		
Page Total:		2,234.60	521.00
			828.67Cr

Note: Cheques received in inward clearing will be considered for debiting/ returning on the basis opening balance in account
Unless the constituent notifies the bank of any discrepancy in this statement

BANK OF BARODA Date : 30-12-2024
KRISHNA NAGAR, DELHI Time : 12:41:56
ADDRESS: E-5/112, KRISHNA NAGAR, DELHI, DELHI, DL, 110051
HELPLINE NO. : 1800223344/18001024455/18002584455
BRANCH PHONE NO. : 011-22092225
MICR CODE: 110012133 IFSC CODE: BARBOKRINR Page No: 4

A/C Number : 34930100007563 Account Open Date : 11-01-2021

Statement of account for the period of 01-06-2024 to 30-12-2024

DATE	PARTICULARS	CHQ. NO.	WITHDRAWALS	DEPOSITS	BALANCE
07-08-24	DIGITA-MUMBAI/			10,016.00	10,844.67Cr
08-08-24	NEFT-CMS4382273924-MADE EASY LEARNINGS PVT LTD UPI/4221523412 52341232		200.00		10,644.67Cr

*Akshit Aggarwal
02/01/25*





1

2

3

Authenticate

Process

Success



Transaction Details

Select an option to get an e-Statement on your registered email id
or to view last 5 transactions (Mini Statement)

Send e-Statement on Email

Last 5 Transactions / Mini Statement

Date	Narration	Chq/ref no	Amount
20-Dec-2024	UPI/AKSHITA GAGGAR/435518661209/MB UPI	UPI- 435535062605	1,000.00
11-Dec-2024	UPI/AKSHITA GAGGAR/434615915525/MB UPI	UPI- 434690164784	3,000.00
11-Dec-2024	CASH WITHDRAWAL BY SELF AT GANDHI NAGAR	3	10,000.00
09-Dec-2024	NEFT CMS4709787206 MADE EASY LEARNINGS PVT LTD IC	NEFTINW- 1057114646	10,800.00
15-Nov-2024	UPI/AKSHITA GAGGAR/432013164392/MB UPI	UPI- 432041547739	4,500.00

Akshita Gaggar
02/01/25





बैंक ऑफ बड़ोदा
Bank of Baroda

कृष्ण नगर दिल्ली, दिल्ली - 110051
Krishna Nagar Delhi, Delhi 110051
RTGS / NEFT IFSC CODE: BARBOKRINR

जारी की गई तारीख से तीन महीने तक वैध / VALID FOR THREE MONTHS FROM THE DATE OF ISSUE

CBS

□ D D M M Y Y Y Y

सेविंग अकाउंट / SAVINGS ACCOUNT

Pay

Rupees रुपये

Or Bearer

या पारक को

अदा करें

₹

AKSHITA GAGGAR

AKSHITA GAGGAR

Please sign above

SB/2012/SE

भारत की सभी शाखाओं में सम्पादन देय | SGR
Payable at par at all branches in India

1100121331 007563 31

AKSHITA GAGGAR
02/01/25



Ref: APL/HR/AL/276

Akshita Gaggar

A 38, 4th Floor, Gali No-2,

Krishna Nagar, East Delhi, Delhi -110051

Contact – 8287372545

Email – akshitagaggar1456@gmail.com

Date: 2nd January 2025

APPOINTMENT LETTER

Dear Akshita Gaggar,

Further to your appointment with us, we are pleased to appoint you as “Content Writer” in “Digital Marketing Department”. The terms and conditions are as follows:

1. **Your Annual CTC of Rs 312000/- (Three Lakh Twelve Thousand Only).**
2. **Work Schedule:** Working days will be **Six days** a week. This is subject to any change, which may be enforced in the future. Such changes will supersede all the relevant clauses mentioned in this Appointment letter.
3. **Internal Job Posting:** The employee may also apply for the I.J.P (Internal Job Posting) within the Management.
4. **Employee Commitment and Dedication:** The employee/trainee shall during this period devote all his/her work time and talents substantially to the Management and shall dedicate his/her employment to the best of his ability to promote the interests of the Management. The employee voluntarily agrees to work overtime as required by the Management without any additional pay or wages and shall be available as required by the Management.
5. **Reporting and Responsibilities:** Your reporting and responsibilities will be advised to you by your Departmental Head or Any person nominated by him/her. It is expected that you will discharge your assigned responsibilities with high standards of performance, quality, integrity, and discipline.
6. **Job Posting and Transfer:** During your employment with the Management, you may be posted/transferred to any of the offices/Division/Departments/Units/of the Management or any other Town/City in India without any change in the terms and conditions of the employment, at the sole discretion of the Management.
7. **Intellectual Property Rights:** Any discovery, invention, improvement, adaption or variation of designs and drawings, processes, methods, materials specifications, writing, thesis, etc. which will be a result of your working in AIMLAY or its associates, or which you may come to know in the course of your employment, more specifically about the thesis, writing and educational services adopted or used by AIMLAY shall be the property of the AIMLAY.

Page 1 of 6

*Akshitagaggar
04/01/25*

We LAY foundation of Your AIM

www.aimlay.com



+91 8287 801 801

info@aimlay.com

Registered Office :- 125, Baaz mall, Pocket 5 Rohini, New Delhi - 110085, India

Corporate Office :- Unit No. 408, D Mall, Sector 10, Rohini, New Delhi-110085, India

8. **Confidentiality and Non-Disclosure Obligations:** All the information, papers, correspondence, etc., pertaining to AIMLAY activities, commercial, technical, or otherwise coming into your possession in the course of your employment shall be treated strictly confidential. Furthermore, you will not make any use of any of the confidential information in any manner whatsoever without AIMLAY's prior written consent. All work Products shall be promptly communicated to AIMLAY.
9. **Task Assignment and Devotion of Time:** Your duties will be assigned to you by your superiors from time to time. You shall devote your time to tasks assigned to you by your superiors.
10. **Restriction on External Employment and Commercial Activities:** You will not be permitted to undertake any other employment or to engage in any External activities of a commercial nature without prior written approval.
11. **Restriction on Concurrent Employment and Business Activities:** You are required not to engage yourself in any other employment, or business, part-time or Full time, directly or indirectly, simultaneously as long as you are employed with the Management or engage yourself directly or indirectly in any other business connected with the dealings, or activities of the other companies in any way. Any action to the contrary would render your services liable for termination and lawful action will be taken, notwithstanding any other condition in this appointment letter.
12. **Probation:** That you will be on probation period for 3 months. However, the period of probation can be extended at the discretion of the management basis on your performance till an order of confirmation has been issued by the Management.
13. **Termination of Employment:** During the probationary period and any extension thereof, your services may be terminated without giving any notice in lieu thereof. However, on confirmation the services can be terminated by giving 30 Days' notice in lieu thereof. Upon resignation/termination of employment, you will hand over to the Company all the assets, correspondence, active business transactions, specifications, formulae, books, documents, market data, cost data, drawings, affects, records or any other data/information belonging to the Company or relating to its business and shall not retain or make copies of these items.

Notwithstanding the above condition, this contract of services may be terminated with immediate effect because of the under mentioned stipulations. This will be without payment of any compensation:

 - 13.1. If you fail, refuse or neglect to carry out and perform your duties assigned to you by the Company. For loss of confidence in you by the Company for any of the Act committed by you.
 - 13.2. If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
 - 13.3. If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude.
 - 13.4. If you commit any act prejudicial to the continuing good relationship between you and the Company.
 - 13.5. If you commit breach of any of the terms of this letter of Appointment.

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04/01/28

14. **Termination and Effect of termination:** You will be required to maintain the utmost confidentiality in dealing with the Management's money or material or documents or data. If during your service, you are found guilty of violating the confidentiality of the Management's activities, your services would be terminated with immediate effect and lawful action will be taken, notwithstanding other terms and conditions mentioned in the appointment letter.
15. **Resignation Notice Period:** The employee/trainee is required to serve a notice period of 30 days after the acceptance of their resignation. This means that once the employee/trainee submits their resignation, it must be formally accepted by the Management, and then the employee/trainee will be expected to continue working for an additional <>Notice Period<> Days before their employment officially ends. During the notice period duration, the employee agrees that he/she shall transfer all relevant knowledge, including but not limited to procedure/responsibilities, project details, pending/completed tasks, ongoing/operational assignments, contacts of vendors, clients etc. and any other information, to their designated/deemed successor. However, in case the employee fails to provide requisite knowledge transfer willingly, the notice period of the employee can be altered subject to the effectiveness of the knowledge transfer to its successor and whichever earlier; at the Management's discretion.

Furthermore, at any instance, if the Management discovers that the employee had not transferred proper knowledge to its deemed successor mischievously, the employee shall be held liable to compensate the organization for all the losses incurred in lieu thereof.

16. **Notice Period in Case of Accommodation:** The employee/trainee who have been provided accommodation by Aimlay have right to terminate the agreement only after completion of 12 months. In such a case, employee/trainee must submit a written notice to Aimlay, providing a minimum of 90 days' advance notice.

"Furthermore, the employee/trainee are also required to provide a separate written notice for termination of accommodation facilities as advance notice before 45 days."

17. **Accommodation Terms and Bond Policy: Accommodation Terms and Bond Policy:**

- 17.1. **Bond:** The employee/trainee must to sign a one-year bond in case of accommodation provided by the Aimlay.
- 17.2. **Security and brokerage:** Employee/trainee are required to pay a security deposit and also responsible for paying half of the brokerage expense for the accommodation. The security deposit is refundable, with any deductions made for damages caused to the property upon departure, as determined by the Aimlay.
- 17.3. **Reimbursement Policy for Insufficient Notice Period:** If an employee/trainee fails to provide a 90-day notice period before leaving their position, employee/trainee may be held accountable for reimbursing Aimlay for recruitment, training and administrative expenses. The reimbursement amount would be equivalent to three times the employee's/trainee's current monthly salary, as stated in their cost to Aimlay (CTC) agreement.
18. **Termination Procedures, Asset Return, and Confidentiality Obligations:** Upon termination of employment, for whatsoever reason, you shall immediately return all of the Management's property which may be in your possession or proper handover to the reporting manager or all the information whatsoever, whether termed as confidential information or not and shall not make or retain any copy of such information with you in any

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04/01/21

mode whatsoever. It would be obligatory on your part to get a proper relieving letter from the management before your services are deemed to be concluded.

19. **Medical Fitness Requirement for Appointment:** Your appointment is subject to being medically sound and fit.
20. **Retirement Policy and Superannuation Age:** You will be retired from the services of the Management on attaining superannuation at the age of 62 years or earlier in case you are physically/Mentally unfit to work any longer or for continued ill-health as certified by the medical officer /medical practitioner.
21. **Immediate Termination Policy for Unacceptable Behavior and breach of Management's Rules:** During the notice period, in the event of an employee's unacceptable attitude, action against the interest of the Management, in violation of Management's Service rules and policies including without limitation violation of Confidentiality obligations by the employee. The Management thereby reserves the right to terminate the employment immediately without any notice period and the Management shall not be liable to compensate the employee for the notice period in any manner.
22. **Termination Obligations and Non-Disparagement Agreement for Employees at Management:**
I agree that upon the termination of my employment from the Management:
 - a. I shall return to Management all documents and property of Management, even if not marked "confidential" or "proprietary," including but not necessarily limited to: drawings, blueprints, reports, manuals, correspondence, customer and/or investor lists, computer programs, and all other materials and all copies thereof relating in any way to Management's business, or in any way obtained by me during employment. I further agree that I shall not retain copies, notes, or abstracts of the foregoing.
 - b. I shall not defame the Management in front of the Management's Personnel or any third Party through online platforms not limited to fake Google reviews.
 - c. If I breach clause (b), I agree that the Management can also take defamatory legal action against me under Section 500 of IPC.

23. **Salary Hold and Compliance Terms:**

- 23.1. The Management has the right to hold an employee's salary during the notice period, based on the performance feedback from the concerned Reporting Manager.
- 23.2. The Management is at liberty to recoup the amount incurred in the training process as well as skill acquisition for the employee (whether basic, core or internal); if the employee evades/absconds from his roles and responsibilities before completion of one year from the date of signing this appointment letter.
- 23.3. The Management reserves the authority to withhold an employee's salary, initiate legal proceedings against the employee, and terminate the employment contract immediately in the event of non-compliance with the following conditions:
 - a. Employee is required to provide his/her original and authenticated educational certificates, including 10th and 12th grades, graduation, higher qualifications or transcripts, and any relevant materials. Additionally, employee should furnish his/her PAN Card, Aadhar Card, and bank details, along with documents such as the relieving letter, salary slip, offer letter, and appointment letter. Furthermore,

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- employee should be requested a 6-month bank statement and salary slip in both electronic and hardcopy formats.
- b. The specified documents must be submitted by the employee within a period of ten (10) business days from their date of joining.
24. **Reimbursement in case of Non-Performance:** In the event of failure of the Employee to perform as per the adeptness expressed by him/her at the time of joining the Organization, the employee agrees to reimburse the Organization's investment incurred in funding the Employees' recruitment, training and salary etc.
25. **Non-Compete:** During the term of this Agreement and for a period of twelve (12) months following the employee's removal or resignation from the Management or any of its subsidiaries or affiliates (the "Restricted Period"), the employee shall not, directly or indirectly, (i) in any manner whatsoever engage in any capacity with any Educational Service Provider for the employee's own benefit or for the benefit of any person.
26. **Termination Policy for False Information or Suppression of Material Facts in Employment at Management:** If any information furnished or declaration was given by you in regard to your employment to the Management is found to be false or any material information willfully suppressed, your appointment would be liable for termination without any notice or compensation.
27. **Enforcement and Indemnification for Breach of Agreement at Management in the Event of Failing to Fulfill the Notice Period Obligation:**
- 27.1 **Injunctive Relief for Breach of Agreement:** In the event of a breach of any provision contained within this Agreement, including but not limited to breaches related to confidential information, the Management shall be entitled to seek injunctive relief.
- 27.2 **Monetary Damages during Ongoing Work:** The Management may pursue the recovery of monetary damages during the course of ongoing work as a consequence of the breach.
- 27.3 **Additional Remedies and damages:** The Management's entitlement to remedies extends beyond injunctive relief, encompassing all other available legal recourses. Additionally, the Management may pursue recovery of other pertinent damages arising from the breach.
28. **Representation and Warranty of Contractual Freedom and Performance Capability:** You by acceptance of this Appointment Letter, hereby represent and warrant to AIMLAY that you are under no contractual or other restrictions or obligations that are inconsistent with the execution of this Agreement or which will interfere with your performance of the Service.
29. **Dispute Resolution and Binding Arbitration Clause for Agreement:** You hereby accept that if any dispute between the Parties arises under this Agreement, either Party may notify the other in writing of the substance of the complaint or the Parties shall use their best efforts to resolve such dispute amicably through discussion. If the dispute is not settled within 30(thirty) days of notification, unless the Parties otherwise agree in writing, such dispute shall be finally settled by binding arbitration in Rohini Court, New Delhi. The Arbitration shall be settled by the sole arbitrator as appointed by AIMLAY.

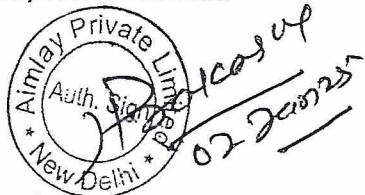
Akshit Aggarwal
04/01/25

Please sign the duplicate copy of this appointment letter and return to us a token of your acceptance of the terms and conditions of your appointment. The appointment shall be effective from the day of your joining the Management.

Wishing you all the best and welcoming you to our Management.

Yours Sincerely,

Aimlay Private Limited



✓
Authorized Signatory

Accepted & Agreed

Akshita Gaggar
04/01/25
Akshita Gaggar

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We LAY foundation of Your AIM

www.aimlay.com  +91 8287 801 801 info@aimlay.com

 Registered Office :- 125, Baaz mall, Pocket 5 Rohini, New Delhi - 110085, India
Corporate Office :- Unit No. 408, D Mall, Sector 10, Rohini, New Delhi-110085, India