

दि- 26/03/07.

माझं नाव :- कु - ऊर्षी संघ.

डॉ. श्री. धनसिंग चौधरी, यांची कार्यशाळा केव्हाचा
मग न्युप जायदा झाला आहे. त्यांची कार्यशाळा केव्हा -
- पासून माझ्यामध्ये केवळ +10 changes झाले आहेत.
त्यांनी दिलेल्या सुचनांनुसार मला यांच्या कंपनीला
यांच्या फाईलची नोंद मिळू शकली आहे.
मी त्यांची न्युप आताही आहे.

(ऊर्षी संघ.)
धनसिंग चौधरी

February 15, 2007

Urmila Sonawar
'Aradhwiram' B,
Deccan
Pune - 411027

BNM Mellon

020603432300

Dear Urmila,

Offer of Employment by Mellon India Private Limited ("the Company")

We are pleased to offer you employment with the Company. This letter sets out your individual terms and conditions of employment. Further terms and conditions of your employment are also set out in Part 1 of the Company's Corporate Human Resource Policies and Procedures Manual ("**CPP Manual**"), a copy of which is enclosed for your information. ~~In the event of any conflicts between this letter and the CPP Manual, this letter will govern.~~ You should ensure that you read this letter, together with Part 1 of the ~~CPP Manual~~, very carefully.

1. Commencement

Your employment will commence on **26th March 2007**. No other service with any other Company will be taken into consideration for continuity of service.

2. Job Title

You shall be employed by the Company as **Operations Executive**, or in such other position as the Company may determine from time to time. In this role you will be accountable to Manager Operations.

3. Place of Work

Your place of work shall initially be the Company's premises at Tower III, Cybercity, Magarpatta City, Hadapsar, Pune 411028 however, it is expressly understood that your services are transferable to any of our affiliated companies either outside or within India at the sole discretion of the Company. You can also be deputed or seconded to any of our affiliated companies.

Mellon India Private Limited, Tower III, Cybercity, Magarpatta City, Hadapsar, Pune 411028, India
Tel: +1 412 234 9800 • Fax: +1 412 234 9999
India Tel: +91 20 407 3600 • Fax: +91 20 407 3640

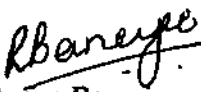
The offer of employment contained in this letter will remain open until **19th February 2007**, by which time we must have received your acceptance. If you are unable to reply by this date or if there is anything in these documents inconsistent with what you understood from your interview, or you have any queries, please contact **Sudeshna Chakravarti** in the Human Resources Department in Pune on **020-56073624** immediately.

We hope you will decide to join our Company and look forward to receiving a signed copy of this letter confirming your acceptance of our offer. This should be sent in the pre-paid self-addressed envelope enclosed herewith to the Human Resources Department of Mellon India Pvt Ltd, along with all completed documents as detailed.

At the time of joining, please bring along with you the following for our records:

1. Copies of all your educational and degree or diploma certificates;
2. 7 recent passport size photographs,
3. **Relieving letter / experience Letter** from previous organization.
4. **Proof of eligibility** to work in India in the event of you not being a resident Indian;
5. **Passport copy** or copy of the receipt of the passport application.
6. **Proof of date of birth** (Passport or any other valid document) and;
7. **Proof of residential address-** Ration Card/ Lease agreement/ Passport copy.
8. **Identity Proof-** Passport Copy/Pan Card/Driving licence/Voters Id Card.
9. **Copy of your last drawn pay slip** and/or other associated documentation to provide comprehensive tax year to date cumulative earnings and deductions usually evidenced on the Form 16.

Yours sincerely,



Reena Banerjee
HR- Business Partner,

I confirm that I have read, understood and accept the terms and conditions of my employment as set out in this letter and Part 1 of the Corporate Human Resource Policies and Procedures Manual.

Signed 

Date 22/02/2007