Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointme nt (In INR per annum)
2018-19	Kanchana Kundan Chaudhari 7038624965	Computer Engineering	2018-19	Paarsh Infotech	1.08
2018-19	Lokesh Bhagwan Mali9595844343	Computer Engineering	2018-19	Itilite Tech pvt Itd	5.5
2018-19	Minal A Mahajan9284459186	Computer Engineering	2018-19	Rainbow Infotech	2
2018-19	Kajal Govardhan Bhole 9637233569	Electrical Engineering	2018-19	Infosys	3.6
2018-19	kalyani ravindra patil 7262948201	Electrical Engineering	2018-19	Yethi Consulting	2.5
2018-19	Chetan Arun Shirude 8237698297	Electrical Engineering	2018-19	VI	2.4
2018-19	Saikat Das 9372245937	Computer Engineering	2018-19	Aurus	2.75
2018-19	Naved Khan 9730527999	Mechanical Engineering	2018-19	Capgemini	3.5
2018-19	Rushikesh Vishnu Patil 9665273334	Mechanical Engineering	2018-19	Aarti Industries Ltd	3.5
2018-19	Chetan Tangade 8446472226	Electrical Engineering	2018-19	Solugenix	3.25
2018-19	Rupesh Babulal Mali 8007563640	Electrical Engineering	2018-19	Infosys	3.6
2018-19	Dinesh Shankar Wagh 9146242124	Mechanical Engineering	2018-19	Capgemini	4
2018-19	Shubhangi Sapkal 9689448721	Computer Engineering	2018-19	Clover Infotech	3.5
2018-19	Ashwini Ahirrao 9552651734	Computer Engineering	2018-19	Market Research Future	2.76
2018-19	Shubham Gajeshwar 8208943624	Computer Engineering	2018-19	Citius Tech	12.5
2018-19	Chetan Tangade 8446472226	Electrical Engineering	2018-19	HDFC	3.5
2019-20	Harshali Vinayak Suralkar 8390817904	Computer Engineering	2019-20	Fujitsu	3.5
2019-20	Amruta Manihar Jadhav 9960016946	Computer Engineering	2019-20	Pius	10
2019-20	Nayan Shantaram Patil 7021142463	Computer Engineering	2019-20	Virtusa	4
2019-20	Jayashri Haridas Belokar 8625881552	Computer Engineering	2019-20	Fujitsu	3.6
2019-20	Swati Jagannath Kherade 9921275405	Computer Engineering	2019-20	Wipro	3.5

2019-20	Sneha Rameshwar Patil 7499167088	Computer Engineering	2019-20	WNS	2.14
2019-20	Himanshu Manikchand Shah 9975463885	Computer Engineering	2019-20	Tech Mahindra	3.6
2019-20	Ashwini vasantrao patil 8805535458	Computer Engineering	2019-20	Fujitsu	3.5
2019-20	Monika Vijay More 8329698277	Computer Engineering	2019-20	Infosys	3.6
2019-20	Puja Milind Badhe 8999073914	Computer Engineering	2019-20	Fujitsu	3.6
2019-20	PRASAD ASHOK DEVARE 9309704388	E & TC Engineering	2019-20	NEXA	2.4
2019-20	ABHISHEK VIVEK DUBEY 8600946181	E & TC Engineering	2019-20	RailTel	3
2019-20	NIKHIL VINODRAO MANDALE 7038285189	E & TC Engineering	2019-20	Casepoint	2.5
2019-20	YOGITA MADHUKAR PATIL 9284072070	E & TC Engineering	2019-20	Wipro	6.9
2019-20	TARUN SINGH 8856888657	E & TC Engineering	2019-20	rivigo	9
2019-20	GAURAV RAVINDRA MAHAJAN 9172955008	Electrical Engineering	2019-20	Innkeypms Infosystem	3.6
2019-20	BUNDELE BHUSHAN RAJU 7722011496	Electrical Engineering	2019-20	Tecsidel Toll Systems and Its	2.16
2019-20	Amol Parekar 8554017690	Mechanical Engineering	2019-20	Indian Railways	2.4
2019-20	Bhalchandra Patil	Electrical Engineering	2019-20	, Indian Railways	2.4
2019-20	Ambatkar Kiran Bandu	Electrical Engineering	2019-20	Indian Railways	2.4
		Computer			
2019-20	Koustubh Mishra	Engineering	2019-20	TCS	7
2019-20	Sohail Shaikh 9834747534	Mechanical Engineering	2019-20	TCS	3.6
2019-20	Gaurav Kanherkar 7020668004	Mechanical Engineering	2019-20	Infosy	3.6
2019-20	Shubham Mahale	Computer Engineering	2019-20	lopex	2.5
2019-20	Mayur Choudhary	Mechanical Engineering	2019-20	Infosy	3.6
2019-20	Laxman Kailash Narkhede	Computer Engineering	2019-20	Cognizant	4
2019-20	Kumudini Bharat Gavande	E&TC	2019-20	VDA Infosolutions Pvt. Ltd	3.25
2019-20	Jogendra Dipak Ghodke 7768054925	Mechanical Engineering	2019-20	TCS	3.6
2019-20	Kumudini Bharat Gavande 7057046428	E&TC	2019-20	PATHWAYS	3.5
2019-20	Vivek Yuvraj Mahajan 9657451161	Mechanical Engineering	2019-20	Infosys	3.6
2019-20	Namrata Devidas Phete 7522991971	Computer	2019-20	Fujitsu	3.6

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		Engineering			
2019-20	Krishna Suryawanshi 9860339530	Electrical Engineer	2019-20	TCS	3.4
2019-20	Krishna Suryawanshi 9860339530	Electrical Engineer	2019-20	capgemini	3.5
2019-20	Krishna Suryawanshi 9860339530	Electrical Engineer	2019-20	Tech Mahindra	3.5
2019-20	Prafull Mundokar 8055338797	Mechanical Engineering	2019-20	TCS	3.4
2019-20	Rushikesh Patil 7768861061	Mechanical Engineering	2019-20	BGPS Management Sol Pvt Ltd	3.5
2019-20	Nayan Patil7021142463	Computer Engineering	2019-20	Celebal Tech	10.5
2020-21	PINJARI SAHIL MANSOOR 9028274094	Computer Engineering	2020-21	Averest DIGI	1.44
2020-21	SHAHZAD ALAM 9670329044	Computer Engineering	2020-21	infosys	3.6
2020-21	WANI PUJA RAJESH 9860441221	Computer Engineering	2020-21	Capgemini	3.5
2020-21	CHAUDHARI MOHIT SUNIL 8552863005	Computer Engineering	2020-21	TCS	3.6
2020-21	PATIL NUTAN DILIP 8767348258	Computer Engineering	2020-21	Addteq	1.8
2020-21	KHAMBAYAT PRADNYA PRABHAKAR 7709881638	Computer Engineering	2020-21	Accenture	3.6
2020-21	PATIL YOGITA KISHOR 9763982037	Computer Engineering	2020-21	Multiverse	1.2
2020-21	WAGH YOGITA BHAUSAHEB 8669123233	Computer Engineering	2020-21	Capgemini	3.5
2020-21	PATIL JAGRUTI SUBHASH 7219241840	E & TC Engineering	2020-21	TCS	3.4
2020-21	SURYAWANSHI KRUSHNA SUBHASH 7875175586	E & TC Engineering	2020-21	Byju's	10
2020-21	VISHWAKARMA SHAILESH SURESH 9881220826	E & TC Engineering	2020-21	Cognizant	4
2020-21	SONAWANE KOMAL SHAMBHO 9579221927	E & TC Engineering	2020-21	Cognizant	4
2020-21	CHAUDHARI TUSHAR RAVINDRA 9764900286	Electrical Engineering	2020-21	TCS	3.6
2020-21	SATHE DEVYANI MILIND 8888015947	Electrical Engineering	2020-21	Capgemini	3.8
2020-21	PARDESHI SAKSHI RAJAYSING 8669185942	Electrical Engineering	2020-21	NCSI Technologies	6.8
2020-21	PATIL AKSHAY JAGANNATH 9172784530	Electrical Engineering	2020-21	TCS	3.4
2020-21	SHIRODE ANUP PRADIP 9834066299	Electrical Engineering	2020-21	Byju's	10
2020-21	BHIRUD KHILESH PRAVIN 9527174233	Electrical Engineering	2020-21	ATOS	3.6
2020-21	PAWARA RAVINDRA RAMESH 9404540206	Electrical Engineering	2020-21	Byju's	5
2020-21	WANKHEDE YOGESH BAPU 9021132122	Electrical Engineering	2020-21	HCL	2.7

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2020-21	MOHD ASLAM MOHD SALIM 8805380327	Electrical Engineering	2020-21	HCL	2.7
2020-21	PATIL RIDDHI PRAKASH 8308428825	Electrical Engineering	2020-21	infosys	3.6
2020-21	KOLI PRIYANKA SURESH 7020500895	Electrical Engineering	2020-21	infosys	3.6
2020-21	BORSE PRASHANT SUBHASH 9552830957	Electrical Engineering	2020-21	Genius Consultant	2.5
2020-21	POKHREL SHIVA DADHIRAM 9175026946	Electrical Engineering	2020-21	TCS	3.6
2020-21	BADHE CHETAN GANESH 8624949792	Electrical Engineering	2020-21	Cognizant	4
2020-21	TONGE SOPAN LAXMAN 8390837524	Electrical Engineering	2020-21	ERGO	7.5
2020-21	CHAUDHARI VISHAKHA PRAKASH 9021120004	Electrical Engineering	2020-21	TCS	3.6
2020-21	TIFANE SHUBHAM GAJANAN 7083311980	Electrical Engineering	2020-21	Byju's	5
2020-21	PATIL BHAVESH SADASHIV 8329980940	Mechanical Engineering	2020-21	infosys	3.6
2020-21	CHAUDHARI PANKAJ DHANRAJ 9561739043	Mechanical Engineering	2020-21	Infosys	3.6
2020-21	RATHOD MANGAL INDAL 9158395262	Mechanical Engineering	2020-21	Godavari Laxmi Rubbers Pvt Ltd	1.44
2020-21	PATIL AJAY RAMESH 9146828065	Mechanical Engineering	2020-21	Astral Pipe	1.8
2020-21	CHAUDHARI HIMANSHU ANIL 7350416760	Mechanical Engineering	2020-21	Cognizant	4
2020-21	KADAM SIDHARTH RAJU 8975506418	Mechanical Engineering	2020-21	infosys	3.6
2020-21	PATIL KIRTIKUMAR VIJAY 7218317058	Mechanical Engineering	2020-21	TCS	3.4
2020-21	MORE YOGITA SHALIK 9284019589	Mechanical Engineering	2020-21	Fujitsu	3.6
2020-21	KOLHE MAYUR KAILAS 7276784338	Mechanical Engineering	2020-21	infosys	3.6
2020-21	PATIL SAURABH YASHWANT 8446662621	Mechanical Engineering	2020-21	eClerx	4
2020-21	SOMVANSHI MAYUR VIJAY 9403515307	Mechanical Engineering	2020-21	Byju's	5
2020-21	TALELE KETAN BHALCHANDRA 8483824443	Mechanical Engineering	2020-21	Wipro	3.5
2020-21	GHODKE JOGENDRA DIPAK 7768054925	Mechanical Engineering	2020-21	TCS	3.6
2020-21	RAJPUT SAURAVSING RAJENDRASING 7875634204	Mechanical Engineering	2020-21	TCS	3.6
2020-21	PATIL ULHAS RAJESH 8788987883	Mechanical Engineering	2020-21	TCS	3.6

2020-21	SHINDE SURAJ DHANSING 7744808582	Mechanical Engineering	2020-21	Byju's	5
2020-21	KULKARNI PRASAD KISHOR 7276916173	Mechanical Engineering	2020-21	Capgemini	3.8
2020-21	PAWAR SWAPNIL VIJAY 9130664293	Mechanical Engineering	2020-21	Inditech Electrosystems Pvt limited	1.2
2020-21	JOSHI AJAY SATISH 8275419629	Mechanical Engineering	2020-21	Jain Farm Fresh	1.8
2020-21	SHINDE MAYUR RAJENDRA 8600826130	Mechanical Engineering	2020-21	Byju's	10
2020-21	PATIL TIKARAM BHANUDAS 9765977812	Mechanical Engineering	2020-21	Capgemini	4
2020-21	AHEMAD RAZA KHAN NADIM KHAN 8551876238	Mechanical Engineering	2020-21	Adishwar Auto Diagnostic Pvt Ltd	3
2020-21	KAWADIWALE LOKESH BHANUDAS 8550937727	Mechanical Engineering	2020-21	Terobots	4
2020-21	Lalit Ingale 8446785136	Mechanical Engineering	2020-21	Byju's	10
2020-21	Rushikesh B Patil 9665273334	<b>Electrical Engineering</b>	2020-21	Infosys	3.6
2020-21	Krushna Suryawanshi 7972025345	E & TC Engineering	2020-21	Cognizant	4
2020-21	Pradyna Khambayat 7378512433	Computer Engineering	2020-21	Cognizant	4
2020-21	Lina Wagh 8698510285	Electrical Engineering	2020-21	Mphasis	2.5
2020-21	PATIL RIDDHI PRAKASH 8308428825	Electrical Engineering	2020-21	infosys	3.6
2020-21	TALELE KETAN BHALCHANDRA 8483824443	Mechanical Engineering	2020-21	Fujitsu	3.5
2020-21	Shaikh Juneriya Mohd Afzal 7841915592	Mechanical Engineering	2020-21	Cognizant	3.6
		Mechanical			
2020-21	shubhum rathor 9834577161	Engineering	2020-21	home first	4.5
2020-21	Chhaya Attarde 9766557568	Electrical Engineering	2020-21	TATA Elxi	3.5
2020-21	SHIRODE ANUP PRADIP 9834066299	Electrical Engineering	2020-21	ATOS	3.5
2020-21	PINJARI SAHIL MANSOOR 9028274094	Computer Engineering	2020-21	Makos Infotech	3
2020-21	PATIL YOGITA KISHOR 9763982037	Computer Engineering	2020-21	Veer infotech	1.2
2020-21	PAWARA RAVINDRA RAMESH 9404540206	Electrical Engineering	2020-21	Bharat Electronics	3.6
2020-21	PATIL YOGITA KISHOR 9763982037	Computer Engineering	2020-21	Fujitsu	3.6
2021-22	HALDE SHRUTI VILAS 9503807400	Computer Engineering	2021-22	Cyber Success	

2021-22	PATIL MILIND PRAKASH 9890981645	Computer Engineering	2021-22	TCS	3.6
2021-22	CHAUDHARI HARSHADA KAILAS 7066698356	Computer Engineering	2021-22	Wipro	3.5
2021-22	KHAIRNAR MAYURI VINOD 8975804730	Computer Engineering	2021-22	HCL	4.25
2021-22	BADGUJAR CHETNA KISHOR 9145165751	Computer Engineering	2021-22	Cyber Success	
2021-22	IRAM FATEMA SHAIKH ANIS 9823356129	Computer Engineering	2021-22	TCS	3.6
2021-22	TEMKAR DARSHAN BHANUDAS 8237953718	Computer Engineering	2021-22	Siddhatech	3.25
2021-22	KOLI PRATIKSHA RAVINDRA 9545816558	Computer Engineering	2021-22	Cyber Success	
2021-22	PATIL SUDARSHANA PRADIP 8788397235	Computer Engineering	2021-22	Infosys	4
2021-22	BELOKAR AKSHAY HARIDAS 7218618936	Computer Engineering	2021-22	Sankey Business Solutions	3.6
2021-22	KHADKE LOKESHWARI DINESH 9890982241	Computer Engineering	2021-22	Capgemini	3.6
2021-22	PATIL CHETAN VISHWANATH 8208786101	Computer Engineering	2021-22	HCL	2.75
2021-22	SHIRKE AKSHADA SANJAY 8788932908	Computer Engineering	2021-22	Infosys	3.6
2021-22	SURYAWANSHI MOHAN ARUN 7588821675	Computer Engineering	2021-22	GMP Software	1.7
2021-22	SHINGANWADE CHINMAY UMESH 8275232983	Computer Engineering	2021-22	Futurism	1.55
2021-22	PRANJALI MAHAJAN 7498740064	Computer Engineering	2021-22	Cyber Meru	3
2021-22	SHAIKH MUSAIB RAEES 9028518399	Computer Engineering	2021-22	TCS	3.6
2021-22	PATIL CHETAN KAILAS 9284918665	Computer Engineering	2021-22	crave infotech	3
2021-22	BHADANE ASHVINI KESHAV 7588318881	Computer Engineering	2021-22	Cyber Success	
2021-22	KULKARNI ANIKET VASANT 8412080720	Computer Engineering	2021-22	Qualitykiosk	3.5
2021-22	KHAN LABEEB ALTAMASH 7083008273	Computer Engineering	2021-22	Wipro	3.5
2021-22	KANDELE DIPAK MANOJ 7448273135	Computer Engineering	2021-22	Byju's	5
2021-22	DOSE VAISHNAVI SUNIL 8208641277	Computer Engineering	2021-22	Cyber Success	

2021-22	PARADESHI RUCHI OMPRAKASH 7709780327	Computer Engineering	2021-22	Pius	10
2021-22	PATIL SAGAR MANOHAR 9623654537	Computer Engineering	2021-22	Infosys	3.6
2021-22	KALBAILE GAYATRI DILIP 8459093830	Computer Engineering	2021-22	Byju's	5
2021-22	PATIL DHANASHRI ANIL 9284186130	Computer Engineering	2021-22	EPPS Infotech	1.8
2021-22	KHAN UBAID FIROZ 9373411662	Computer Engineering	2021-22	Byju's	5
2021-22	SHAIKH MOHD KAIF NAKSHODDIN 8446783242	Computer Engineering	2021-22	Infosys	6.25
2021-22	KAPADIA ZAID NASIR 9325019100	Computer Engineering	2021-22	Neudesic IBM	4.6
2021-22	KHODAPE PRAJAKTA NANDU 7030692161	Computer Engineering	2021-22	FCI	3.24
2021-22	CHAUDHARI JAYESH VILAS 8411839877	Computer Engineering	2021-22	Baxees Pvt Ltd	3.5
2021-22	SANGALE HARSHADA SHANTARAM 9604930826	Computer Engineering	2021-22	HCL	2.7
2021-22	SHAHID QAMAR ABDUL KHALIQUE MANIYAR 7888101776	Computer Engineering	2021-22	VOPA	2.16
2021-22	PATIL DIKSHA SUBHASH 9730177174	Computer Engineering	2021-22	Cyber Success	
2021-22	CHOUDHARI VIPUL GANESH 7972210956	E & TC Engineering	2021-22	Infosys	3.6
2021-22	CHAUDHARI LINA RAMESH 8600591409	E & TC Engineering	2021-22	Byju's	5
2021-22	TAYADE ASHLESHA SUNIL 8806212521	E & TC Engineering	2021-22	Byju's	5
2021-22	POKHREL VIMLA DADHIRAM 8208010996	Electrical Engineering	2021-22	Wipro	3.5
2021-22	PATIL KAJAL PRALHAD 9096675963	Electrical Engineering	2021-22	Infosys	3.6
2021-22	TELI PANKAJ SHANTARAM 9096454147	Electrical Engineering	2021-22	Exegesis Infotech Pvt Ltd	4.5
2021-22	BHOLE CHETAN SANTOSH 7066958183	Electrical Engineering	2021-22	Infosys	3.6
2021-22	PATIL DINESH RAJENDRA 8180903430	Electrical Engineering	2021-22	Paramtech Cad Services Pvt Ltd	3
2021-22	PINJARI NAWAJ AFJAL 7057804689	Electrical Engineering	2021-22	BSF	4
2021-22	BHARAMBE SUNNY NARENDRA 7887445201	Electrical Engineering	2021-22	Baxees Pvt Ltd	3.5
2021-22	SINGH SUNDARAM MANTOSHKUMAR 9371190329	Electrical Engineering	2021-22	Infosys	3.6
2021-22	ALKARI CHETAN SATISH 8149344857	Mechanical Engineering	2021-22	TCS	3.6
2021-22	PACHPANDE YOGESH RAJENDRA 9172544925	Mechanical Engineering	2021-22	Infosys	3.6
2021-22	KALE VISHAL ARJUN 8999667449	Mechanical	2021-22	Whirlpool	4.8

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		Engineering			
2021-22	SHINDE VIVEK ANANDA 9637472804	Mechanical Engineering	2021-22	Indian Railways	3
2021-22	KUMBHAR GAURAV MADHUKAR 7774975511	Mechanical Engineering	2021-22	FES	5.5
2021-22	SONAWANE TUSHAR RADHESHAM 9326450781	Mechanical Engineering	2021-22	Wipro	3.5
2021-22	BHANGALE YASH RAJENDRA 8605976057	Mechanical Engineering	2021-22	Byju's	5
2021-22	SHAIKH AZHAR SHAIKH ASLAM MOMIN 7057617048	Mechanical Engineering	2021-22	Raiseon	1.8
2021-22	NARKHEDE ROHAN SANJAY 7620813898	Mechanical Engineering	2021-22	Byju's	5
2021-22	Tushar Sunil Patil 8600443788	Mechanical Engineering	2021-22	VHS Consulting	5.5
2021-22	Musaib Shaikh 9028518399	Computer Engineering	2021-22	Frshr Technologies	1.2
2021-22	PATIL MILIND PRAKASH 9890981645	Computer Engineering	2021-22	HCL	3.6
2021-22	Sagar Kale 7798472510	<b>Electrical Engineering</b>	2021-22	Helvoet	1.8
2021-22	KHADKE LOKESHWARI DINESH 9890982241	Computer Engineering	2021-22	Wipro	3.5
2021-22	BELOKAR AKSHAY HARIDAS 7218618936	Computer Engineering	2021-22	Wipro	3.5
2021-22	CHAUDHARI HARSHADA KAILAS 7066698356	Computer Engineering	2021-22	Infosys	3.6
2021-22	Kinjal Dnyaneshwar Mali 7798852811	Computer Engineering	2021-22	Orion Innovation	9.5
2021-22	BADGUJAR CHETNA KISHOR 9145165751	Computer Engineering	2021-22	Infosys	3.6
2021-22	Musaib Shaikh 9028518399	Computer Engineering	2021-22	Wipro	3.5
2021-22	IRAM FATEMA SHAIKH ANIS 9823356129	Computer Engineering	2021-22	Tech Mahindra	3.5
2021-22	SHAIKH MOHD KAIF NAKSHODDIN 8446783242	Computer Engineering	2021-22	Wipro	3.5
2021-22	SHAIKH MOHD KAIF NAKSHODDIN 8446783242	Computer Engineering	2021-22	Capgemini	3.6
2021-22	PATIL MILIND PRAKASH 9890981645	Computer Engineering	2021-22	TCS Digital	7
2021-22	SURYAWANSHI MOHAN ARUN 7588821675	Computer Engineering	2021-22	Saber	1.44
2021-22	PATIL DIKSHA SUBHASH 9730177174	Computer Engineering	2021-22	Siddatech	3.5

2021-22	SURYAWANSHI MOHAN ARUN 7588821675	Computer Engineering	2021-22	Qualitykiosk	5
2021-22	PATIL CHETAN KAILAS 9284918665	Computer Engineering	2021-22	Qualitykiosk	5
2021-22	PATIL CHETAN VISHWANATH 8208786101	Computer Engineering	2021-22	ATOS	3.5
2021-22	Chaitali Vijay Waghulde 9028391248	Computer Engineering	2021-22	Qualitykiosk	2.75
2021-22	DOSE VAISHNAVI SUNIL 8208641277	Computer Engineering	2021-22	KPI Partners	7
2021-22	KULKARNI ANIKET VASANT 8412080720	Computer Engineering	2021-22	Austere System	2.7
2021-22	Abhishek Ravindra Joshi 8149849830	Electrical Engineering	2021-22	Indian Railways	6
2021-22	HALDE SHRUTI VILAS 9503807400	Computer Engineering	2021-22	AYS	1.2
2021-22	KOLI PRATIKSHA RAVINDRA 9545816558	Computer Engineering	2021-22	Byju's	5
2021-22	SHAHID QAMAR ABDUL KHALIQUE MANIYAR 7888101776	Computer Engineering	2021-22	Byju's	5
2021-22	KALE VISHAL ARJUN 8999667449	Mechanical Engineering	2021-22	Sourthco	2.4
2021-22	KHAN LABEEB ALTAMASH 7083008273	Computer Engineering	2021-22	WonderBiz	3.75
2021-22	KOLI PRATIKSHA RAVINDRA 9545816558	Computer Engineering	2021-22	AutomationEdg e	4
2022-23	Shubhangi Santosh Mahale 9370512399	Computer Engineering	2022-23	Byju's	8
2022-23	Tejal Dilip Zope 9307016592	Computer Engineering	2022-23	Teachnook	
2022-23	Sonal Dnyandeo Naphade 8788119030	Computer Engineering	2022-23	Byju's	8
2022-23	Aditi Anil Khachane 9921265116	Computer Engineering	2022-23	Byju's	8
2022-23	Gaurav Sanjay Sonar 9021202358	Computer Engineering	2022-23	ABC Consulltant	1.2
2022-23	Neha Mohan Kolte 9075026553	Computer Engineering	2022-23	Infosys	3.6
2022-23	Harshada Narendra Kshirsagar 8600326627	Computer Engineering	2022-23	Inflex	3
2022-23	Harshal Liladhar Koli 9309982991	Computer Engineering	2022-23	TCS	3.6
2022-23	Piyush Pramod Nagore 7666822898	Computer Engineering	2022-23	Byju's	8
2022-23	Bhagyashri Vijay Mandawade 7410548830	E & TC Engineering	2022-23	TCS Ditial	7

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2022-23	Shubham Dattatray Avtale 8007628254	E & TC Engineering	2022-23	ABC Consulltant	1.2
2022-23	Hitesh Rajendra Chaudhari 9172113519	E & TC Engineering	2022-23	KALA Genset	4
2022-23	Samir Shaikh Nasir Shaikh 8087177835	Electrical Engineering	2022-23	JoulestoWatts Business Solutions Pvt. Ltd	3
2022-23	Narendra Yograj Mahajan 7350590535	Electrical Engineering	2022-23	Sai-Lee	1.5
2022-23	Kiran Laxman Patil 7420811351	Electrical Engineering	2022-23	MASO	1.8
2022-23	Devyani Vishnu Falak 9359471225	Electrical Engineering	2022-23	MASO	1.8
2022-23	Sarvesh Rajendra Chaudhari 9284960358	Electrical Engineering	2022-23	Sai-Lee	1.5
2022-23	Harshal Sunil Pardeshi 9096886882	Electrical Engineering	2022-23	Sai-Lee	1.5
2022-23	Sachin Narendra Sonawane 7798286181	Electrical Engineering	2022-23	Innovative Automation	2.2
2022-23	Pankaj Sanjay Shinde 9834606195	Electrical Engineering	2022-23	Sai-Lee	1.5
2022-23	Tejas Pravin Bhopale 9193740000	Electrical Engineering	2022-23	MASO	1.8
2022-23	Gaurav Yuvraj Dandekar 9764881337	Electrical Engineering	2022-23	MASO	1.8
2022-23	Shashikant Digambar Yevale 7030449664	Electrical Engineering	2022-23	MASO	1.8
2022-23	Varsha Subhash Patil 9545670782	Mechanical Engineering	2022-23	MASO	1.8
2022-23	Rijwan Sk Nabi Shaikh 8806254603	Mechanical Engineering	2022-23	MASO	1.8
2022-23	Sagar Ganesh Baviskar 7757901343	Mechanical Engineering	2022-23	MASO	1.8
2022-23	Pritesh Ashok Narkhede 8806535142	Mechanical Engineering	2022-23	Bigtime Software	1.8
2022-23	Roshani Dnyaneshwar Patil 9834582023	Mechanical Engineering	2022-23	Valeo	4.2
2022-23	Sachin Ananda Patil 7261981571	Mechanical Engineering	2022-23	Excel Engineers and Consultants	5.4
2022-23	Mohammad Tausif Shamsuddin Mujawar Shaikh 7028468377	Mechanical Engineering	2022-23	MASO	1.8
		Mechanical		Segula	
2022-23	Mayur Shaligram Badgujar 9623975795	Engineering	2022-23	Technologies	4
2022-23	Bhagyashri Vijay Mandawade 7410548830	E & TC Engineering	2022-23	Bluepineapple	6
		Mechanical		Reliance	
2022-23	Rahul Pawar 9158402848	Engineering	2022-23	Industries	4.5
2022-23	Narendra Yograj Mahajan 7350590535	Electrical Engineering	2022-23	MASO	1.8
2022-23	Sarvesh Rajendra Chaudhari 9284960358	Electrical Engineering	2022-23	MASO	1.8
2022-23	Gaurav Sanjay Sonar 9021202358	Computer Engineering	2022-23	Testbook	
			0000.00	Enrich Power	•
2022-23	Samadhan Dhanger 9325778715	Electrical Engineering	2022-23	Technologies	2.58
2022-23	Kiran Laxman Patil 7420811351	Electrical Engineering	2022-23	Byju's	8
2022-23	Harshada Narendra Kshirsagar	Computer	2022-23	Byju's	8

	8600326627	Engineering			
2022-23	Gaurav Sanjay Sonar 9021202358	Computer Engineering	2022-23	Byju's	8
2022-23	Tushar Solanke	Mechanical Engineering	2022-23	JoulestoWatts Business Solutions Pvt. Ltd	3
2022-23	Neha Mohan Kolte 9075026553	Computer Engineering	2022-23	AST LLC	3.6
2022-23	Gaurav Sanjay Sonar 9021202358	Computer Engineering	2022-23	Tech Mahindra	3.25
2022-23	Gaurav Sanjay Sonar 9021202358	Computer Engineering	2022-23	Qualitykiosk	2.75
	Students prog	ressing to higher	education		·
Year	Name of student who enrolled for higher education	Program graduated from	Year of graduation	Name of institution joined	Name of program admitted to
2018-19	Hemant Rajendra Patil	ELECTRICAL ENGG. GFs GCOE Jalgaon 0257 221 3500	2018-19	SHIRI RAMDEVBABA COE NAGPUR	M.TECH EEP
2018-19	Pawar Bhushan Vijay	ELECTRICAL ENGG.GFs GCOE Jalgaon 0257 221 3500	2018-19	SHINHGAD IOT,LONAVALA	M.TECH
2019-20 20	Dhiraj Sunil Dhande	MECH ENGG GFs GCOE Jalgaon 0257 221 3500	2019-2020	IIT, Indore(MP)	M.Tech (Material science)
2020-20 21	HARSHAL RAMESH MALI	ELECTRICAL ENGG.GFs GCOE Jalgaon 0257 221 3500	2020-2021	GF's GIOM& R ,Jalgaon	MBA
2020-20 21	PATIL RAHUL RAVINDRA	MECH .ENGG.GFs GCOE Jalgaon 0257 221 3500	2020-2021	Oriental Institute of Science & Technology Bhopal (Rajiv Gandhi Proudyogiki Vishwavidyalya Bhopal - 462036)	M.Tech In Machine Design

Godavari Foundations

## Godavari College Of Engineering Jalgaon

22		GFs GCOE Jalgaon 0257 221 3500		Bhusawal	Electrical Power Syetems
2021-20 22	Rahul Budha Bhoi	MECH ENGG GFs GCOE Jalgaon 0257 221 3500	2021-2022	GFs GCOE JALGAON	Mtech Thermal Engg.
2021-20 22	Tushar Motilal Jain	GFs GCOE Jalgaon 0257 221 3500	2021-2022	GFs GIMR JALGAON	MBA in business Analytics
2021-20 22	Vijay Devidas Patel	GFs GCOE Jalgaon 0257 221 3500	2021-2022	hochschule hof university of applied sciences,Germa ny	MBA oerational excellance
2021-20 22	Thakur Swapnil Uttam	MECH ENGG GFs GCOE Jalgaon 0257 221 3500	2021-2022	GFs GCOE JALGAON	Mtech Thermal Engg.
2021-20 22	Harish Ashok Patil	ELECTRICAL ENGG.GFs GCOE Jalgaon 0257 221 3500	2021-2022	LNCT Bhopal	P.hd in Electrical Engineerin g
2022-20 23	Aarzoo Sayyad	MECH.ENGG.GFs GCOE Jalgaon 0257 221 3500	2022-2023	Texas tech University Graduate school USA	MS
2022-20 23	SATHE DEVYANI MILIND	ELECTRICAL ENGG.GFs GCOE Jalgaon 0257 221 3500	2022-2023	GFs GIMR JALGAON	MBA
2022-20 23	SUNNY NARENDRA BHARAMBE	ELECTRICAL ENGG.GFs GCOE Jalgaon 0257 221 3500	2022-2023	GFs GIMR JALGAON	MBA



Godavari Foundation's

## **GODAVARI COLLEGE OF ENGINEERING**

28 Jun 2019

#### Details of Placement of Students 2018-19

Sr No	Dept	Name of Student	Campus date	Company name	Designation	Salary/ Package
1	Mech	Naved Khan		Capgemini	Software Developer	3.5 lac pa
2	Comp	Saikat Das	16/01/2019	Aurus	Software Developer	2.75 lac pa

Training & Placement Officer. GF's Godavari College of Engg. JALGAON-425003



Godavari College of Engineering, Jalgaon (Maharashtra) <tpogcoej@gmail.com>

# Fwd: Consider My This Mail For Capgemini Joining Confirmation- Location Bangalore

Naved Khan <navedkhan0809@gmail.com> To: tpogcoej@gmail.com Wed, Mar 27, 2019 at 1:42 PM

------ Forwarded message ------From: Naved Khan <navedkhan0809@gmail.com> Date: Wed 27 Mar, 2019, 11:48 AM Subject: Re: Consider My This Mail For Capgemini Joining Confirmation- Location Bangalore To: Singh, Sudha <sudha.a.singh@capgemini.com>

I am interested to join Capgemini.

On Wed 27 Mar, 2019, 10:16 AM Singh, Sudha, <sudha.a.singh@capgemini.com> wrote:

Dear Candidate,

Greetings from Capgemini!!

Your joining is confirmed on 18th April, 2019 at Bangalore.

Please confirm your interest in joining us by replying on the same mail trail before 2.30 am by 27th March 2019.

Note-

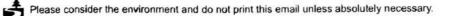
- 1) Company is not going to provide any accommodation.
- 2) 2 years of service agreement is applicable.
- 3) If at any time it is found that you have active backlogs/ aggregate percentage below 50% you will be deemed ineligible and your offer will be withdrawn immediately.
- Documents list will be send to you in separate mail. Please scan the documents in PDF.
- <u>The scanned copies must be clearly visible (blur documents won't be accepted) since we will get a BGV check</u> done based on all the documents provided.
- Do not change the subject while replying to this email.

Regards

Sudha Singh Description: Description:<sup>S Team I HR</sup> Email CBE.gif Capgemini India | CKP Mumbai

Tel.: +91 22 714 11086

www.capgemini.com





Capgemini encourages environmental awareness



#### Date: 24th January 2019

Saikat Das

Jalgaon

#### Subject: Appointment Letter for Employment as Software Developer

#### Dear Saikat,

We are pleased to inform you that you have been appointed in **Aurus Tech Pvt Ltd** as **Software developer** for our Pune facility on the following terms and conditions with effective from **1<sup>st</sup> July 2019**.

- a) Designation : Software Developer
- b) CTC : Rs 2,75,000/- pa
- c) Joining Date: 1<sup>st</sup> July 2019

#### 1) Remuneration

- a) Your consolidated Annual Cost to the Company will be as detailed in Annexure A.
- b) In case of any change in the existing statute or introduction of new statute, the Company reserves a right to adjust the salary components within the then existing Annual Cost to the Company to ensure that the payments are made in compliance with such statutes.
- c) <u>Performance Bonus</u>: You will be eligible for payment of Performance Bonus at the end of the financial year in accordance with the Company's policy as may be applicable from time to time. This bonus shall vary depending upon factors such as individual performance, company performance and target-based performance.
- d) Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
- e) Company may from time to time, deduct any statutory deduction or withhold tax as may be required by applicable law.

Aurus, Inc USA Aurus Tech Pvt Ltd, India

www.aurusinc.com

USA - One Edgewater Drive, Suite 200, Norwood, MA 02062 Phone # (+1) 781 688 1575, Fax # (+1) 508 507 3339

India - Plot G-2, Sector 26, Pradhikaran, Pune, MH - 411044 Phone # (+91) 20 27655062



Godavari Foundation's

## **GODAVARI COLLEGE OF ENGINEERING**

28 Jun 2019

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Sr No	Dept	Name of Student	Campus date	Company name	Designation	Salary/ Package
1	Mech	Naved Khan		Capgemini	Software Developer	3.5 lac pa
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Training & Placement Officer. GF's Godavari College of Engg. JALGAON-425003



Godavari College of Engineering, Jalgaon (Maharashtra) <tpogcoej@gmail.com>

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Naved Khan <navedkhan0809@gmail.com> To: tpogcoej@gmail.com Wed, Mar 27, 2019 at 1:42 PM

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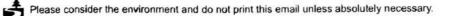
- 1) Company is not going to provide any accommodation.
- 2) 2 years of service agreement is applicable.
- 3) If at any time it is found that you have active backlogs/ aggregate percentage below 50% you will be deemed ineligible and your offer will be withdrawn immediately.
- Documents list will be send to you in separate mail. Please scan the documents in PDF.
- <u>The scanned copies must be clearly visible (blur documents won't be accepted) since we will get a BGV check</u> done based on all the documents provided.
- Do not change the subject while replying to this email.

Regards

Sudha Singh Description: Description:<sup>S Team I HR</sup> Email CBE.gif Capgemini India | CKP Mumbai

Tel.: +91 22 714 11086

www.capgemini.com





Capgemini encourages environmental awareness



#### Date: 24th January 2019

Saikat Das

Jalgaon

#### Subject: Appointment Letter for Employment as Software Developer

#### Dear Saikat,

We are pleased to inform you that you have been appointed in **Aurus Tech Pvt Ltd** as **Software developer** for our Pune facility on the following terms and conditions with effective from **1<sup>st</sup> July 2019**.

- a) Designation : Software Developer
- b) CTC : Rs 2,75,000/- pa
- c) Joining Date: 1<sup>st</sup> July 2019

#### 1) Remuneration

- a) Your consolidated Annual Cost to the Company will be as detailed in Annexure A.
- b) In case of any change in the existing statute or introduction of new statute, the Company reserves a right to adjust the salary components within the then existing Annual Cost to the Company to ensure that the payments are made in compliance with such statutes.
- c) <u>Performance Bonus</u>: You will be eligible for payment of Performance Bonus at the end of the financial year in accordance with the Company's policy as may be applicable from time to time. This bonus shall vary depending upon factors such as individual performance, company performance and target-based performance.
- d) Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
- e) Company may from time to time, deduct any statutory deduction or withhold tax as may be required by applicable law.

Aurus, Inc USA Aurus Tech Pvt Ltd, India

www.aurusinc.com

USA - One Edgewater Drive, Suite 200, Norwood, MA 02062 Phone # (+1) 781 688 1575, Fax # (+1) 508 507 3339

India - Plot G-2, Sector 26, Pradhikaran, Pune, MH - 411044 Phone # (+91) 20 27655062



02\*d September, 2021

To, Mr. Rushikesh Vishnu Patil Karmad, Dist: Jalgaon, (Maharashtra)- 425111

#### Sub.: Letter of Offer

Dear Mr. Rushikesh,

This refers to interview you had with us, we are pleased to offer you the post of "Senior Engineer- Maintenance".

You are requested to join on or before 02/10/2021. Your CTC is as agreed in interview. A formal letter of a appointment will be issued immediately after you join duties.

We welcome you to Aarti Industries Limited and wish you all the best.

Thanking you.

#### For AARTI INDUSTRIES LIMITED



**R B Thorve** 

DGM - HR & Admin.

www.aarti-industries.com | CIN: L24110GJ1964PLC007301

Regd. Office: Plot No. 801, 801/23, Ilind Phase, Andheri, Maharashtra, INDIA. T : 0260-2400362. Factory : Plot No 758/1,2 &3, Ihagadia GIDC, Sharuch, Gujarat 393110, INDIA

Admin Office : 71, Udyog Kshetra, 2<sup>rd</sup> Floor, Mulund Goregaon Link Road , Mulund (W) , Mumbai – 400080, INDIA, T : 022 – 67976886 , F : 022-25653239 <sup>1</sup> E : info@sarti-industries.com



Godavari College of Engineering, Jalgaon (Maharashtra) <tpogcoej@gmail.com>

#### Fwd: Yethi Consulting-Share me the Required Documents!- Yethi Joining

3 messages

KALYANI PATIL <kalyanipatil342@gmail.com> To: tpogcoej@gmail.com Mon, Dec 20, 2021 at 2:43 PM

------Forwarded message ------From: **Karthick Ramamoorthy** <Karthick.R@yethi.in> Date: Fri, Dec 17, 2021, 5:23 PM Subject: Yethi Consulting-Share me the Required Documents!- Yethi Joining To:

Dear Candidate,

Greetings!!

Welcome to the Yethi Consulting family.

Your DOJ in Yethi is confirmed- 20-12-2021

Your Designation : Trainee Test Analyst

Department: Delivery

#### **Office Address**

Yethi Consulting Pvt Ltd

Tower 2 Office No. 604&605

6th Floor Lodha Supremus,

Road 22, Waghle Industrial Estate, Thane West, Mumbai - 400604

Pre-Joining formalities – **Requesting to share all the Documents in one single email** on or before 9:30 AM (18-12-2021) with above attachments

It is mandatory to scan and send the following documents "One sets of photocopies each", else there will be a delay in getting your "Appointment Letter".

Yethi Joining Documents				
Sr NO	Folder Name	Documents & Format		
1		Aadhar card(Front & Back)- Single PDF Format		
		PAN- Single PDF		
		Passport (Front & Back)- Single PDF Format		

Gmail - Fwd: Yethi Consulting-Share me the Required Documents!- Yethi Joining

		DL(Front & Back)- Single PDF Format
		Voter ID(Front & Back)- Single PDF Format
2		Secondary Marksheet & Certificate -1 PDF
		Higher Secondary Marksheet & Certificate -1 PDF
		Under Graduation - ALL marksheet and Degree Certificate - 1 single PDF
		Post-Graduation - ALL marksheet and Degree Certificate - 1 single PDF
		Any certificate (ISTQB etc)
3		1.(First organisation Name) offer letter -PDF
		1.(First organisation Name) Relieving letter/ Service Letter/ Experience Letter -PDF
		2.(Second organisation Name) offer letter - PDF
		2.(Second organisation Name)Relieving letter/ Service Letter/ Experience Letter -PDF
		3.(Third organisation Name) offer letter -PDF
		3.(Third organisation Name)Relieving letter/ Service Letter/ Experience Letter - PDF
		Last three months pay slip of last company
4	Yethi Documents	ID Card - Excel Sheet
		PI Form - Excel Sheet
		PF & Insurance - Excel sheet
		BGV - PDF
		HR Information Sheet- PDF
		LOA - PDF
		NDA- PDF
		Resume - Word Format
		Photo - JPEG/PNG

Also, please note that in the event of you failing to produce the necessary documents, which you have mentioned during the interview, we will have the right to postpone/ withhold your employment with Yethi Consulting Pvt Ltd.

We look forward to having you on board and wish you a rewarding career with us.

#### Regards

Karthick R

Senior HR Recruiter - Talent Acquisition

Email : karthick.r@yethi.in | Mob : +91 9944194554



November 15, 2021

**Chetan Pradip Tangade** Juni Post Galli Ganesh Chauk, At Po Bodwad tal, Jalgaon, Maharashtra – 425310

#### Dear Chetan,

Further to our discussions to date, we, Solugenix India Private Limited ("Company"), are pleased to offer you an employment with the Company on the terms and conditions set out below.

If you accept employment on these terms and conditions, please signify your acceptance by signing in the space provided below and submit this document representing your acceptance.

This appointment letter sets forth the entire offer of the position and entirely supersedes all prior offers, promises, covenants, arrangements, communications, representations or warranties, whether oral or written, by any officer, employee, or representative of the Company; no officer, employee or representative of the Company, is authorized to offer any term or condition of employment which is in addition to or different than those set forth in this letter.

#### 1. Position

Your title will be **Associate Process Analyst – Business Services**. As an employee of the Company, you will be required to serve in the Hyderabad office of the company, in India, located at, 6th, 7th and 8th Floor, Block - B, Roxana Towers, Greenlands, Begumpet, Hyderabad - Telangana - 500016, India or any other work location assigned to you by the Company.

#### 2. Date of Commencement

Your date of commencement of employment with the Company will be on November 15, 2021.

#### 3. <u>Pay</u>

- 3.1 Your remuneration Cost to Company will be **INR 3,25,000/-** (**Rupees Three Lakhs Twenty-Five Thousand Only**) per annum. The detailed break-up of the Cost to Company is indicated in Annexure A. The payment is subject to deduction of all applicable taxes and statutory compliances in accordance with the law.
- 3.2 Salary reviews will be conducted on an annual basis in December where matters such as your performance, company profitability and general market conditions will be assessed. A salary review will not automatically lead to an increase in your salary.
- 3.3 The Company will make base contributions to a Provident Fund as per Employees Provident Funds and Miscellaneous Provisions Act, 1952 ("Provident Fund Act").

#### Solugenix India Private Limited

Corporate Office - India

Solugenix India Private Limited 6th,7th & 8th Floor, Block - B, Roxana Towers, Greenlands Begumpet, Hyderabad - 500016, Telangana, India Phone : +91 40 23754140/42/43 Email : india@solugenix.com CIN : U74200TG2005FTC045234

Corporate Office - USA

Solugenix Corporation 601 Valencia Ave, Suite 260 Brea, California (CA) 92823 Phone: +1 866 749 7658 Fax : +1 714 223 5704



#### 4. Duties, Responsibilities and Employment Conditions

- 4.1 In this position, you will at all times carry out your duties of that position as are assigned to you from time to time and all incidental duties in a diligent, timely and competent manner.
- 4.2 While employed with the Company you may not be engaged in any other form of employment or business without the prior approval of the Company.
- 4.3 In this position, you are being hired to work exclusively on projects for Solugenix India Private Limited.
- 4.4 Any work including but not limited to coding, design, product created by you in the course of providing services during your employment with the company is deemed to be work-for-hire under the Copyright Act in India and under international copyright laws and that the Company will be considered the owner of such copyrightable works.
- 4.5 A newly hired employee enters a probationary period beginning on the date of joining and continuing for six (6) months. This period may be extended by the Company, if needed. During your probationary period, your manager or other individual will instruct you by providing training, guidance and relevant information. At the end of the probation period, reporting manager and Human Resource personnel will appraise your performance after which the decision will be taken to confirm your services with the Company. In the event your employment is confirmed, the Company either prior to or upon the lapse of the probation period, your employment with the Company shall be deemed to be terminated upon the lapse of the probation period without further notice or in the alternate your probation period may be further extended for a period of six (6) months.

#### 5. <u>Working Hours</u>

- 5.1 Your working week will consist of forty- five (45) working hours. However, you may be required to work such additional hours as are necessary to meet business needs. Your salary and benefits have been calculated to compensate you for all hours worked.
- 5.2 You will be required to work in shifts as per the requirement of the Company.

#### 6. <u>Leaves & Holidays</u>

- 6.1 Entitlement to leaves shall be in accordance with the policies stated in the Company's leave policy.
- 6.2 Before an employee takes leave, it has to be formally approved by his/her reporting manager.
- 6.3 In addition to leaves, employees are entitled to the holidays in accordance with the Company's holiday list.

#### 7. <u>Abandonment of Employment</u>

Should you fail to attend work for three (3) consecutive business days without notifying the reporting manager or the HR department and without a valid reason, you will be deemed to have abandoned your employment forthwith.



#### 8. <u>Termination of Employment</u>

- 8.1 This employment may be terminated by the employee by giving Sixty (60) days' notice or notice pay (on monthly gross salary) in lieu of this notice period during the probationary period and Ninety (90) days' notice period or notice pay (on monthly gross salary) in lieu of this notice period after confirmation. The company also reserves the right to terminate you by giving fifteen (15) days' notice or notice pay (on monthly gross salary) in lieu of this notice period and thirty (30) days' notice period or notice pay (on monthly gross salary) in lieu of this notice period during the probationary period and thirty (30) days' notice period or notice pay (on monthly gross salary) in lieu of this notice period after confirmation. The company also reserves the right to release you upon your resignation prior to conclusion of your notice period without paying notice pay for the balance notice period. This is acceptable only on approval from your reporting manager & the Company's Human Resources department.
- 8.2 Notwithstanding clause 8.1, the Company may terminate your employment without notice in the event of serious misconduct by you including but not limited to, fraudulent, dishonest or undisciplined conduct of, or breach of integrity, or embezzlement, or breach of security and security policies or misappropriation or misuse by you of the Company's property, or insubordination or failure to comply with the directions given to you by persons so authorized, or your insolvency or conviction for any offence involving moral turpitude, or breach by you of any terms of this Agreement or the Company Policy or other documents or directions of the Company, or irregularity in attendance, or your repeated failure to provide assigned duties or closure of the business of the Company, or redundancy of your post in the Company, or upon you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients. Note that company will not provide you any documentary evidence in case of termination for the aforesaid reasons.
- 8.3 Notwithstanding anything aforesaid, termination by you shall be subject to the satisfactory completion of all your existing duties, obligations and projects etc.
- 8.4 At the time of termination of your employment, if there are any dues from you, the same may be recovered from you or adjusted against any money due to you from the Company on account of salary, bonus or any other such payments.

#### 9. <u>Expenses</u>

The Company will compensate you for expenses properly incurred while on official Company business. All claims must be made on standard claim forms and include receipts and vouchers. Should you be in doubt as to what justifies an allowable expense you should discuss this with your immediate manager prior to incurring the expense.

#### 10. <u>Copyright / Trade Secrets</u>

All works provided by you during your employment with the Company whether during regular office hours or otherwise shall be the property of the Company, and if so requested you shall do all such things as are necessary to confirm title of such property in the Company.

#### 11. <u>Confidentiality and Proprietary Information</u>

11.1 You will not disclose to the Company or induce the Company to use the proprietary information of others. By accepting this letter of employment, you certify to the Company that you do not have any existing obligation to others that might be inconsistent with any of the provisions in this letter of employment.



- 11.2 The Company respects the right of every company to protect its confidential and proprietary information. We do not want you or any individual interested in employment with the Company to use or disclose to anyone at the Company any confidential or proprietary information belonging to any other company at any time before, during or after your employment with the Company. Therefore, between the date of your offer letter and the date you begin employment with the Company, it is critical that you understand and comply with your continuing obligations to protect your current and past employer's confidential and proprietary information. Your failure to observe those continuing obligations could result in the Company's refusal to hire or, if discovered after you have already begun employment with the Company, disciplinary action up to and including termination of your employment.
- 11.3 The employee shall not at any time or for any reason, whether during the employment or after its termination, use or disclose to any person, any confidential information relating to the company's business except where release of such information may be reasonably necessary to enable the employee to fulfil their duties and obligations under the employment agreement.
- 11.4 The employee shall not remove or copy any company information including client/customer information, without the consent of the company.
- 11.5 The employee shall not disclose any confidential information to any other employee or other person who is not authorized to receive it.
- 11.6 The employee shall not use any confidential information relating to the company's business or information gained through their employment for their own benefit.
- 11.7 The employee shall not attempt to use any confidential information in any manner, which may injure or cause loss, whether directly or indirectly, to the company.
- 11.8 After termination of employment with the company, employee shall not directly or indirectly make a record of, or divulge or communicate to any other person, any information regarding the company's business.

#### 12. <u>Return of Materials</u>

At the request of the Company, or on your termination of employment or on your resignation, you have to deliver to your immediate authority all the materials like papers, notes, data, reference material, sketches, drawings, memoranda, documentation, software, tools, apparatus and any other material prepared or made, in whole or in part by you at any time during your employment with the Company. If you fail to do so, the Company may withhold payment of your dues, if any, and/or take such steps as may be called for to recover them from you. You will be responsible for all such items or property and shall immediately report loss of property, if any, in your possession to the Company for taking necessary action in this regard. Failure to do so will automatically entitle the company to recover any loss amount from you.

#### 13. <u>No Solicitation and Non-Compete</u>

13.1 During and for a period of one (1) year after the termination of your employment with the company, you shall not entice away from the Company any person who has been in employment or under the consultation or under apprenticeship. Further you shall not solicit or seek or attempt to solicit customers or carry on business with any person, firm or company who has at any time during the twelve months immediately preceding the termination of your employment, carried on business with the Company, without the prior written consent of the Company.



13.2 During and for a period of one (1) year after the termination of your employment with the Company, you shall not in any manner either directly or indirectly solicit or entice the other employees or customers of the Company to join or enter into transactions, as the case may be with either you directly or indirectly or with other entities which are in direct or indirect competition with the Company.

#### 14. <u>Company Policies</u>

- 14.1 You will be required to comply with all policies and procedures of the Company at all the times. You are also required to comply with the Company's Code of Conduct, in particular, with respect to its requirements concerning confidentiality, information security and security policies and conflicts of interest.
- 14.2 Further details of all schemes and policies referred to in this letter can be obtained from the Human Resources department of the Company, on request.
- 14.3 The Company may, at its sole discretion, transfer you to any other office of the Company in India or overseas or to any of its affiliates as long as the benefit of your employment accrues to the Company. In such case, you shall also be bound by any policy of such other office or affiliate, in existence at the date of this Agreement or that may be subsequently framed by the Company or the affiliate. You will also be expected to make visits and travel both within India and overseas, as may be necessary for the proper discharge of your duties.

#### 15. <u>Other Terms and Conditions</u>

- 15.1 During the term of your employment with the Company, you are required to disclose all material and relevant information, which may either affect your employment with the Company currently or in the future or may be in conflict with the terms of your employment with the Company, either directly or indirectly. If at any time during your employment, the Company becomes aware that you have suppressed any material or relevant information required to be disclosed by you, the Company reserves the right to forthwith terminate your employment without any notice and without any obligation or liability to pay any salary or other dues to you irrespective of the period that you may have been employed by the Company. Any change in your personal information including residential address, marital status and educational qualification should be notified to be given to you shall be deemed to have been duly and properly given if delivered to you personally or electronically or sent by post to you at your address as recorded in the Company's records.
- 15.2 You agree to promote the interests and welfare of the Company.
- 15.3 You agree to conform to and comply with the Company's Policy and such directions and orders as may be from time to time given by the Company.
- 15.4 You agree that during the term of your employment with the Company, you shall not be engaged either directly or indirectly in any employment, venture or business which is directly or indirectly in competition with the Company.
- 15.5 You agree that the interpretation and enforcement of this Agreement shall be governed by the laws of India and all disputes under this Agreement shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996. The venue for arbitration will be Hyderabad.
- 15.6 You confirm and agree that you will not make or publish any derogatory or disparaging statement or do anything in relation to the company or employees of the Company, which is intended to, or which might be expected to damage or lower the reputation of the company.



#### 16. Background Check

Upon your acceptance of this employment, the Company will conduct a background check on you. If the background check finds discrepancies with the information provided by you, or if the background checks shows that you have a criminal record, your employment may be terminated immediately with no further notice or notice pay.

We are very excited about having you on board and wish you success in your new position. Please sign this letter in the space provided below as your formal acceptance of this employment offer.

#### Yours Sincerely,

Chandra Digitally signed by Chandra Sekhar Sekhar Reddy Reddy Kothapu Kothapu Date: 2021.11.15 13:38:00 +05'30' Solugenix India Private Limited

Solugenix mulu i mulu i mulu

Chandra Sekhar Reddy Kothapu

Vice President – Human Resources

#### ACCEPTANCE OF EMPLOYMENT

I, **Chetan Pradip Tangade**, acknowledge that I have read this Offer of Employment and by signing in the space below I hereby accept the offer and agree to be bound by all terms and conditions set out herein.

Date: \_

Signed:	1		
Name:			



#### **ANNEXURE - A - SALARY FITMENT SHEET**

Employee Name	: Chetan Pradip Tangade
Employee ID	: SG986
Designation	: Associate Process Analyst
Department	: Business Services
Grade	: E-I
Date of Joining	: November 15, 2021
Effective Date of Fitment	: November 15, 2021

1,62,500 17 65,000
7 65.000
, 00,000
74 68,088
-
2,95,588
51 7,813
21,600
-

Variable Pay (C)

Cost to Company (A+B+C)

3,25,000

Please note that all matters related to compensation are STRICTLY CONFIDENTIAL & PERSONAL.

Any breach of this may result in disciplinary action or termination of employment.

All tax liabilities arising out of salary shall be borne by the employee.

Variable Pay payouts if any are made half yearly and your eligibility is directly linked to your performance.

Chandra Digitally signed by Chandra Sekhar Reddy Sekhar Reddy Kothapu

Kothapu

Solugenix India Private Limited

Chandra Sekhar Reddy Kothapu

Vice President - Human Resources

Received & Accepted

Employee Signature: \_\_\_\_

27,083

Date: \_\_\_\_\_



Date: 10 Jan 2022

Mr Chetan Arun Shirude 79 gandhi Nagar dhule road Nandurbar

425412 425412

Employee No: 2310323 Dear Mr Chetan Arun Shirude

#### Appointment Letter

We are pleased to appoint you in our organization as Engineer SM SQM subject to the following terms and conditions:

- 1. Your contract will commence from 10 Jan 2022 and expire on 09 Jan 2023 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 10 Jan 2022 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
- 2. You hereby agree to be liable for the following terms and conditions:
  - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
  - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
  - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
  - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
  - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
  - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
  - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
  - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
  - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
- 3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
- 4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 30 days notice in writing or payment thereof.
- 5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
- 6. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
- 7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.
- 8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to



make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.

- 9. The salary payout will be made latest by 9<sup>th</sup> of the following month.
- 10. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESI contribution. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
- 11. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
- 12. During your employment with TeamLease, if we find any irregularity or insufficiency in the documents submitted by you, this Appointment Letter would stand cancelled/revoked.

We at TeamLease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance of terms and conditions.

TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to Teamlease through email or through the toll free number which is provide to you.

#### ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For TEAMLEASE SERVICES LIMITED

Accepted and Agreed

Signature and date: Name: CHETAN ARUN SHIRUDE

(Authorized Signatory)



#### Salary Annexure

#### Employee No: 2310323

Particulars	Amount
Basic	14500
House Rent Allowance	5800
Employer PF Contribution	1800
PF Service Charges	154
Works Allowance	876
Statutory Bonus	974
Employee Compensation	63
TotalAmount	24167
Amount In Words(Rs)	Twenty Four Thousand One Hundred Sixty Seven Rupees

#### Net Pay Annexure

EARNINGS	Amount
Basic	14500
House Rent Allowance	5800
Works Allowance	876
Statutory Bonus	974
Gross Earnings	22150
DEDUCTIONS *	Amount
Employee PF	1800
Professional Tax	200
Total Deduction	2000
Net Salary	20150

\* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

\*\* Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)



In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

Please note that undergoing online training is mandatory for this engagement.

The link to undergo the programme and complete the evaluation is given below.

Link : <u>https:tlconnect.teamlease.com/Learning</u>The training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace



#### HRD/3T/1003830475/21-22

Mr. Rupesh Babulal Mali shivaji Nagar maliwada nandurbar 425412 Nandurbar-425412 India

Ph: +91-8007563640

Dear Rupesh,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO EVP and Head Human Resources - Infosys Limited** 



INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com



#### HRD/1003830475/21-22

Mr. Rupesh Babulal Mali shivaji Nagar maliwada nandurbar 425412 Nandurbar-425412 India

Ph: +91-8007563640

Dear Rupesh,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

#### Joining

Your scheduled date of employment with us will be 28-Feb-2022.

#### Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."

#### Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.



#### **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

#### Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

#### Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

#### **Compensation and Benefits**

#### Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

#### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.



#### Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

#### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

#### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

#### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.



# **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

# **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

# **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.



Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

# RICHARD LOBO EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

Sign your name

Print your full Name

Location

Signature Not Verified Digitally signed by Bichard Lobo Date: 2022.02.21 Signed Reason: Digitalty Signed Location: Bangalore

INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com



## **ANNEXURE - I** (Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)	
Mr. Rupesh Babulal Mali	
Systems Engineer	
Systems Engineer Trainee	
NTS	
	15,000
BASKET OF ALLOWANCES	
of the eligible amount (20% of Basic Salary) being paid out on a	2,850
MONTHLY GROSS SALARY	
lance 5% will be paid out in the end of the financial year after adjusting n a monthly basis)	150
	(All figures in INR per month)         Mr. Rupesh Babulal Mali         Systems Engineer         Systems Engineer Trainee         NTS         S         of the eligible amount (20% of Basic Salary) being paid out on a         RY         Iance 5% will be paid out in the end of the financial year after adjusting

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



# **ANNEXURE - II** (Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME Mr. Rupesh Babulal Mali				
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONE	NTS			
BASIC SALARY				15,000
BASKET OF ALLOWANCE	ES			4,478
BONUS / EX-GRATIA (95% monthly basis)	o of the eligible amount (20% of Basic S	Salary) being paid o	ut on a	2,850
MONTHLY GROSS SALARY		22,328		
2. ANNUAL COMPONEN	٢			
BONUS / EX-GRATIA - (Ba the advance (95%) paid out o	lance 5% will be paid out in the end of n a monthly basis)	the financial year af	ter adjusting	150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12%	of Basic Salary			1,800
GRATUITY - 4.81% of Basi	e Salary*			722
FIXED GROSS SALARY (	1+2+3)			25,000

4. INCENTIVE COMPONENTS			At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORM	ANCE LINKED INCENT	IVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALAR	XY (Inclusive of the incenti	ve Compone	nt at indicative pay	out 5% of FGS)	26,250
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)					27,500
TOTAL GROSS SALA	TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)				
	OTHER BENEFITS				
Scheme Eligible Amount In INR Interest Monthly Instalments				Margin Money (To be borne by the employee)	
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12		Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan allowance policy at that time					

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

## EMPLOYMENT OFFER LETTER

Capgemini Ref: 4965156/1188203,

02/28/2022, Dinesh Shankar Wagh.

SR NO 8/9, KISANAI BULD. LANE NO 3, YASHWANT NAGAR, CHANDAN NAGAR-KHARADI ROAD, PUNE - 411014 Pune, Maharashtra India.

#### Confidential

#### Dear Dinesh Shankar Wagh,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited** ('**Capgemini'** or '**Company**') starting from **03/02/2022** (or such other date as may be communicated to you by the Company), as per details given below

A) Your current designation will be Senior Analyst/A5.

B) You will be required to work at the Company's offices in **Pune**.

C) You have to report by 8:30 am at Pune office, for joining formalities and contact security at the main gate for your entry pass at:

Address

Capgemini Technology Services India Limited. A-1, Technology Park, A-1 Technology Park MIDC, Talwade, Pune, Maharashtra - 412114

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 400,010.00 (Rupees Four Lakh And Ten Only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any - skill allowance payout as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

## Senior Analyst

Total Cost to Company (CTC).

## Rs.400,010.00

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.180,000.00
House Rent Allowance	Rs.9,000.00	Rs.108,000.00
Other Allowances and Reimbursements – 1 #	Rs.2,032.00	Rs.24,384.00
Other Allowances and Reimbursements – 2 +	Rs.981.00	Rs.11,772.00
Advance Statutory Bonus	Rs.3,149.00	Rs.37,788.00
Gross monthly salary	Rs.30,162.00	Rs.361,944.00
Statutory payments ++		
Capgemini's contribution to PF *	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
Total Fixed Compensation		Rs.392,208.00
Total Cash Compensation		Rs.392,208.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs.7,802.00
Total Cost to Company		Rs. 400,010.00

# You need to choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements – 1 to avail tax benefits. Balance amount that is not claimed will be paid as taxable component on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 1	Annualized
Remote Working Allowance	19,800.00
Books and Journals	24,000.00
Professional Pursuit	180,000.00
Conveyance Allowance	63,600.00

+ You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements – 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 2	Annualized
Leave Travel Assistance	60,000.00
Meal Card	26,400.00
Vehicle & Driver Reimbursement	21,600.00

#### Note:

- 1. The payroll processing will be as per Company policy notified from time to time.
- 2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
- 3. For claiming tax benefit in case of admissible allowances and reimbursements (e.g. Leave Travel Assistance, Vehicle and Driver Reimbursement etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
- 4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
- 5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- \* Employee's contribution towards PF will be made from the monthly salary as defined by Law.
- The Benefits (Accidental & Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.
- # All components under Other Allowance and Reimbursement 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation basis bills submission.
- + This is the maximum limit you are eligible for. You may choose any of the optional components under 'Other Allowance & Reimbursements -2' Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

- E.) The following elements are included in the compensation package stated above:
  - 1. Provident Fund- You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
  - 2. Gratuity- Gratuity shall be paid as per the Payment of Gratuity Act, 1972.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment and consequent changes to the statutory deductions from your salary, if any.
- F.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:
  - 1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
  - 2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
  - 3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
  - 4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
  - 5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

- G.) Probationary Period:
  - 1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
  - At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.
- H.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.
- I.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:

- a.) You will submit relevant documents as mandated by the Company.
- b.) You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company.
- c.) You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless, you must submit a clear discharge and/or relieving letter within forty-five (45) days of joining the Company.
- d.) You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
- e.) You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company
- f.) You provide two satisfactory references, one being from your most recent employer(s) (prior to joining Capgemini).
- g.) Your background verification check (including residential address(es), academics & professional Degree/Diploma & Certifications, previous employment(s), criminal background etc. as applicable) conducted by the Company is cleared; and
- h.) You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.

2.Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise failed to disclose any information about your past employment, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

J.) Your employment with the Company will also be governed by the 'Terms and Conditions of Employment' contained in Exhibit 1 attached hereto.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited

Anil Kumar Singh Head - Talent Acquisition & Resourcing

#### Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Name: Dinesh Shankar Wagh

Date: 02/28/2022

## EXHIBIT 1

## Terms & Conditions of Employment with Capgemini Technology Services India Limited

#### 1. CURRENT WORK LOCATION:

1.1 Capgemini Technology Services India Limited ("Capgemini" or "Company") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

#### 2. DUTIES AND RESPONSIBILITIES:

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

## 3. COMPENSATION:

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

#### 4. TRAINING:

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

## 5. COVENANTS AND REPRESENTATIONS:

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company.
- b) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates.
- c) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi-judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi-judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi-judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at any time during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anticorruption laws, anti-bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

## 5.15 You hereby represent to the Company that:

- a) you are legally permitted to reside and be employed in India.
- b) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same.
- c) you have accepted these terms and conditions only after having had the opportunity to seek clarifications.
- d) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you.
- e) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
- f) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

## 6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, prioring information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

- 6.4 You agree and confirm that, you will, at all times:
  - a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you.
  - b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent.
  - c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care.
  - d) prevent the unauthorized use, dissemination or publication of such Confidential Information.
  - e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you.
  - not share such Confidential Information with any third party (specifically those persons who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company).
  - g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company.
  - h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
  - i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

a) was in your possession before receiving the same from the Company pursuant to this Letter.

- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

## 7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third-party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively 'Developments') that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith.
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively **'Moral Rights'**). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini's policy with respect to Intellectual Property.

#### 8. CONFLICT OF INTEREST:

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop,laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

## 9. RETIREMENT/TERMINATION:

## a.) Retirement

(i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves it right to change the retirement age.

#### b.) Notice Period/Termination

(i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company so prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labor laws and/or in the Company policies.
- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.

- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.
- c.) Effects of Cessation of Employment
  - (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
  - (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
  - (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

## 10. LIMITATION OF LIABILITY AND INDEMNITY:

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

#### 11. MISCELLANEOUS:

11.1 <u>Notice:</u> All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 <u>Severability:</u> The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 <u>Publicity:</u> You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 <u>Non-Disparagement</u>: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 <u>Waiver:</u> No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 <u>Integration</u>: This Letter along with its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 <u>Survival</u>: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 <u>Dispute Resolution/Governing Law:</u> The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties. This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 <u>Rights to Injunctive Relief</u>: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

## CONSENT LETTER

## For use of Personal Information & Sensitive Personal Data or Information

I,\_\_\_\_\_\_\_, do hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal 1. data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to

background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment, a)

- payroll processing agencies for processing my payroll (including reimbursement claims), b)
- c) law enforcement agencies,
- to comply with a judicial/quasi-judicial order, d)
- auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit, e)
- insurance companies for the purpose of group insurance, personal accident insurance etc. f)
- service providers providing services for biometric access to office premises for monitoring attendance, g)
- h) foreign consulates, embassies etc. and service providers (including travel agents) for the purpose of processing of visa, work permits etc.
- Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with: 2. a.) affiliates of the Company for administrative purposes and/or audit;
- b.) clients/prospects in relation to any staff augmentation assignments.
- That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive 3. jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter
- That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of 4 the remaining provisions of this consent letter shall not be affected or impaired thereby.
- 5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.
- I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to 6. immediately update my sensitive personal data or information in Company's records in the event of any change.
- I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the 7. Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:

Signature:

Date:

## ANNEXURE I (A)

## **Onboarding Documents**

Please carry two set of photocopies along with the original documents for verification as mentioned below:

## I. Academic qualification (highest qualification as applicable):

- X- AND XII-mark sheets
- All semester mark sheets (highest qualification)
- Provisional Certificate OR Convocation OR Degree certificate
- If Applicable- Diploma/ Completion Certification(s) for specialized courses
- II. Employment experience related documents:

## a. Current Employer:

(Document mandatorily containing: Emp ID, Designation, Start Date of Employment, End Date of Employment)

- Resignation acceptance letter OR Email confirmation from the HR OR Relieving Letter AND Experience Certificate
- Pay slips for last 3 months
- Letter of Appointment OR Offer Letter from the employer

## b. Previous Employer(s)

Experience Certificate AND / OR Relieving certificate of all employments (ensure the above document specifies start date of your employment (s)

## c. Additional documents

- Form 16 Part A only
- Cancelled Cheque(in original)/Passbook(photocopy) -Cancelled cheque leaflet issued by Bank or the pages of passbook showing the Name of the Account Holder, Bank Name, Bank Branch and IFS code required as a pre-requisite mandate for registration on ESI portal.
- Bank statement for last 3 months [Please ensure to mask all other transaction details (whether debit or credit entries) except for salary transfer details of your last employer, such that only salary credits of previous employment are visible
   Please note, should you provide any other additional document than the aforesaid, or provide bank statement without masking other transaction details, the Company shall not be held responsible for the same.]
- III. Proof of Identity (Any two):
  - PAN Card (Mandatory)
  - AADHAAR Card
  - Valid Passport All pages
  - Driving License
  - Voters ID
- IV. Passport size photograph 4 copies (white background)

## ANNEXURE I (B)

## **Background Verification**

## Reference terms:

Capgemini adheres to a strong background verification process. As a part of this process all the personal and professional information provided by you is verified, therefore we request you to provide all the necessary relevant documents as per the information provided. This will help us verify your

- Education Credentials (Bachelor's Degree/Post Graduate Degree etc.)
- Professional Experience & Employment(s) Credentials.

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks during your tenure in Capgemini and by accepting this offer you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

Please ensure that the following steps are followed to initiate the process and submit the necessary documents within 7 calendar days from the date of receipt of this offer:

Fill the standard application form by clicking the New Employee Wizard link (received from SuccessFactors Onboarding
<auto.noreply@capgemini.com>. (You will receive the link to New Employee Wizard portal shortly). In case you have not received this link within the
next 3 days please get in touch with your recruiter immediately.

Download the Address check Form, Database check form, Court record form - from the New Employee Wizard link; update the details in the form with your manual signature and mention the current date on which you have signed this form. You will have to upload back the scanned copy of these documents on to the New Employee Wizard link.

- Highest Educational Degree Certificate and Final year Mark sheet\*\*.
- Submission of all semester/term mark sheets of your highest qualification.
- Any qualification obtained from the Institute which is not recognized by UGC/AICTE is not considered.
- Experience letters and relieving letters for 5 years of employment or past 2 employers whichever is higher.

#### Form 16 - Part A only.

Bank statement for last 3 months – [Please ensure to mask all other transaction details (whether debit or credit entries) except for salary transfer details of your last employer, such that only salary credits of previous employment are visible.

Please note, should you provide any other additional document than the aforesaid, or provide bank statement without masking other transaction details, the Company shall not be held responsible for the same.]

- On the date of joining you are required to carry the experience letter/Relieving letter from all your past employers
- These letters should clearly mention your last working day with your previous employers.

Some organization issue relieving/experience letter along with the full and final settlement in such cases you should submit the resignation acceptance mail authorized by your last employers HR department and you should ensure that the last working day is clearly mentioned on this acceptance letter. Please note that in such cases you will have to submit the original experience/relieving letter to Capgemini HR department / email the same to the following email address backgroundverification.in@capgemini.com not later than 14 days of your joining\*\*\*

Court Verification Forms

Court Record form

Note:

All of these forms (Address check Form, Database check form, Court record form) are available on the New Employee Wizard link. Please download these forms from the New Employee Wizard link and fill the information in BLUE ink only.

All of the above forms are submitted to the respective authorities (Police/Courts etc) and as a part of the verification process the representatives of these authorities may visit your residence address for verification; alternatively they may also call you or ask you to visit the nearby Police Station.

\*\*\*You are required to submit all the documents with 7 days from receiving this Offer, failing which offer will be revoked\*\*\*\*

Important points to note:

In an event you fail to submit the required documents to the HR department within 30 days of first intimation/date of joining and after 2 reminders.
 Capgemini reserves the right to hold back your salary and to take disciplinary actions which inter alia include termination from service without notice.

You are requested to fill your details diligently in the link provided. If there is a discrepancy in the data provided or the copies of documents / certificates given by you as a proof in support of the above, Capgemini reserves to take disciplinary actions which inter alia includes termination from service without notice.

\*\*\*In case your last employer do not provide experience letter you may provide the relieving letter, however please ensure that the relieving letter has last working day clearly mentioned.

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

## In the absence of the above listed documents your onboarding may be delayed or deferred.

Best Regards, Team HR

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# HRD/3T/1003572207/21-22



Ms. Kajal Bhole 132/1,Sidhivinnayak Colony,Gurudawra Chauk Near Akurdi Railway Station Akurdi pune-411035 India

Ph: +91-9637233569

Dear Kajal,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO EVP and Head Human Resources - Infosys Limited** 

> Signature Not Verified Digitally signed by Fichard Lobo Date: 2022.02.1648:01:39 IST Reason: Digitally Signed Location: Bangalore

INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com



# HRD/1003572207/21-22

Ms. Kajal Bhole 132/1,Sidhivinnayak Colony,Gurudawra Chauk Near Akurdi Railway Station Akurdi pune-411035 India

Ph: +91-9637233569

Dear Kajal,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

## Joining

Your scheduled date of employment with us will be 24-Feb-2022.

## Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."

## Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.



# **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

# Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

# Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

# **Compensation and Benefits**

# Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

# **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.



# Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

# **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

# **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

# Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.



# **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

# **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

# **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.



Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

# RICHARD LOBO EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

Sign your name

Print your full Name

Location

Signature Not Verified Digitally signed by Bichard Lobo Date: 2022.02.1678:01:39 IST Reason: Digitalty Signed Location: Bangalter

INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com



## **ANNEXURE - I** (Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)			
NAME	Ms. Kajal Bhole		
ROLE	Systems Engineer		
ROLE DESIGNATION	Systems Engineer Trainee		
1. MONTHLY COMPONE	NTS		
BASIC SALARY		15,000	
BASKET OF ALLOWANCES		4,478	
BONUS / EX-GRATIA (95% monthly basis)	o of the eligible amount (20% of Basic Salary) being paid out on a	2,850	
MONTHLY GROSS SALA	RY	22,328	
2. ANNUAL COMPONENT	C		
BONUS / EX-GRATIA - (Ba the advance (95%) paid out o	lance 5% will be paid out in the end of the financial year after adjusting n a monthly basis)	150	

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



# ANNEXURE - II (Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME Ms. Kajal Bhole				
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONE	INTS			
BASIC SALARY		15,000		
BASKET OF ALLOWANCE	ES	4,478		
BONUS / EX-GRATIA (959 monthly basis)	6 of the eligible amount (20% of Basic Salary) being paid out on a	2,850		
MONTHLY GROSS SALARY		22,328		
2. ANNUAL COMPONEN	Γ			
BONUS / EX-GRATIA - (Ba the advance (95%) paid out o	alance 5% will be paid out in the end of the financial year after adjusting on a monthly basis)	150		
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12%	of Basic Salary	1,800		
GRATUITY - 4.81% of Basic Salary*		722		
FIXED GROSS SALARY (	(1+2+3)	25,000		

4. INCENTIVE COMPONENTS		At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%		
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)			1,250	2,500	5,000	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)					26,250	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)					27,500	
TOTAL GROSS SALA	30,000					
OTHER BENEFITS						
Scheme	Eligible Amount In INR	Interest	Mon	thly Instalments	Margin Money (To be borne by the employee	
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12		Nil	
	as per Company's policies, v fulfilment of all criteria def					

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



Godavari College of Engineering, Jalgaon (Maharashtra) <tpogcoej@gmail.com>

# Fwd: FW: Offer - Clover Infotech Pvt. Ltd -Shubhangi Ramesh Sapkal - Software Engineer

1 message

Shubhangi Sapkal <shubhangisapkal115@gmail.com> To: "Godavari College of Engineering, Jalgaon ( Maharashtra)" <tpogcoej@gmail.com> Tue, Mar 15, 2022 at 7:01 PM

From: Neha Nigar <neha.junaid@cloverinfotech.com>

Sent: 10 March 2022 19:02
To: shubhangisapkal115@gmail.co
Cc: 'Clover Hr' <cloverhr@cloverinfotech.com>; Veena Pujari <veena.pujari@cloverinfotech.com>; 'Dipti Gavand'
<dipti.gavand@cloverinfotech.com>; vinod.sahu@cloverinfotech.com
Subject: Offer - Clover Infotech Pvt. Ltd -Shubhangi Ramesh Sapkal - Software Engineer

Hi Shubhangi,

## Congratulations for your selection!!

We are glad to offer the position " Software Engineer".

Please consider the below salary breakup as formal offer letter.

We will provide you the soft copy of appointment letter on the day of joining i.e., 10th March 2022.

## Please share your acceptance.

## <u>ANNEXURE – I</u>

Name-Shubhangi Ramesh Sapkal

**Designation-Software Engineer** 

Grade - M1

Salary Structure

Details	<u>PM</u>	<u>PA</u>
Basic	13,125	157,500
House Rent Allowance	6,563	78,750
-		10,100
Education Allowance	200	2,400
- Food Allowance	1,100	13,200
-	1,100	10,200
Conveyance Allowance	1,600	19,200
Medical Allowance	1,250	15,000
City Compensatory Allowance	2,280	27,362
Total Gross	26,118	313,412
Gratuity	631	7,572
Medical Insurance	548	6,576
Personal Accident Insurance	70	840

Provident Fund (Company's Contribution)	1,800	21,600
Total Cost To Company	29,167	350,000

## <u>Notes</u>

Clover Infotech has the right to restructure components differently, as per prevailing policy.

You will not be entitled to all the components as India salary if you are deputed abroad.

## \*Income - tax deduction, if applicable, will be as per the Income Tax- Act-1961\*

\*In Addition to the above, you will be entitled for a Retention Bonus of 50,000/-

A detailed letter will follow along with the Appointment letter.

Thanks & Regards, Sayyed Neha -Talent Acquisition

📄 cid:em8d5d8cb0-86df-49b8-adb8-7c0ff8627952@mumres-nehani

1<sup>st</sup> Floor, Dhana Singh Processors Building, Vazir Glass Lane,

J B Nagar, Andheri (E). Mumbai–59. India.

Mobile : 9136467234 | Email ID neha.junaid@cloverinfotech.com

Visit Us: http://www.cloverinfotech.com



# **OFFER LETTER**

15<sup>th</sup> January, 2022

# Dear Ashwini,

This has reference to the various discussions you had with us.

We are pleased to make a provisional offer of appointment as **"Web Marketing Executive"**. Your Fixed Annual CTC will be a total of **INR 2,76,000** /-

The appointment offer is subject to the information provided by you in your CV and Interview are correct and valid.

This offer is valid from the date of joining the duties, which should not be later than **17<sup>th</sup> January, 2022.** In case you fail to report for joining on the above date unless extended with mutual consent, this offer will stand automatically canceled.

Your Employment with us will be governed by the terms and conditions as detailed in Annexure A

Please provide confirmation to this offer letter as a token of your acceptance of the offer, confirming you're joining date as 17<sup>th</sup> January, 2022.

We look forward to a mutually rewarding relationship.

Yours faithfully,

For Market Research Future (Part of Wantstats Research & Media Pvt. Ltd)

Amrita Kuppanatti (AVP-Human Resource) Name

Ashwini Ahirrao

Office No: 501/527/528, Amanora Chambers, Magarpatta Road, Hadapsar, Pune Maharashtra 411028 Tel. (O): +91 9607195888 / 020-48532200

Wantstats 🔜

# ANNEXURE A

# **Terms & Conditions**

- 1. **Emoluments:** Your salary structure is as detailed in Annexure B, all payments made pursuant to this agreement will be subject to the tax at source as applicable.
- 2. **Date of Joining:** Your expected date of joining is 17<sup>th</sup> January, 2022. If you are unable to join by this date, you are requested to contact HR immediately.
- 3. **Working Hours:** The company follows 5 days working policy (Monday to Friday). Weekends are observed as closed, however, in case of work requirements, you may need to work on Saturday/Sunday.
- 4. **Probation Period:** You will be on probation for a period of 6 months. Only upon satisfactory completion of the probation period, depending upon the performance assessments by your reporting manager your services may be confirmed via Confirmation letter. The assessments will be done as per the predefined parameters related to your job role.
- 5. **Notice of Termination:** You will require to give at least 60 days of written notice of resignation to the company.

The company reserves the right to relive you only at the end of 60 days "Notice Period". If you are relieved or absconded of your duties before the expiration of your notice period the Company will be entitled to recover from you as "salary in lieu of notice", an amount equivalent to the shortfall in notice period and/or to deduct such amount from any amounts which may be payable to you by the Company.

The Company, at its sole discretion, shall be entitled to terminate your employment by giving you either one month's notice in writing or One Month's salary in lieu thereof. The company reserves the right to terminate your contract without notice, or pay in lieu of notice, if, after a responsible investigation, it has reasonable grounds to believe you are guilty of serious misconduct.

6. **Leave Policy:** We believe in providing time off for vacations, personal commitments, family illness, statutory and non-statutory holidays, holidays on religious occasions. You are entitled to 18 leaves in a calendar year which is categorized as Earned Leave. 1.5 Earned leave will be added at the month-end. In addition to the above, 10 Public Holidays every year, the list of holidays will be announced at the beginning of the year.

Office No. 501/527/528, Amanora Chambers, Magarpatta Road, Hadapsar, Pune Maharashtra 411028 Tel. (O): +91 9607195888 / 020-48532200

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- 7. Before joining the company, you are requested to produce the following documents:
- Date of Birth Certificate, PAN Card, Aadhar Card.
- Educational and Professional Certificates.
- Experience/Relieving Letter of the last employer (if any).
- IT Declaration/ Form 16 from last employer (if any).
- Last employer's Salary Slips.
- Five recent passport size photographs

The Appointment letter will be issued to you on successful compliance of all incoming formalities after joining.

All other terms of employment not specifically covered herein will be in accordance with the Company Policy as available in the Policy.





# <u>ANNEXURE B</u>

# SALARY STRUCTURE.

COMPONENTS	Monthly (INR)	Annual (INR)
Basic Salary 40%	9200	110400
House Rent Allowance (HRA) 40%	3680	44160
LTC/LTA 10%	2300	27600
Food Allowance 10%	2300	27600
Project Allowances	599	7193
Medical Allow/Reimbursement	1908	22900
Conveyance Allowance	1908	22900
P.F. (Employer Contribution)	1104	13248
Total Gross Salary	23000	276000
Total Cost To Company		276000
Deductions		
P.F. (Employer Contribution)	1104	13248
P.F. (Employee Contribution)	1104	13248
Professional Tax	208	2500
Medical Insurance Premium Contribution	210	2520
Net Salary	20374	

Office No. 501/527/528, Amanora Chambers, Magarpatta Road, Hadapsar, Pune Maharashtra 411028 Tel. (O): +91 9607195888 / 020-48532200



Mar 14, 2022

To.

T: +91-22-6153-6000 F: +91-22-6153-6001 E: info@citiustech.com U: www.citiustech.com

Shubham Gajeshwar Lal Bahadur Shastri Chauk, Raver(425508), Dist. Jalgaon, Maharashtra

### Dear Shubham, Welcome to CitiusTech!

It gives me tremendous pleasure to extend our offer of employment to have you join CitiusTech Healthcare Technology Private Limited (formerly Citius IT Solutions Private Limited) ("CitiusTech") as a **Software Engineer - Development from 14-Mar-2022.** I am confident that you will have a fulfilling and rewarding career at CitiusTech.

As we have discussed previously, CitiusTech is a leading and premier provider of IT consulting and development services in the healthcare technology space. We work with several leading global companies to improve healthcare through our technical leadership in the innovative and pioneering use of the latest software technologies.

At CitiusTech, you will be a part of our IT solutions group. This group consists of individuals of the highest caliber / experience / qualification. Members of this group are drawn from the best of educational institutions from India and abroad and leading Indian and global IT services companies. As part of this group, you will continue to have the opportunities to work on cutting edge software technologies, while also developing a broad knowledge of healthcare workflows. In addition, CitiusTech will also present opportunities for personal development through our multi-faceted training programs, interest groups, leadership development programs, and our conscious policy of enabling all team members to be part of direct end-client communication.

As we have discussed, your compensation will be **Rs.12.50 lakhs** per annum - **Rs. 12.50 lakhs** as fixed (payable monthly). The fixed amount includes **Rs.0.88 lakhs** per annum of retention pay, payable monthly. (Retention is part of salary structure for the first two years of employment).

Upon joining, we will execute an appointment letter as well as a standard non-disclosure agreement. Copies of these are available for your perusal. Once again, we welcome you to CitiusTech and to the dynamic world of healthcare software and technology. Kindly note that this offer is contingent upon successful completion of a background check, including a check of your employment references.

With best wishes,

For CitiusTech Healthcare Technology Private Limited (formerly Citius IT Solutions Private Limited) Authorized Signatory Accepted & Confirmed

Date: Mar 14, 2022

JOINING BONUS LETTER



T: +91-22-6153-6000 F: +91-22-6153-6001 E: info@citiustech.com U: www.citiustech.com

### Dear Shubham Gajeshwar,

This is to inform you that you are entitled to get a joining bonus of Rs. 50000 (which shall be recovered if you separate from CitiusTech before the completion of one year).

Note: The Joining bonus is payable only if you join on the date which is mutually agreed.

For CitiusTech Healthcare Technology Private Limited (formerly Citius IT Solutions Private Limited) Authorized Signatory Accepted & Confirmed

Date: Mar 14, 2022

### CitiusTech Healthcare Technology Private Limited

Salary Structure

CitiusTech Healthcare Technology Private Limited (formerly Citius IT Solutions Private Limited)

Regd. Office : Ground floor, B Block, Teritex Building, Saki Vihar Road, Andheri (E) Mumbai 400 072, MH, India SEZ Unit : Mindspace, Serene Properties SEZ, Thane – Belapur Road, Airoli, Navi Mumbai – 400 708, MH, India SEZ Unit: Embassy Tech Village SEZ & Cessna Business park SEZ, Outer Ring Road, Bangalore, KN, India CIN: U72100MH2005PTC153862



### Name of Employee: Shubham Gajeshwar Effective Date: Mar 14, 2022

### **A STRUCTURE**

Details	Rs per month	Rs per annum
Basic	36458	437500
Company contribution to Provident Fund	4375	52500
Flexi Basket	56042	672500
Retention Pay	7292	87500
Total Fixed Pay	104167	1250000
Total cost to Company	104167	12,50,000

### **B** NOTES

- 1. Retention pay is part of salary structure for the first two years of employment
- 2. Flexi basket will be made available on the ESS portal post joining of employee
- 3. Flexi basket components Conveyance, Medical Allowance, LTA, Food coupons, NPS
- 4. Balance amount (out of flexi declaration) will be considered as "HRA"

### **C** TAKE HOME PAY

Components	Rs per month	Rs per annum
Basic	36458	437500
Company Contribution to Provident Fund	4375	52500
Flexi Basket	56042	672500
Retention Pay	7292	87500
Gross Earnings (Fixed Pay)	104167	1250000
Gross Earnings	104167	12,50,000

### Less : Deductions

Professional tax	200	2400
Provident fund- Employees Contribution	4375	52500
Provident fund- Employers Contribution	4375	52500
Total Deductions before TDS	8950	107400
Net earnings before TDS	95217	1142600

### CitiusTech Healthcare Technology Private Limited (formerly Citius IT Solutions Private Limited)

Regd. Office : Ground floor, B Block, Teritex Building, Saki Vihar Road, Andheri (E) Mumbai 400 072, MH, India SEZ Unit : Mindspace, Serene Properties SEZ, Thane – Belapur Road, Airoli, Navi Mumbai – 400 708, MH, India SEZ Unit: Embassy Tech Village SEZ & Cessna Business park SEZ, Outer Ring Road, Bangalore, KN, India CIN: U72100MH2005PTC153862





Date: 11<sup>th</sup> October 2021.

### Dear, KANCHAN KUNDAN CHAUDHARI

Congratulations! This is with reference to your application and the subsequent interviews you have had with us; we are delighted to extend this offer of service for the position of "**PHP DEVELOPER**" with **PAARSH INFOTECH**. Based at **Nashik** location.

As discussed, and agreed with you, your Monthly variable payout is **Rs 9000/-** As this has been informed, you have to achieve your monthly Project Work Commitment target to earn your payout however failure to achieve target will lead to the holding of the same. A detailed letter outlining the terms and conditions of your service will be issued to you soon in line with your working in the company.

We request you to please furnish the hard copy of the following documents on the first day of joining.

- 1. Educational Mark Sheets & Certificates: S.S.C., H.S.C., Graduation/Post- Graduation- (1 copy)
- 2. Experience letter of previous Employers mentioned in your Resume.
- 3. Relieving Letter / Resignation Acceptance Letter Of last/ Current Company.
- 4. Last 3 Months Salary Slips3
- 5. Pan Card- (1copy)
- 6. Passport Size Photograph- (2copies)
- 7. Address Proof- (Electricity Bill /Ration Card /Passport.)-(1copy)
- 8. Photo ID- (Voter ID /License /Aadhar card /Passport)- (1Copy)

You need to join Day worth on **11<sup>th</sup> October 2021.** If you fail to join our organization on the stipulated date, your offer will stand automatically withdrawn.

Please send us your offer acceptance within 24 hours indicating your acceptance to join us and agreeing to our terms and conditions discussed.

We trust that your knowledge, skills and experience will be among our most valuable

assets. We welcome you to PAARSH INFOTECH and wish you all the luck for the

bright career with us Below given are the terms on which your employment is being

considered final;

1. Your services shall be liable to be terminated: -



- If you are found to be medically, unfit.
- Whenever you have to resign give advance notice period for 30 days earlier.
- If you remain, absent due to continued ill health without approval from the company.
- •By the company at any time, if you are indulged in act of Insubordination, Interference, corrupt practices, any misconduct and breach of trust, Non-compliance with the Administrative orders or provision of rules.
- •By the company, incase if you breach the terms & conditions mentioned in the Agreement and other company policies.
- •By the company at any time, if it has been found that the declaration or information including that given in seeking employment furnished by you found false and/or misleading and/or it has been found that you had will fully suppressed any information to the company.
- •By the company, at any time if you are declared insolvent or convicted of any offense involving any moral turpitude or found. Suspected of fraud or misappropriation of money or other assets of the company as well as anywhere else convicted as guilty of any fraud, declared insolvent, and convicted of any offense involving moral turpitude and financial frauds or misappropriation under any law of the state.
- 2. In case of breach of conditions mentioned in Point 1, you shall be liable, in addition to discontinuing your services to pay damage to the extent of loss suffered by the company, to the extent of good will valuation as well. In case of default, the company shall be entitled to withhold and appropriate your payout and other monetary benefits due to you until such times as the said amount is fully recovered. In spite of such appropriation, if any amount remains to be recovered, the same shall be payable by you to the company.
- **3.** During initial 6 months period from the day of joining, your services are liable to be terminated at any time on the grounds of indiscipline and non-performance, with or without giving you any notice or compensation in lieu thereof with no dues on company's part.
- 4. Final decision on any matter will be under the discretion of the companies only. If you are in agreement with the above outlined, please sign below and submit the same or acknowledge the receipt of the mail with acceptance.
- 5. During the probation period we cannot grant you any official leave or will not get any paid national leave, you will get all the benefits of the company when the probation period ones ended after 3 months

Thanking you, yours sincerely,

Teend

Authorized HEENA SAYYAD

Received & Accepted by



### **PERSONAL & CONFIDENTIAL**

23 December 2021

To, Lokesh Bhagwan Mali, Bangalore

Sub: Letter of Appointment

Dear Lokesh

Thank you for making time for detailed discussions with us. I am pleased to offer you a role with **ITILITE Technologies Private Limited**, as per the following understanding:

COMMENCEMENT DATE - This appointment will commence on 10 January 2022

**DESIGNATION – Technical Support Engineer** 

ALL INCLUSIVE REMUNERATION – Your total annual Cost to Company will be INR 5.5 Lacs (Rupees Five Lacs Fifty Thousand only). Your details of the salary break-up are attached in Annexure A.

Your detailed employment contract is enclosed herewith separately for your perusal (titled 'Letter of Appointment'). Please read these documents carefully and if the terms and conditions are acceptable to you, please sign the duplicate copy of the Letter of Appointment on all the sheets at the right-hand bottom corner and return the same to me as a token of your acceptance.

We welcome you and look forward to a long and mutually beneficial association.

Yours truly, For ITILITE Technologies Pvt. Ltd.

Sukhpreet Swaran Sandhu Head of Human Resources

**ITILITE Technologies Private Limited** 



### Letter of Appointment

23 December 2021

To, Lokesh Bhagwan Mali, Bangalore

### **Dear Lokesh**

We, ITILITE Technologies Pvt. Ltd. (the "Company") are pleased to appoint you ("Executive") as **Technical Support Engineer** as per the following terms of appointment ("Agreement"):

### 1. Appointment

The Company hereby appoints the Executive as **Technical Support Engineer** as modified or changed by the management of the company from time to time. You are expected to join services latest by **10 January 2022** 

- (i) The place of employment shall be **Bangalore** and the normal office timings of the Executive shall be from 10:00 AM to 07:00 PM. However, depending on the time constraint within which the Company may have to provide services to its clients, the Executive undertakes to make himself available in respect of the business of the Company during such times. The Executive further undertakes to make himself available for traveling to places outside **Bangalore** to such other locations as may be decided by the Company.
- (ii) Employee will be on probation for a period of 03 months from the date of joining. The period of probation may be extended at the discretion of the Company. In case your work and conduct are found to be satisfactory you will be deemed confirmed at the end of 03 months unless notified otherwise in writing. Unless stated otherwise, there would not be any change in your employment terms on confirmation. During the probation, either party will be required to submit 15 days' notice to terminate the employment agreement.
- (iii) This Executive's employment with the company shall continue, subject to the terms and conditions of this Agreement, from the date of joining till his employment is terminated in accordance with the terms of this Agreement, or upon reaching the age of retirement (if so prescribed by any Company policy).
- (iv) During the course of his employment, the Executive shall perform such duties, functions and responsibilities as the Management shall from time to time determine and entrust to him. The Executive shall provide his services in accordance with the directions of the Management.

### 2. Remuneration and other benefits

(i) Subject to the terms of this Agreement, the Executive shall be paid a monthly remuneration and reimbursed for the expenses incurred in relation to official work, on terms which are more fully detailed in Annexure A hereto. The terms specified in Annexure A shall be subject to review and amendment as determined by the Management from time to time.

### **ITILITE Technologies Private Limited**



- (ii) Any tax liability arising in respect of payments made pursuant to this Agreement or income earned by the Executive while this Agreement is in effect shall be borne solely by the Executive. The Company shall only be responsible for withholding taxes from the payment made to the Executive pursuant to this Agreement and payment thereof to the credit of the Central Government of India in accordance with the provisions of the Income Tax Act, 1961 and applicable Law. Further, the Company shall be entitled to pass on to the Executive any liability of fringe benefit taxes in respect of any options granted to the Executive and the Executive shall be liable to bear the same. The Company shall be entitled to deduct from the remuneration set out in Annexure A, the following amounts:
  - a) Tax at source, at applicable rates;
  - b) All employment / professional taxes;
  - c) Contribution to provident funds, gratuity, or any such other Executive benefits as per the Company's policies and applicable Law; and
  - d) All other dues payable by the Executive to the Company such as, loans and advances given to the Executive, any loan taken but not repaid by the Executive from banks on the strength of the Company's guarantee etc.

### 3. Leaves

The Executive will be entitled to leaves as per the Company's leave policy as may be decided by the Management from time to time.

### 4. Executive Undertakings, Commitments and Covenants

- (i) The Executive agrees that he shall perform his duties and undertake responsibilities within the mandate of work place and office policies of the Company, as modified from time to time, at the discretion of the Company, and shall use his sincere and dedicated efforts to effectively carry out all duties and responsibilities assigned to him by the manager/supervisor and others authorized by the Company to assign such duties and responsibilities.
- (ii) The Executive undertakes, commits, agrees and covenants that all final decisions with respect to his designation, area of responsibility, promotion, raises and such other related issues shall be taken by the authorized representative of the Company, in such form and manner, as shall be determined at the discretion of the management of the Company.
- (iii) The Executive undertakes, commits, agrees and covenants that as an Executive of the Company, he shall not accept any other project or commence or continue any freelance job during the course of his employment with the Company.
- (iv) The Executive undertakes, commits, agrees and covenants that the Company shall have the right to transfer the Executive to another city/town on a permanent or temporary basis after serving on him a thirty (30) days' notice.
- (v) The Executive undertakes, commits, agrees and covenants that this Agreement shall continue to be operative notwithstanding any change in his designation, promotion or transfer.
- (vi) The Executive shall apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures, as amended from time to time.
- (vii) The Executive shall be subject to all applicable policies and bylaws of the Company as in effect from time to time. In the event of any conflict between any terms of such policies and the provisions of this Agreement, the terms of the policy shall prevail.

### 5. Ownership of Intellectual Property

### **ITILITE Technologies Private Limited**



- (i) "IP Rights" or "Intellectual Property" shall mean all rights in and in relation to all intellectual property rights subsisting in the products, software, etc., developed, being developed or proposed to be developed by the Company including all patents, patent applications, moral rights, trademarks, trade names, service marks, service names, brand names, internet domain names and sub-domains, inventions, processes, formulae, copyrights, business and product names, logos, slogans, trade secrets, industrial models, formulations, processes, designs, database rights, methodologies, computer programs (including all source codes), technical information, manufacturing, engineering and technical drawings, know-how, all pending applications for and registrations of patents, entity models, trademarks, service marks, copyrights, designs and internet domain names and sub-domains and all other intellectual property or similar proprietary rights of whatever nature (whether registered or not and including applications to register or rights to apply for registration) in each case anywhere in the world.
- (ii) The Executive expressly agrees that all Intellectual Property created by him, during the term of employment shall be a "work for hire" under the Laws of any jurisdiction and that the Company will be considered the owner of such works. The Executive agrees that all Inventions that:
  - a) are developed using equipment, supplies, facilities or trade secrets of the Company;
  - b) result from work performed by the Executive for the Company, or
  - c) relate to the Company's business or current or anticipated research and development (together the "Assigned Inventions"),

will be the sole and exclusive property of the Company and are irrevocably assigned by the Executive to the Company from the Effective Date. In any event, the Executive hereby transfers and shall be deemed to have assigned in favour of the Company, in perpetuity, all rights to sublicense or transfer any and all rights assigned hereunder to third parties. The Executive agrees to assist and cooperate with the Company in perfecting the Company's rights in such Intellectual Property. Further, the Executive hereby authorises the Company and/or its Affiliates to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Assigned Inventions or protection in respect of the Executive's contribution to the Business, with the same force and effect as if executed and delivered by the Executive.

- (iii) The Executive confirms and agrees that to the extent of all work not proprietary to the Company (including deemed property of the Company in accordance with Clause 5 (ii) above) that the Executive has created and will create during the term of his employment with the Company (from the Date of Joining onwards) any work or Intellectual Property relating to the Business of the Company in any manner whatsoever, the Executive hereby assigns unencumbered legal title in that work or Intellectual Property to the Company. The Executive further agrees to execute a formal assignment of all such work or Intellectual Property in favour of the Company, if required.
- (iv) The Executive represents and warrants that he will keep all Intellectual Property created by him during the term of employment, in strict confidence and shall use the same only for the purpose of the business and benefit of the Company and for no other purpose, except with the prior written consent of the Company.
- (v) The Executive also hereby forever waives and agrees never to assert any and all Moral Rights that the Executive may have in or with respect to any Assigned Inventions, even after termination of the Executive's work on behalf of the Company. "Moral Rights" mean any rights to claim authorship of any Assigned Inventions, to object, to prevent the modification of any Assigned Inventions, or to withdraw from circulation or control the publication or distribution of any Assigned Inventions, and any similar right, existing under judicial or statutory Law of any country in the world, or under any treaty, regardless of whether or not such right is denominated or generally referred to as a Moral Right. The Executive hereby agrees to undertake all necessary further measures for securing transfer to the Company of all worldwide patents, patent applications, copyrights, mask works, trade secrets and other IP Rights in any Assigned Inventions that the Executive may have in or with respect to any Assigned Inventions.

### **ITILITE Technologies Private Limited**



(vi) The Executive acknowledges that ownership of, and all right, title, and interest in, all the trademarks, trade names, brand names, patents, designs, domain names and other IP Rights in any product, software, methodologies, systems, processes, inventions, and works, made or conceived or first reduced to practice or created, either alone or jointly with others, during or prior to the period of employment of the Executive, whether or not in the course of his employment and whether or not such inventions are patentable, copyrightable or protectable as trade secrets, shall vest in the Company. The Executive further acknowledges that the ownership of all IP Rights in and to any and all inventions, ideas, concepts and original works of authorship created by Executive (solely or jointly with others) prior to the Executive's employment with the Company which are being used for the Business, shall vest in the Company. The Executive agrees to execute any applications, assignment agreements and all other instruments which the Company may deem necessary in order to apply for and obtain such rights and in order to assign and convey the same to the Company.

### 6. Confidential Information

- (i) The Executive acknowledges that during the course of Executive's employment with ITILITE, the Executive has had and will continue to have access to "Confidential Information" of the Company and/or received by the Company from third parties and/or received by the company from clients / customers, which is confidential to the Company and/or such third parties / clients / customers. The Executive acknowledges that Company has explained that such Confidential Information is the valuable property of the Company and/or their customers and is critical to its business.
- (ii) The Executive acknowledges that during the course of the Executive's employment with ITILITE, the Executive has had and will continue to have access to "Personally Identifiable Information" of employees of its clients / customers that is received by the company from clients / customers, which is confidential to the Company and/or such third parties / clients / customers. Personally Identifiable Information includes any information that identifies or describes the individual or data (excluding information made available from public data such as directory listings). Examples include but are not limited to credit card and debit card numbers, financial or bank account numbers and routing information, driver's license numbers and identification card numbers. Such data qualifies as Personally Identifiable Information. The Executive acknowledges that Company has explained that such Personally Identifiable Information is Confidential and is required by the company to complete its business obligations. The Executive further acknowledges accessing, using and/or disclosing Confidential Data or Personally Identifiable Information for any reason other than the legitimate pursuit of the individual's employment duties or in ways that jeopardize the security of such information constitutes misuse.
- (iii) The Executive shall forever hold the Confidential Information and/or Personally Identifiable Information in confidence and shall not publish, disclose or disseminate, any time, to any Person or Competitor of the Company/ Affiliates; or use for any purpose any Confidential Information other than such purposes as shall be required to fulfil the Executive's duties with the Company, or remove any Confidential Information, in whole or in part, from the Company's premises, without the Company's prior written permission. The Executive's obligation to protect Confidential or Personally Identifiable Information continues after termination of employment. Any misuse or unauthorized release of such information, either during or subsequent to the conclusion of employment with ITILITE may be grounds for legal action and/or disciplinary action up to and including termination from employment.
- (iv) Notwithstanding the aforesaid provisions, the Executive may disclose Confidential Information where ordered to do so, by any government, judicial or quasi-judicial authority; provided however, that the Executive shall in such a case give the Company a reasonable notice of any prospective disclosure and shall assist the Company in obtaining an exemption or protective order preventing such disclosure.



- (v) The Executive shall return to the Company or to its nominees Confidential Information, including copies thereof irrespective of storage or presentation medium, including all electronic and hard copies thereof, and any other material containing or disclosing any Confidential Information which is in the Executive's possession, power and control as and when called upon by the Company and upon termination, or at the option of the Company, as the case may be, destroy the same and will not make or retain any copies of such Confidential Information. Until such time as all such Confidential Information is returned or destroyed, the Company shall, in addition to initiating legal proceedings for recovery of the same, be entitled to withhold any salary, emoluments or other dues of the Executive. Further, the Executive shall compensate the Company for any misuse or damage to the Confidential Information of the Company.
- (vi) The Executive understands that access to the Company's databases and table structures, including but not limited to databases or tables relating to salary information, benefits, or stock of Company Executives, is only on a "need to know basis". The Executive understands that he is not permitted to access any database and tables, unless the database or table directly relates to the work being performed by the Executive, and the Executive agrees that he will not access any databases or tables other than those necessary to perform the Executive's duties. The Executive understands that accessing a Company database or table that does not directly relate to the work required to be performed by the Executive may, at the sole option of the Company, result in disciplinary action, up to and including termination of employment. Further,
  - a) Executive will not disclose his salary or any other compensation details to other Executives.
  - b) Using another Executive's password or allowing someone to use a password that has been designated solely as the password of the Executive, may, at the sole option of the Company, result in disciplinary action up to and including termination.
  - c) Executives will not copy Company data or any technical code to Executive's personal or home computers and will use only Company provided equipment.
  - d) The Executive also understands that the Company may monitor and review which databases and tables that the Executive has been accessing at any time without prior notice to the Executive.
  - e) Executives will use only the official Company e-mail system for all official and work-related communications and will not use personal e-mails for any official communication.

During the term of employment, the Executive will not improperly use or disclose any confidential information or personally identifiable information or trade secrets, if any, of any former employer or any other person to whom the Executive has an obligation of confidentiality, and the Executive will not bring onto the premises of the Company or Company's clients any unpublished documents or any property belonging to any former employer or any other person to whom the Executive has an obligation of confidentiality, unless consented to in writing by such former employer or person.

### 7. Non-Competition.

- During the term of Executive's engagement by the Company and for one (1) year thereafter (the "Restricted Period"), Executive will not engage in any acts of Competition. In agreeing to this restriction on Competition, Executive acknowledges that:
  - a) The Company's business is conducted on an international basis, and as such is not geographically limited;
  - b) if Executive were to participate in a business that competes with the Company, Executive's new duties and the products, services, and technology of the competing business would be so similar or related to those contemplated by Executive's engagement by the Company that it would be very difficult for Executive not to rely on or use the Confidential Information; and

### **ITILITE Technologies Private Limited**



- c) Executive, and any entity in competition with the Company to which Executive might render services, cannot avoid using the Confidential Information, because even in the best good faith, Executive cannot as a practical matter avoid using the knowledge of the Confidential Information in Executive's work with such an entity.
- (ii) If any restriction with regard to Competition is found by any court of competent jurisdiction, or an arbitrator, to be unenforceable because it extends for too long a period of time or over too great a range of activities or in too broad a geographic area, it will be interpreted to extend over the maximum period of time, range of activities or geographic area to which it may be enforceable.
- (iii) For the purpose of this Agreement, "Competition" means:
  - a) recruiting, soliciting, or inducing of any non-clerical Executives of the Company or its affiliates or any advisor in the Company councils to terminate their employment with, or otherwise cease their relationship with, the Company or its affiliates, or hiring or assisting another person or entity to hire any non-clerical Executive of the Company or its affiliates or any person who within six (6) months before had been a non-clerical Executive of the Company or any of its affiliates or any advisor to the Company councils;
  - b) soliciting or inducing any actual or prospective customer, client, or investor of the Company or its affiliates to terminate, or otherwise to cease, reduce, or diminish in any way its relationship or contemplated relationship with the Company or its affiliates, whether or not the relationship between the Company or such affiliate and such person or entities was originally established, in whole or in part, through Executive's efforts; or
  - c) soliciting business of any client of or investor in the Company or any affiliates thereof (unless such solicitations are rendered on behalf of the Company or its affiliates), or render any services of the type usually rendered by the Company or an affiliate thereof for any such client of the Company or any affiliates thereof (unless such services are rendered on behalf of the Company), whether or not the relationship between the Company or such affiliate and such client or investor was originally established, in whole or in part, through Executive's efforts.
  - d) Joining, working for, employed with, provide consultation or services to, be associated with, or advice a competitor of the Company.

### 8. Indemnification

The Executive shall defend, indemnify and hold the Company harmless from and against any and all losses, claims, liabilities, judgments and other matters, including but not limited to, reasonable attorney's fees arising out of or incurred in connection with, a breach of any representation, warranty or covenant of the Executive under this Agreement.

### 9. Remedies on Breach

- (i) Executive agrees that upon a material breach of this Agreement by the Executive and failure by Executive to rectify such breach within the cure period of seven (7) days, only if such breach is capable of such cure or rectification, the Company shall have the right to recover all the losses and damages suffered by it and the Executive shall be liable to pay to the Company all remuneration received from the Company in addition to the compensation for the losses suffered by the Company.
- (ii) The Executive agrees that any negative covenants, obligations and/or undertakings given to the Company shall be specifically enforceable by injunction and any damages claimed in addition thereto shall not constitute a defence to

### **ITILITE Technologies Private Limited**



any claim of injunction nor prevent the grant of specific relief to the Company. The Executive expressly waives the defence that damages are sufficient alternate relief to an injunction and the Executive confirms, assures and represents that each and all the negative covenants and obligations and undertakings referred to herein or separately executed in favour of the Company shall be enforceable by one or more mandatory injunctions prohibiting the breach of any covenant or compelling specific performance of any obligation or the observance of any covenant on the part of the Executive as contracted herein (whether by way of ad interim or interim relief, or otherwise by way of permanent injunction and damages).

(iii) No remedy conferred by any of the provisions of this Agreement is intended to be exclusive of any other remedy which is otherwise available at law, in equity, by statute or otherwise, and each and every other remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law, in equity, by statute or otherwise. The election of any one or more of such remedies by any of the Parties hereto shall not constitute a waiver by such party of the right to pursue any other available remedy.

### 10. Termination

- (i) The Company may, pursuant to the decision of the management, terminate this Agreement upon written notice to the Executive. The termination shall be effective after 60 days from the date of receipt (by the Executive) of such notice. Alternatively, the Company may, pursuant to the decision of the management, terminate the Executive's employment with immediate effect, upon giving the Executive salary in lieu of notice.
- (ii) In case any disciplinary and / or legal proceeding is pending or contemplated against the Executive, the Company may refuse the Executive's resignation and, in such case, the resignation shall not take effect till the Company accepts it.
- (iii) In case the Executive voluntarily resigns from the services of the company, they have to serve out the full notice period. In case the Executive leaves the company's service without completing the notice period, they need to pay the company a cost up to equivalent notice period days' salary.
- (iv) Your services could be terminated without any notice or liability for the following indicative causes:
  - a) engage in serious misconduct;
  - b) commit a serious or persistent breach or non-observance of any condition of your employment;
  - c) are convicted of an indictable offence;
  - d) knowingly or repeatedly act in excess of your powers or in contravention of the instructions of the management or the board;
  - e) knowingly or repeatedly fail to perform your duties as set out herein;
  - f) uninformed continuous absence for more than 3 days
  - g) act with gross or repeated incompetence or negligence to the material detriment of the Company; and
  - h) grossly or repeatedly contravene the provisions of the Non-Solicitation and Non-Competition Clause or the Confidentiality Clause hereof.
  - i) Discrepancies found in the background/ antecedents' verification done on the information disclosed or shared

### **10A.** Consequences of Termination / Resignation

(i) Upon termination of this Agreement, the obligations of the Company towards the Executive under this Agreement shall terminate except for the obligations to pay to the Executive any compensation as specified in Annexure A, earned and accrued till the date of termination, to the extent unpaid as on the date of termination; any payment under employee benefit plans/schemes required to be provided by the Company to the Executive pursuant to

### **ITILITE Technologies Private Limited**



applicable Law; provided that the Executive shall not be entitled to any other salary, compensation, benefit or service payments from the Company thereafter, and provided further that the Company is entitled to set-off or deduct any amounts due from the Executive to the Company prior to making such payments.

- (ii) Termination of the Executive's appointment hereunder shall be without prejudice to any rights which have accrued to the Parties at the time of termination or to such provisions of this Agreement which by their nature are intended to survive the termination of this Agreement.
- (iii) The Executive shall, at the time of leaving the employment of the Company, immediately deliver to the Company (and will not keep in his possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondences, specifications, drawings, blueprints, sketches, materials, equipment, other documents, property or any Confidential Information, or reproduction of any aforementioned items developed by the Executive pursuant to his employment with the Company or otherwise belonging to the Company, its successors or assigns.
- (iv) Upon termination of this Agreement, any Equity Securities / vested stock options held by the Executive shall remain subject to the terms laid down in the ITILITE Stock Option plan.

### 11. Conflict of Interest Guidelines

- (i) The Company has certain conflict of interest guidelines contained herein below. The Executive agrees to diligently adhere to these guidelines of the Company.
- (ii) It is the policy of the Company to conduct its affairs in strict compliance with the letter and spirit of the Law and adhere to the highest principles of business ethics. Accordingly, all officers, employees and independent contractors must avoid activities, which are in conflict, or appear to be in conflict, with these principles and with the interests of the Company. The following are potentially compromising situations, which must be avoided. Any exceptions must be reported to the management and written approval for continuation of the same must be obtained:
  - d) Revealing Confidential Information to outsiders or misusing Confidential Information. Unauthorized divulging of information is a violation of this policy whether or not for personal gain and whether or not harm to the Company is intended.
  - e) Accepting or offering substantial gifts, excessive entertainment, favours or payments, which may be deemed to constitute undue influence or otherwise be improper or embarrassing to the Company.
  - f) Participating in civic or professional organizations that might involve divulging Confidential Information of the Company.
  - g) Initiating or approving any form of personal or social harassment of employees.
  - h) Investing or holding outside directorship in suppliers, customers, or competing companies, including financial speculations, where such investment or directorship might influence in any manner the decision or course of action of the Company.
  - i) Improperly and without prior written authorization, using or disclosing to the Company any proprietary information or trade secrets of any former or concurrent employer or other Person with whom obligations of confidentiality exist.

### **ITILITE Technologies Private Limited**



- j) Unlawfully discussing prices, costs, customers, sales, or markets, of the Company, with competing companies or their employees.
- k) Making any unlawful agreement with distributors with respect to prices.
- Improperly using or authorizing the use of any inventions, which are the subject of patent claims of any other Person.
- (iii) The Executive agrees to take every necessary action to ensure compliance with these guidelines and to bring problem areas to the attention of the management for review. Violations of this conflict of interest policy may result in termination of employment for Cause.

### 12. Governing Law and Jurisdiction

This Agreement shall be construed, interpreted and applied in accordance with, and shall be governed by, the laws applicable in India. The courts at Bengaluru shall have the exclusive jurisdiction to entertain any dispute or suit arising out of or in relation to this Agreement.

The company reserves the right to conduct reference & background checks on candidates. In case you fail to submit any documents mentioned as part of the offer letter, or if there is a discrepancy in the documents submitted/ information disclosed, the company reserves the right to terminate your employment with immediate effect.

Please return the duplicate copy of this letter signed by you in token of your acceptance of the above terms and conditions within **two days** of receiving it.

We welcome you on board and wish to create prosperity and wealth for each other.

For ITILITE Technologies Pvt. Ltd.	SIGNED AND ACCEPTED
	Lokesh Bhagwan Mali
Sucorprat Sign	
Sukhpreet Swaran Sandhu	
Head of Human Resources	



### ANNEXURE A

Salary Breakup	Annual (INR)	Monthly (INR)
Total Compensation	550000	
Fixed Pay (A)	500000	41667
Basic	250000	20833
HRA	125000	10417
LTA	50000	4167
Special Pay	75000	6250
Variable Pay (B)		
Performance Linked Bonus		
(Annual value, subject to target achievement)	50000	
EPF Employer Contribution	21600	1800
EPF Employee Contribution	21600	1800
PT	2400	200
Net Fixed Pay before Income Tax	454400	37867
Benefits		
Gratuity	As pe	r Act
Note		

(i) Gratuity is paid in addition to the total compensation specified above as per Gratuity act on retirement or Executive leaving the Company after minimum five years of continuous services.

(ii) Variable pay is linked to performance. Will be paid out Annually.

(iii) Income Tax deduction; as per Income Tax rules, based on receipts/declarations for non-base allowances and for investments.

(iv) Professional Tax deduction will be applicable as per Profession Tax laws.

(v) Medical Insurance for Self/Family (Spouse, dependent children's) will be covered under Company's Health Insurance scheme, with a sum insured value of Rs.5 Lakhs per annum.

SIGNED AND DELIVERED	SIGNED AND ACCEPTED
For ITILITE Technologies Pvt. Ltd.	Lokesh Bhagwan Mali
Sucaprat Bin	
Sukhpreet Swaran Sandhu	
Head of Human Resources	

### **ITILITE Technologies Private Limited**



17<sup>th</sup> January 2022

Employee ID: RI423

To, Ms. Minal Mahajan

At. Post. Hingone Kh Tal. Dharangaon Hingona Budruk, Jalgaon Maharashtra - 425104

# APPOINTMENT LETTER

Dear Minal,

With reference to your application/resume and the subsequent interview you had with us, we are pleased to appoint you as "Trainee BI Developer" on 17th January 2022 with our company on the following terms conditions: -

### 1. Appointment:

### (a) Probation:

your employment with immediate effect and without compensation. During probation period this There is a mandatory 6 months evaluation period (probation period) which will commence from the date of your joining. Upon successful completion, your services in the Company will be confirmed. During the evaluation period, if the management deems that you are not suitable for appointment can be terminated by giving one month notice period in writing by the employee. The company reserves the right to recover one month salary in lieu of notice period if not served. the position that you have been appointed to, they reserve the right to terminate

### (b) Confirmation:

probation period of which the Company will be sole judge. After written confirmation of your services, this appointment can be terminated by giving two months' notice in writing by the employee. The Company reserves the right to recover two month's salary in lieu of notice period if Your appointment will be confirmed in writing after you have successfully completed the not served.

## (c) Remuneration:

Your Annual package will be Rs. 200,004/- (Rupees Two Lakhs & Four Only/-) (a detailed salary structure is attached herewith as Annexure). All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashment that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the

Tech Summit Surv. No.87, Plot No. 110, Lane No. 4, Priyanka Park, Near Veerbhadra Nagar, Baner, Punje 411045 (MH)

D: rainbowinfotech.com



### महाराष्ट्र मेट्रो रेल कॉर्पोरेशन लिमिटेड MAHARASHTRA METRO RAIL CORPORATION LIMITED

भारत सरकार आणि महाराष्ट्र शासनाचा संयुक्त उपक्रम Joint Venture of Govt. of India & Govt. of Maharashtra PUNE METRO RAIL PROJECT

No. MAHA-Metro/P/HR/06(S)-2020/VRC/2023/432

Date: 1/10/2023

### OFFICE ORDER NO. 174/2023

Consequent upon provisional selection for the post of Station Controller/Train Operator/Train Controller - S1 against Advt. No. MAHA-Metro/P/HR/O&M/06(S)/2020 dated 08.12.2020 issued by MAHA-Metro, Pune and acceptance of terms & conditions of offer of appointment, noted below, for the said post, Shri Vishal Ramesh Chaudhari, has joined Pune Metro Rail Project on 30/10/2023 (F.N.). Accordingly, he has been posted in O&M Wing of Pune Metro as per details given below:

Name of Employee	Desig.	Emp. ID	IDA Pay Scale (in Rs)	Basic Pay (in Rs)	Reporting Authority
Shri Vishal Ramesh Chaudhari (EWS)	SC/TO/TC-S1	40177	Rs. 33,000 - 1,00,000/-	Rs. 33,000/- w.e.f. 30/10/2023	ED (Safety and O&M) MAHA-Metro, Pune

NB:

- Shri Vishal Ramesh Chaudhari will be governed by the MAHA-Metro policies and terms and conditions stipulated in the offer of appointment letter No. MAHA-Metro/P/HR/Advt. 06(S)-2020/VRC/2023/401 dated 19/10/2023, duly accepted by him.
- 2. He has been declared medically fit in the required medical category by the MAHA-Metro empanelled hospital.
- 3. He has executed necessary Service Bond as per Bond policy of MAHA-Metro.
- 4. This appointment is subject to submission of validation of caste certificate from the Competent Authority.
- 5. Necessary training shall be organized and imparted by O&M wing to the above candidate.
- 6. He will do the work time to time assigned to him by the Controlling Official/Competent Authority.
- 7. He may please note that without prejudice to above, in case there is any adverse report against him from the Civil/Police authority about his character and antecedents, necessary action, as deemed fit, will be taken against him, including termination of services.
- 8. Photograph, Signature & LTI Shri Vishal Ramesh Chaudhari is appended below.



(Signature)

minan

(Rajkumar Apotikar) Sr. DGM (HR) MAHA-Metro, Pune

### Copy for information and necessary action to:

- 1. PS to MD for kind information of MD please.
- 2. Director (Works), D (S & OP), D (RSS&OP), DF For kind information please.
- 3. ED (Safety and O&M), PMRP He is requested to arrange for imparting necessary training to the above candidate.
- 4. All EDs/HODs, PMRP For kind information please.
- 5. GM (Finance), PMRP For kind information please.
- 6. Sr. DGM (HR), AM(HR) For information please.
- 7. AM (HR) for necessary action and updating SAP For information please.
- 8. Shri Vishal Ramesh Chaudhari, SC/TO/TC for kind information & necessary action.
- 9. Personal file of concerned official.
- 10. Office Order file.

HRD/COV/1005492895/22-23



Mr. Nilesh Pandurang shirsath At P Vikharan Dewache, Tal Shinkheda, District Dhule, Dondaicha-425408 India

Ph: +91-9970809660

Dear Nilesh,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! At Infosys, we are guided by our purpose to amplify human potential and create the next opportunity for people, businesses and communities. None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO EVP and Head Human Resources - Infosys Limited** 

Signature Not Verified Digitally signed by RICHARD GERARD LOBO Date: 2023.01.2011:53:48 IST Reason: Digitally Signed Location: Bangatore

Corporate Office: CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com

INFOSYS LIMITED Building: Cypress, 6th to 8th Floor, Plot No. 18 Rajiv Gandhi Infotech Park, MIDC, Hinjawadi, Phase-3 Pune, Maharashtra-411057 HRD/1005492895/22-23



Mr. Nilesh Pandurang shirsath At P Vikharan Dewache, Tal Shinkheda, District Dhule, Dondaicha-425408 India

Ph: +91-9970809660

Dear Nilesh,

Congratulations! We are delighted to make you an offer as **Associate Consultant** and your role is **Associate Consultant**.

Here are the terms and conditions of our offer:

### **Joining Date**

Your scheduled date of employment with us will be March 30, 2023 .

### Location

Your location for employment is PUNE (SEZ), Building: Cypress, 6th to 8th Floor, Plot No. 18 Rajiv Gandhi Infotech Park, MIDC, Hinjawadi, Phase-3 Pune, Maharashtra-411057.

You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

The Company at its sole and absolute discretion permits you to work remotely for a period of 12 months. However, the Company reserves the right to require you at any time to perform your work at the office of the Company, for any reason whatsoever including but not limited to change in applicable law, in which case you will be provided reasonable time, but not less than fourteen calendar days, by the Company to commence work at the office of the Company, without the above being considered as modification to your working conditions. You and the Company agree that your performance will be under constant review to assess the opportunity to continue rendering your services remotely.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

INFOSYS LIMITED Building: Cypress, 6th to 8th Floor, Plot No. 18 Rajiv Gandhi Infotech Park, MIDC, Hinjawadi, Phase-3 Pune, Maharashtra-411057 Corporate Office: CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com



\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

### **Probation and Confirmation**

You will be on probation for a period of six months from the date of joining us. On successful completion of your probation, you will be confirmed as a permanent employee of Infosys Limited. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet at Annexure - III.

### Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of leave annually, during probation. On confirmation, you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Compensation and Benefits**

### Salary

Your Fixed Gross Salary will be **INR 67,501** per month and Total Gross Salary inclusive of Performance Bonus (at an indicative payment of 100%) will be **INR 75,001** per month. The break-up of your salary has been provided in the Compensation Details sheet at Annexure - I.

### **Performance Bonus**

You will be eligible to participate in the Companys discretionary Bonus Plan. Your maximum Performance Bonus (at a payment of 100%) is **INR 7,500** per month. This payment of your Bonus can vary from 0% to 100% depending on individual, group and Company performance.

### **Guaranteed Bonus**

For the first six (6) months of your employment with Infosys, you will be paid **50%** of your maximum Performance Bonus as Guaranteed Bonus. Performance Bonus is inclusive of, and not in addition to Guaranteed Bonus. The Bonus Plan which has been attached provides all the details. The break-up of your compensation has been provided in the Compensation Details sheet at Annexure - I.



### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at **20%** of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2022-23 will be as follows:

**95%** of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month. You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans.

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - III for more details.

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 8,200,000** of which **INR 4,200,000** is covered towards natural death, and **INR 4,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 325**.

The details of the Scheme would be available to you when you join the Company.

### Notice period

You will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

### **Background checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".



If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet sparsh. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.



This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

### **RICHARD LOBO**

EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

Sign your name

Print your name

Enclosures: Non-Compete Agreement (Annexure II) Information Sheet (Annexure III)

> Signature Not Verified Digitally signed by RICHARD GERARD LOBO Date: 2023.01.2011:53:48 IST Reason: Digitally Signed Location: Bangatole



### ANNEXURE - I

		ENSATION DETAILS res in INR per month)		
NAME	Mr. Nilesh Pandurang shirsatl	Mr. Nilesh Pandurang shirsath		
ROLE	Associate Consultant	Associate Consultant		
ROLE DESIGNATION	Associate Consultant			
1. MONTHLY COMPON	ENTS			
BASIC SALARY			33,760	
BASKET OF ALLOWANC	CES		21,314	
BONUS / EX-GRATIA (95 monthly basis)	5% of the eligible amount (20% of Basic	c Salary) being paid out on a	6,414	
MONTHLY GROSS SALARY			61,488	
2. ANNUAL COMPONEN	NT			
BONUS / EX-GRATIA - (F	Balance 5% will be paid out in the end o	of the financial year after adjusting		
the advance (95%) paid out		ine manerai year arter aujusting	338	
			338	
the advance (95%) paid out	on a monthly basis)		4,051	
the advance (95%) paid out <b>3. RETIRAL BENEFITS</b>	on a monthly basis)			
the advance (95%) paid out <b>3. RETIRAL BENEFITS</b> PROVIDENT FUND - 12%	on a monthly basis) o of Basic Salary sic Salary*		4,051	
the advance (95%) paid out <b>3. RETIRAL BENEFITS</b> PROVIDENT FUND - 12% GRATUITY - 4.81% of Bas	on a monthly basis) o of Basic Salary sic Salary* (1+2+3)	At an indicative Payout of 50%	4,051 1,624 <b>67,501</b>	
the advance (95%) paid out <b>3. RETIRAL BENEFITS</b> PROVIDENT FUND - 12% GRATUITY - 4.81% of Bas <b>FIXED GROSS SALARY</b>	on a monthly basis) o of Basic Salary sic Salary* (1+2+3)		4,051 1,624 <b>67,501</b>	

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	Fifty Thousand (without security)	@5%	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



### Annexure - II

Non Compete agreement

I, \_\_\_\_\_\_ do hereby acknowledge and confirm the following:-

(1) I am accepting employment with Infosys Limited ("Infosys"). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Limited.

(2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys for whom I performed services as a Company employee (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;

b. accept any offer of employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purposes of this Non-Compete Agreement, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:-

- i. Tata Consultancy Services Limited
- ii. Accenture Limited
- iii. International Business Machines Corporation
- iv. Cognizant Technology Solutions Corporation
- v. Wipro Limited

Place:Employee Signature:Date:Employee Name: Mr. Nilesh Pandurang shirsath

Acknowledged by Infosys Limited:





### Dear Manoj Dnyaneshwar Patil,

*Welcome to Intellect Design Arena – the global no. 1 in Corporate & Retail Banking and InsurTech products.* 

By signing up, you have now taken the most decisive step to enter one of the planet's most exclusive clubs – women and men like you whose mission is to leverage technology that solves everyday problems in extraordinary ways, impacting millions of lives across continents. You are one of those who will be part of the Incredible Intellect journey that we have embarked on. The success we have achieved in this journey has been inherently linked to the people who come to work with us; and like you, they are the best and brightest in the industry. A compassionate, nurturing environment that fosters a culture of innovation, excellence and continuous learning are the cornerstones at Intellect. Like others who have stepped into Intellect, we are certain that, like them, you too will be able to build your career into a lifelong journey of personal growth and success at India's most profitable FinTech unicorn.

I look forward to welcoming you to the Intellect family and congratulate you on behalf of each one of us. I am reachable on mail at apurva.shah@Intellectdesign.com.

Welcome again & be incredible, always.

Regards,

Apurva V Shah Senior Vice President Intellect Design Arena

Intellect Design Arena Limited -

Registered Office: 244 Anna Salai, Chennai - 600 006, India | Ph: +91-44-6615 5100 | Fax: +91-44-6615 5123 Corporate Headquarters: SIPCOT IT Park Siruseri, Chennai - 600 130, India | Ph: +91-44-6700 8000 | Fax: +91-44-6700 8874 E-mail: contact@intellectdesign.com | www.intellectdesign.com



Date: 22 Jul 2022

Manoj Dnyaneshwar Patil Vitthal Mandira Jawal, , At Malpimpri Post Devpimpri Jalgaon –425114 ,Maharashtra, India

### Sub: Your Offer of Employment in Intellect

### Dear Manoj Dnyaneshwar Patil,

Thank you for the time you invested in exploring career opportunity with Intellect. Our leaders have found the dialogue with you meaningful and your capabilities aligned to the organization requirement and have hence chosen to invite you to be part of the Intellect family! Congratulations!!!

We believe that the prosperity of an organization is defined by the power of thought, of both individuals and teams and therein we put 'Design Thinking' at the core of everything we do. This maximizes our chances of getting to a state of mind that is 'Fulfillment'; as we create opportunities for ourselves to contribute to our fullest capacity with the freedom to think and act differently. This, in turn is possible with us having the feeling of belongingness. Hence, for us, all employees are associates and you are set to become one of our fellow associates.

This invitation to you is to join us as **Associate Consultant in Grade T120.** Your base location shall be **Mumbai. Indranil Banerjee** and team are looking forward to welcoming you on your date of joining. We would love for you to join the team on or before **25-Jul-2022** and you may let us know of your consent and preferred date of joining on or before **25-Jul-2022**.

Your gross compensation shall be **INR 6,00,000 per annum**. The details of the same are as in Annexure-A of this Offer of Employment. The organization is confident of its ability in hiring some of the best talent in the industry and you are one such talent. Backed by this confidence the organization is happy to assure you a minimum of 90% of your variable pay component in the first year of employment and 80% in the second year. However, we would like to see you earning upto the maximum of 130% of your variable pay component. The same shall be determined through the robust Performance Development Dialogue process that measures contribution during every year and sets you up for success in the next year.

When all of us come together as associates of this organization placing the interests of us humans above everything else, it is important that we have the ecosystem of policies and practices that enable us to exercise our rights freely. This is possible with everyone in the organization respecting each other as individuals, playing their part in protecting and nourishing the collective work culture. Towards this, we have set some boundaries / norms / rules for ourselves as associates of the organization and shall abide by the same in all circumstances. As we evolve, we do make changes to the rules governing ourselves to be aligned to the demands of the environment and associate needs. We will continue to abide by the changes as and when they are made. Given below are a brief on some of the key terms that govern us when we are in employment with the organization.

(Signature of Associate)





### 1. Employment Terms:

A. Service Rules: Your services in Intellect will be governed by the service rules and regulations, which are in force or which would be brought into force from time to time, as applicable to all Associates of the Company. Some of the service rules are enumerated below in this document. In addition to these, all Company policies and Associate related guidelines are made available on the intranet of the Company. Changes/amendments to these policies and guidelines are made taking into consideration Company's and associates' best interests from time to time. You are advised to go through these policies and adhere to them during your employment with the Company.

**B.** Full Time Work: Your position is a full time employment and you shall devote yourself exclusively to the business of the Company. You will not take up any other work – part time or otherwise – or work in advisory capacity or be interested directly or indirectly in any other trade or business without the prior written consent from the Company during your tenure of association with the company. The Company reserves the right to alter or allocate different responsibility to you from time to time depending on the business needs of the Company.

**C. Code of Conduct**: You are expected to operate with the highest degree of initiative, economy, efficiency and responsibility. You will at all times act bearing in mind the best interest of the Company and will at no time do or say anything which compromises the Company's goal or reputation. If there is any breach of the same, or the terms and conditions laid down in code of conduct, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein.

**D. Past Record**: If any declaration given or information furnished by you to the Company proves to be false/forged or if you are found to have willfully suppressed any material information, you will be liable to be removed from services without any notice or compensation whatsoever.

**E. Responsibilities:** You are expected to perform effectively to ensure achievement of required results and you will be required to work under the supervision of such officers as directed by the Company from time to time. Your performance in the assigned role will be periodically reviewed and the feedback will be shared with you. In the event of your performance not measuring up to the expectations of your supervisor, the Company reserves the right to take suitable recourse up to and including termination of your services.

**F. Confidentiality:** You are expected to maintain utmost secrecy in regard to affairs of Intellect and shall keep any information of Intellect, whether written or oral, confidential. Please note that the terms and conditions of your services with Intellect shall be treated as strictly confidential and you are expected not to divulge its contents to any associate of the Company or any person connected with the Company. With respect to the confidentiality obligations undertaken, you shall sign a Non-Disclosure Agreement on joining of Intellect. If required by Intellect or its Clients, you will sign further confidentiality agreements or the like to further protect the interest of Intellect and/or its Clients. The confidentiality obligation will be perpetual in nature. Your service shall be terminated with immediate effect without any prior notice in the event of breach of confidentiality provision.





### 2. Leave Eligibility

You are entitled to Leave benefits during your employment with the Company. Annual eligibility of Earned leave will depend on the length of service of the Associate. For the first three years, the eligibility is 15 days of earned leave and 6 days of sick leave. Detailed terms and conditions relating to leave eligibility are provided under leave policy on the intranet and any changes made in the same shall be binding.

### 3. Working Hours

Intellect observes a 5-day work week with Saturdays and Sundays as weekly holidays. The office hours are from 08:30 am to 05:30 pm, with staggered lunch break of 30 minutes between 12:00 PM and 02:30 PM. Associates are expected to follow the client's working hours and holidays while on deputation to client's site in India/other countries. In the event an Associate fails to register attendance consecutively for 3 working days, without any prior notice to their immediate manager or concerned HR partner, the organization shall initiate appropriate disciplinary action against the Associate as per policy.

### 4. Transfer

Please note that Intellect has the right to transfer you to other locations of Intellect or to transfer you to work for its Group companies or for its Clients, at their respective locations, whether in India or abroad as per the business requirements.

### 5. Medical Fitness

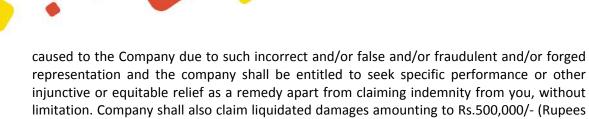
You are required to continuously maintain yourself in a state of good medical fitness, both physical and mental so as to perform well and to discharge your assigned responsibilities adequately while in employment. If at any point in time, during your employment with the Company, you are found to be medically unfit for the job or the role assigned to you, then your services can be terminated as per the Company rules notwithstanding anything mentioned in this document or otherwise. You agree to submit yourself for any medical check-up at any time if called upon by Intellect or its clients when assigned to work at their premises.

### 6. Associate Representation

i. Your continued employment with the Company is solely based upon the representations and information furnished by you to the Company, including (but not limited to) your educational and professional qualifications, being true and accurate at all times.

ii. You shall submit any documents requested by the Company but pending your submission [on the day/within seven days] of joining. You further acknowledge and represent that the submitted documents shall be consistent with the information provided to the Company during the release of this Offer Letter.

iii.If, at any point in time, your representation regarding your qualifications and/or experience is found to be incorrect and/or false and/or fraudulent and/or forged, the Company shall, WITHOUT PREJUDICE TO ITS ANY OTHER RIGHTS terminate your Services with immediate effect and without notice; without incurring any liability whatsoever thereof for the Company. Notwithstanding anything contained herein, you shall indemnify and hold the Company harmless from all cost, losses, damages and liabilities that may have been



Five Lakhs only).

iv. A negative outcome of any candidate reference and background verification undertaken by the Company may result in the termination of your employment with the Company. In such a case, you will not be entitled to the period of notice, or pay in lieu of notice, set forth in Section [•] of this Offer Letter.".

### 7. Notice Period & Termination

Your employment may be terminated by either party upon giving 90 days notice or 90 days salary in lieu of notice period (Whereas salary in lieu of notice period as an option can be exercised by the employee only upon approval from the Management). "Salary" for the purpose of notice period will mean "Annualised Monthly Components" as given in the compensation break up sheet in this 'offer of employment' or subsequent revision letters. Notwithstanding anything contained herein, the Company shall have the right of immediate termination of your services without giving you 90 days notice period or 90 days salary in lieu of notice period, if it is found, at any time, that you have been, or are convicted by a Court of Law or penal proceedings are initiated or pending against you before any Court of Law i) for offence(s) involving moral turpitude and/or ii) offence(s) of non-cognizable nature and/or iii) for an offence(s) which the Company considers that the same may be prejudicial to the interests of it and its reputation thereof and iv) any proven misconduct.

### 8. Intellectual Property Rights

You acknowledge and represent that the Intellectual Property Rights (IPR) in all the work(s) done by you during the time of your employment or contract or assignment in any manner with Intellect or its Clients will be deemed as work done for hire and it belongs to Intellect perpetually and without any claim from you. IPR would mean rights in software, systems, documentations, designs, tools, inventions, patents, utility models, trademarks, knowhow, designs, drawings, specifications, reports, copyrights, source code, flowcharts, algorithms, moral rights, database rights, semiconductor topography rights, etc. (whether or not, in each case, the right is registered and including applications for, and any right to apply for, such registrations) and all rights or forms of protection of a similar nature or having similar or equivalent effect to any of these which may subsist anywhere in the world, together with all renewals and extensions to such rights. As and when requested by Intellect, you shall sign all such documents and instruments including any actions that is required to effect the purpose of assignment of IPR to Intellect during your tenure with Intellect or otherwise.

### 9. Non-solicitation of Customer(s)

You shall not during the term of your employment with the Company and a period of 1 year thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly:

i. Assist, aid, induce, facilitate or cause any customer or client of the Company who is an existing client or customer of the Company or who had been a customer or client or who becomes customer or client of the Company during your term of employment with the





Company, to cease, terminate, discontinue either any part or whole of its business with the Company;

ii. Solicit the business of any current or future client, customer or licensee of the Company either for yourself or for any other organization.

### 10. Restriction on Joining a Customer

You agree that for a period of one (1) year following the termination of your employment with Intellect for any reason, you will not: (a) accept any offer of employment from any customer of Intellect, where you had worked in a professional capacity with that customer in the one (1) year immediately preceding the termination of your employment with Intellect; (b) undertake a project or provide services to any such customer, either directly as an employee of the customer or as independent contractor or through any other company or agency, where you had worked in a professional capacity in the one (1) year immediately preceding the termination of your employment from Intellect. You further agree to undertake that you will disclose information on the existence of conditions mentioned in this clause to the company or agency where you would seek employment or get employed within the period of one (1) year following your termination of your employment with Intellect for any reason.

### 11. Non-Solicitation

You shall not during the term of your employment with the Company and any time thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly abet, induce, facilitate, contact or deal with the employee(s) of the Company or its associated entities for the purpose of making such employee(s) leave the Company and/or hiring them either for yourself or for any other organization, entities, etc.

### 12. ISMS

You shall read and understand the information security training material(s) of Intellect and complete the ISMS Certification within one month of your joining Intellect, failing which appropriate disciplinary action as per Intellect policies may be initiated against you, including withholding of your salary till such period you complete the ISMS Certification.

### 13. Superannuation (Retirement)

You will retire in the normal course from the services of the company on attaining the age of superannuation, which would be the end of the month following your 60<sup>th</sup> birthday. We wish you all the very best and look forward to a long and mutually beneficial association.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter.

Yours sincerely, for Intellect Design Arena Ltd.,

PADMINI SHARATHKUMAR CHIEF TALENT OFFICER





I have carefully read and understood the above offer terms including the terms contained in Annexure I and agree that the provisions of this letter and the Annexure I are reasonable and necessary, and accept the same irrevocably and unconditionally. I agree to update myself of all company policies and associate related guidelines available on the Company intranet and adhere to them during my tenure of employment with the Company.

Signature	:
Name	:

Date :

### Annexure -A - Compensation Structure Break Up

Components	Per Annum Amount in INR
A. Annualised Monthly Components	
Basic	1,80,000
House Rent Allowance	90,000
Advance against Statutory Bonus	16,800
Special Allowance *	2,35,965
Total (A)	5,22,765
B. Retiral Benefits	1
Provident Fund	21,600
Gratuity	8,658
Superannuation	
National Pension Scheme	
Total(B)	30,258
Fixed Component (A+B)	5,53,023
C. Variable Pay	
Individual Performance Based Pay	33,182
Team & Orgn Performance Based Pay	8,295
Annual Performance Driven Pay (C)*	41,477
D. Other Benefits	
Medical & Accident Insurance	5,500
Benefits (D)	5,500
Total A + B + C + D	600000

<u>Basket of Allowances:</u> You may opt for the below allowances as reimbursable component of your salary. The amount so opted to be taken as reimbursement shall be reduced from Special Allowance component mentioned above and paid upon claims made by you on submission of necessary bills. The bills may be submitted any time during the financial year at your convenience. If any part of such reimbursable component is not claimed by you during the year, the amount shall be paid as taxable salary in the month of April of the subsequent financial year.





Meal Voucher	35,640
Telephone Reimbursement	12,000
Leave Travel Allowance	35,000
Fuel & Maintenance Reimbursement (Self owned cars)	28,800
Education Allowance Per Child( upto 2 children)	1,200
Hostel Allowance Per Child( upto 2 children)	3,600

Provident Fund: Employer contribution as per provisions of the Provident Fund Act

*Gratuity: The eligibility and payout shall be as per the Provisions of the Payment of Gratuity Act* 

Superannuation is an optional Retirement Benefit. Associate may choose to contribute 5% of Basic Salary. Please refer to Superannuation policy for more specific details in the associate induction handbook for more specific details.

National Pension Scheme is an optional retirement benefit. Associates can contribute up to 10% of Basic Salary. Please refer to NPS scheme mentioned in the associate induction handbook for more specific details.

Variable Pay / Annual Performance Driven Pay (APDP) is linked to performance against targets that are set and agreed with your supervisor. The payout amount is assured with 90% for the first year and 80% for the second year. The earning potential can extend up to 130% of the eligible amount. Associates on the rolls of the organization on the day of disbursement will be eligible for the same.

Medical Insurance Premium amount shown in the above table is nominal only. The organization is currently investing close to INR 10,000/- p.a for your medical insurance. The amount insured for you and your family is INR 3 lakhs per annum.

### LIST OF DOCUMENTS TO BE SUBMITTED ON DATE OF JOINING

At the time of joining, you are requested to bring the below mentioned documents in **original**, with a copy of each.

- 1. Your relieving order from your immediate previous employer
- 2. Experience/Service letter from all your previous employers in the past 5 years
- 3. Three passport size photographs with red background
- 4. Copy of educational certificate of your highest educational qualification
- 5. Aadhar Card Number and Pan Card number
- 6. Copy of Passport first and last page (if Passport is available)
- 7. In case of transfer of PF, PF Slip from the previous employer. This will be attached with PF transfer Form (Form 13-Revised) issued to you on your date of joining Intellect. In the absence of a PF slip, please furnish the complete address of the Provident Fund Commissioner Office /Trust where the PF account is maintained by the previous employer(s).

# MAXIMA BOILERS PRIVATE LIMITED

G 14, Meghal Industrial Estate Devidayal Road Mulund West, Mumbai 400080, India 91 022 25646815 \ 25612759



max@maximaboiler.com

27<sup>th</sup> December 2022

To, Mr. Rajesh Ubale, 70302 36509 rajeshubale1996@gmail.com

#### Offer of Employment

#### Dear Mr. Ubale,

With reference to your application and subsequent Interviews conducted by our team, we would like to offer you employment with **Maxima Boilers Private Limited** for the position of **'Service Engineer'** in the permanent rolls of our Company, on the below mentioned terms and conditions of employment:

- Your Cost to Company will be Rs. 3,98,258 /- p.a. (Rupees Three Lakh Ninety Eight Thousand Two Hundred Fifty Eight only). Detailed compensation structure is shown in Annexure I. Compensation will be processed as per Company's standard payroll practices & any tax implications arising thereof, will be your sole responsibility.
- Commencement of Employment: You are required to report Maxima Boilers Private Limited, Rabale on or before 1<sup>st</sup> March 2023, by 9:30 am physically. On the joining day, you will be issued an appointment letter, explaining the terms and conditions of your employment. You shall be reporting to – Mr. Jayagopi Pillai.
- Working Shift: You shall be required to work in general shift, or other production shift, due to business requirement. Company reserves the right to change your working days and hours. You will sincerely follow shift timings and holidays as applicable to your location or Client or as per business need.
- Your appointment will be on probation for a period of 6 months [hereinafter called the "Probation Period"], unless stated as not applicable in the covering letter. You will be advised in writing upon satisfactory completion of the Probation Period. If you receive no such communication, the probation period will be deemed to have been extended until the company advising you of confirmation in your appointment or notifying you otherwise.

#### Onboarding Documents:

Please share the following documents along with the acceptance of this offer:

- 1. Resignation Letter Accepted by your current employer.
- 2. Last two-month Salary Slips, hike letter

It is mandatory to upload the soft copies for the following documents, to be validated against your original credentials, on your joining day:

- 1) Relieving Letter from previous employer
- 2) Qualification Certificates (10<sup>th</sup>, 12<sup>th</sup> Diploma, Degree, Master Degree)
- 3) Experience Certificate
- 4) PAN Card
- 5) Aadhaar Card
- 6) Permanent address proof
- 7) Temporary address proof (if applicable)
- 8) PF-UAN No.
- 9) 1 Passport size photographs. (digital photo)

www.maximaboiler.com

# MAXIMA BOILERS PRIVATE LIMITED

G 14, Meghal Industrial Estate Devidayal Road Mulund West, Mumbai 400080, India



- 91 022 25646815 \ 25612759
   max@maximaboiler.com
  - Background Verification: The Company may, at its discretion conducts background check, prior to or after expected joining date to validate your identity, residential address, educational details and past employment details, if any, and conduct any criminal checks. You expressly give consent to the Company to conduct such background checks. If the company is not satisfied, with the outcome of the background checks, the Company reserves the right to withdraw this offer, without prior notice and or to take any appropriate action against you, blacklisting your candidature with Maxima Boilers Private Limited and or informing the police authorities of such misrepresentation, deceit.
  - This offer is being made to you based on the information and documents that are & shall be furnished, submitted by you. However, if any discrepancy is found in the information and documents or copies of certificates submitted by you, any time before or after your joining, the company reserves the right to terminate this offer/employment without any notice.
  - A formal appointment letter with detailed terms and conditions of your employment will be issued to you after joining your duties.
  - Any information related to your compensation and performance review is highly confidential. If you are found disclosing / sharing information with colleagues, other than your reporting manager, you shall be liable to a disciplinary action, upto and including termination of your employment with the Company.
  - This offer of employment is a confidential document and details of this offer shall not be disclosed to any person or current or other Company, at any point of time. If we find you guilty in breaching this preemployment term, the Company shall withdraw or shall take a legal action in the Court of Law, under Mumbai jurisdiction.
  - This employment offer is valid till **30<sup>th</sup> December 2022 only**. Kindly reply on email the signed copy as a written confirmation of your acceptance of the above terms and conditions within 2 working days through mail.
  - If you do not report on or before the scheduled joining date, this offer letter stands cancelled & will not be considered as valid employment offer, at any point of time.

We look forward to bringing you on board and if you have any questions, please feel free to contact us.

Jachmi Dillai

Rashmi Pillai Maxima Boilers Private Limited

www.maximaboiler.com

# MAXIMA BOILERS PRIVATE LIMITED

G 14, Meghal Industrial Estate Devidayal Road Mulund West, Mumbai 400080, India



🕿 max@maximaboiler.com

91 022 25646815 \ 25612759

	Annexure		
Name:	Rajesh Ubale		
Designation:	Service Engineer		
Department	Service		
DOJ :	01-03-2022		1
	Elements	Per Month (Rs.)	Per Annum (Rs.)
I	MONTHLY COMPENSATION A - Pay & Allowances		
а	Basic Salary	15000	180000
b	House Rent Allowance	7500	90000
С	Conveyance Allowance	200	2400
d	Education Allowance	200	2400
е	City Compensatory Allowance	7100	85200
	TOTAL A	30000	360000
II	COMPENSATION B - ANNUAL COMPONENTS - Benefits		
А	Provident Fund	1800	21600
В	Bonus – As per the Bonus Act rules of the company	-	7000
С	Group Mediclaim	-	1000
D	Gratuity	-	8658
	TOTAL B	-	38258
	COST TO COMPANY (A+B)	-	398258
III	DEDUCTIONS		
В	Provident Fund	1800	21600
В	Professional Tax	200	2500
	TOTAL DEDUCTIONS	2000	24100
	NET PAY	28000	335900

a) Gratuity benefit will be rewarded as per 'The Payment of Gratuity Act, 1972'.

b) Medical insurance includes for self. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions including but not limited to premium amount of Medical Insurance.

- c) Bonus will be calculated on present days and will be paid out on Diwali for previous financial year, based on management discretion.
- d) Professional Tax will be deducted from monthly salary as applicable.
- e) Above compensation is comprehensive and all-inclusive and hence Company is not liable to pay you any amount over and above the Fixed Pay.
- f) Net Take home salary will be subjected to income tax deductions as per Govt. regulations.
- g) You are liable to transferred to any other Unit/Office/Department, at sole discretion of the Management.

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Date: 22-Jul-2022

Ref: 915253 /2091106/Permt

Mr. Kurkure Shubham Rajendra PLOT NO. 9, RAJVATIKA, AYODHYA NAGAR OLD MIDC, JALGAON JALGAON ( MAH) - 425001 Phone No: 7822817855

#### Subject - Offer of Appointment

#### Dear Mr. Kurkure Shubham Rajendra,

It is our pleasure to welcome you to Tech Mahindra Limited.

- 1. With reference to our discussions, we are pleased to offer you appointment in our Organization as Engineer on U2 band, operating out of our PUNE office. However, in the current pandemic situation, the Company hereby allows you to work from your hometown or any other place in India. However, you shall be required to report to your base location as and when required by the Company. Any travel for official work must be in strict compliance with the prevailing travel policy of the Company. While you are working from home, if you wish to travel outside India in your personal capacity, you shall inform in advance in writing to your reporting manager and Business HR SPOC. You may be permitted to travel outside India only after approval of your reporting Manager and BHR lead.
- 2. Your "Annual Total Cash Compensation" will be **Rs. 480,000 (Indian Rupees Four Lakh Eighty Thousand).** Please refer **Annexure-A** for details on the compensation and statutory deductions.
- 3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
- 4. Your employment with us will be governed by terms and conditions as specified in Annexure-B.
- 5. You are required to join on **29-Jul-2022** through Virtual Joining Process. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
- 6. On the date of joining, you are requested to report to Ashwin Derick at 9:30 AM through Virtual Joining Process to complete the joining formalities at TECH MAHINDRA LTD,PLOT NO 01, RAJIV GANDHI INFOTECH PARK, PHASE 3, HINJEWADI, PUNE,SPECIAL ECONOMIC ZONE,PUNE-411057(MAHARASHTRA),INDIA. You are required to submit soft copies of the original documents as per Annexure D to the recruiter and HR Team respectively.
- 7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency. In case of any discrepancy in your background verification, the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.







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- 8. This Offer is issued to you based on the information provided by you in your application form along with the supporting documents to be submitted within the timelines as stipulated in as per Annexure D. In case the Company notice any discrepancy and/or incorrect information in your application form or you fail to submit your supporting documents for background verification within one week of receiving the offer or within 72 hours of joining whichever is earlier. the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.
- 9. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Yogesh Vasant Koli** latest by **29-Jul-2022**.
- 10. For any clarification / further Information on-
  - Employment terms and conditions, please get in touch with Yogesh Vasant Koli (E-Mail: YK00577828@TechMahindra.com)
  - On boarding logistics / operations, kindly drop a mail to <u>Hub.Connect@techmahindra.com</u> (Please quote the Reference No. as mentioned above in emails)

For Tech Mahindra Limited R Kristow Krishna Ramaswami Head - Resource Management Group

**Encl**: **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

Accepted

Date:

Signature of Candidate:





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#### Annexure - A

NAME	Mr Kurkure Shubham Rajendra	Mr Kurkure Shubham Rajendra		
TITLE	Engineer	Engineer		
BAND	U2			
LOCATION	PUNE			
COMPONENTS		<b>Per Annum</b> (All figures in Indian Rupees)		
BASIC (@40% OF TOTA	BASIC (@40% OF TOTAL FIXED PAY)			
HRA (@70% OF BASIC)		116374		
BONUS / STATUTORY BONUS		48000		
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)		19950		
FLEXIBLE COMPONENTS OF TFP		65047		
TOTAL FIXED PAY	(A)	415619		
TOTAL VARIABLE PAY	′ (TVP) (B)	46180		
ADDITIONAL BENEFITS (C)		18201		
GRATUITY		7997		
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)				
TOTAL COST TO COMPANY (D) = (A) + (B) + (C) 48				

- 1. <u>Salary:</u> Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Companies specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the company's records.
- 2. <u>Flexible Benefit Plan (as applicable)</u>: Associates will also be given an option of restructuring their Flexible component of their TFP as per the "Flexi Benefit Plan' under the following heads as per eligibility specified in the applicable policy:

Component	Max Limit
Leave Travel Assistance	20000
Meal Card	26400

Post utilization of applicable max limits as mentioned above, balance amount if any, shall be paid as taxable amount under Additional Personal Pay component

(Contd...)





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#### Annexure - A (Contd...)

- 3. Additional Benefits: Associates shall be eligible for below mentioned benefits:
  - a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of Rs. 20 LAKHS to the beneficiary on the unfortunate death of the associate.
  - b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of 3 LAKHS (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolment of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be 2 LAKHS.
  - c) Group Personal Accident Insurance (GPAI) Coverage: You would be enrolled under the Company's GPAI scheme with a cover of up to 5 LAKHS payable in case of permanent disablement arising out of any unfortunate event of an accident.

#### 4. Deductions:

- a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards company provided transport, non-adherence as per disciplinary policies etc.
- b) Statutory Deductions: Tech Mahindra Limited. shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

#### Notes:

- 1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance.
- 2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
- 3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Policy applicable for the Financial Year.
- 4. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
- 5. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
- 6. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'.

For Tech Mahindra Limited

Krishna Ramaswami Head - Resource Management Group





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#### <u>Annexure – B</u>

#### 1) Employment Agreement

#### a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

#### b) <u>Secrecy</u>

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited. or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

#### c) Employee data

By accepting this Offer and furnishing your personal data to the Company, You are according your irrevocable consent to Company to possess, deal with or handle your sensitive personal data either by itself or through any third party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care.

#### d) Conflict of Interest

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

#### e) Non-Solicitation / Non-Compete

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

- (i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
- (ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
- (iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
- (iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
- (v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company.

#### f) Exclusivity of Services, Publications, Gifts/Anti-bribery

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior

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written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- Not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- Comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.
- You hereby agree not to involve in receiving any gift/bribery during your tenure with the Company. You shall abide and follow the Company's anti-bribery policy which is hereby incorporated for reference. This Company policy shall be amended from time to time.

#### g) Confidentiality / Non-Disclosure

- a) You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.
- b) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- c) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

#### h) Non-Disparagement Obligations

More reasons to #lovetobeTechM

You covenant and agree that, during the term of your employment and anytime thereafter, neither you nor any of your legal heirs or any person acting on your/their behalf, will in any way publicly disparage, bring into disrepute, defame, libel, slander or otherwise criticize the Company, its subsidiaries, affiliates, successors, assigns, officers, directors (including any former directors/ officers of the Company or its subsidiaries), employees, shareholders, agents, attorneys or representatives, or any of their clients, customers, partners, other service providers, or any of their products or services, in any manner that would damage the business or reputation of the Company or any of its clients, customers, partners, other service providers. Any violation of this section shall necessitate an investigation and appropriate disciplinary action including termination from the services and/ or appropriate legal action.

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#### 2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

#### 3. Termination of Employment

- (a) Either party can terminate this employment by serving a notice of 90 days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited. may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- (b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- (c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.
- (d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- (e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in Clause 3(a) herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- (f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in Clause 3(a) herein above on the grounds of misrepresentation of facts.
- (g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in Clause 3(a) or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.

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(h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a mandatory requirement and you confirm that you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is mis-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in Clause 3(a) herein above and/or revoke your appointment with The Company, without further reference in the matter.

#### 4. Statement of Facts

- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.
- (b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

#### 5. Company Policies

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Policy on Prevention of Sexual Harassment and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

#### 6. <u>Personal Indebtedness</u>

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

#### 7. Restraints

#### Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

#### Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

#### <u>Smoking</u>

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

#### Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

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#### Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

#### Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

#### (a) Destroying Papers & Material

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

#### (b) Use of Company Resources

- i. You shall use The Company's resources only for official purposes as per the applicable Company policy.
- ii. The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual users activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.
- iii. You shall access only those web sites, which are relevant to your work at hand.
- iv. You shall not use any company resource for hacking or other unethical / illegal activities.
- v. You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

#### 8. Overseas Service Agreement

As The Company will be spending substantial amount of time and money for your deputation /secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

#### 9. Intellectual Property Rights

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arising out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit. You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

#### 10. Jurisdiction

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.

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Tech Mahindra Limited Info city, Hi-tech City Layout Madhapur, Hyderabad 500081,India Tel: +91 40 3063 6363 Fax: +91 40 2311 7011

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#### 11. Retirement

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.

Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

#### 12. General

The above terms and conditions including those in Annexure - A (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.

- 13. In case you are requested to report to the office, you shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24\*7 project on shift basis if required and your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.
- 14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.
- 15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

Name in full	:
Signature	:
Address	:
Date	:
Place	:

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#### Annexure- C - Medical Declaration

MEDICAL DI	ECLARATION FORM						
Applicar	nt ID (To be filled by HR)		Asso	ciate ID (To be filled	by HR)		
First Name:				Last Name:			
Gender: Male	e/Female	Date of birth (DD/	/MM/YYYY)		Bloo	od Group	

#### Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			
Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			





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Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other ma	Any other major disease/illness that you may be willing to disclose		

Candidate's D	eclaration:		
	, to the best of my knowledge, the answers to any disease/illness that I have not revealed.	the questions in this form a	re correct and that I am not
Signature:			
Name:		-	
Date:	(DD/MM/YY)	-	





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#### Annexure – D – Checklist of the Documents

# A. Following documents required to be submitted in soft copies to the Recruiter for Background Verification within one week of receiving the offer or within 72 hours of joining whichever is earlier.

- a. Tech Mahindra Application & BV Form
- b. Service certificate from all previous employers.
- c. All educational certificates including
  - (i) Class 10th 12th marksheets and passing certificate or qualifying exam marksheet and passing certificate.
  - (ii) Graduation Degree / Certificate
  - (iii) Post Graduation Degree / Certificate, if applicable
  - (iv) Any other Degree/Certificates/Diploma which has been mentioned by you in your Resume
  - (v) Gap Justification, if any
  - (vi) PAN Card Copy
  - (vii) Aadhaar Card Copy (Both Front & Back copy)
  - (viii) Any other additional documents required for Customer specific checks
- a. B. At the time of joining, you are requested to submit **soft copies of the folloing documents to the HR Team on or before your date of joining.** Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed on all pages (including all annexures)
- b. Two passport-sized color photographs with white background.

If you have not submitted the following documents on the Tech Mahindra Pre-Onboarding Portal, or if documents are submitted but not yet approved, you should carry the following mandatory documents:

- a. Relieving Letter: Your relieving letter from your present organization and Service Certificate from the last employer as well as all previous employers. If you don't have relieving letter from the latest organization then you need submit Resignation Acceptance Letter (RAL) which clearly mentions your last working date in the previous organization.
- **b.** Valid Passport: Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.
- c. PAN Card: You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.
- d. Aadhaar Card: You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing the KYC in EPFO portal. If applied for, please submit a copy of the acknowledgement as issued by the authorities. Please do ensure that your Name on the Aadhaar Card Name and PAN name is same and Aadhaar Card has correct Date of Birth (DD-MM-YYYY format) and Father's name.
- e. **PF UAN Number:** You MUST provide your PF UAN Card copy or UAN Number. You can find UAN number on your previous employer payslip or you can check with your previous employer for your PF UAN Number. If you don't have a UAN number or if your previous organization has not created a UAN then you need to create self UAN number on EPFO website and share the same on or before your joining date.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, The Company reserves the right to revoke the offer.

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#### **Candidate's Declaration:**

I \_\_\_\_\_hereby solemnly declare that I'll submit the required document as per the timelines mentioned above and I understand that if I fail to submit the required document within the stipulated time. I'll allow company to exercise its absolute discretion, to withdraw this Offer or terminate my employment with immediate effect, without any notice pay, by giving me a written notice thereof.

Name in full	:	Date	:
Signature	:	Place	:





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#### Annexure E - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

- 1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
- 2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
- 3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
- 4) I hereby agree that :
  - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
  - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves
    processes and compilation of information which are secret, confidential, and not generally known to the public and which are
    the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
  - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
  - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
  - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited. Officials or the expressed written authorization of the third party owner.
  - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited .which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited. upon termination of my employment.
  - This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.
  - IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name:

Signature:

Date:

#### Annexure - F - Intellectual Property Assignment

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Associate Name:

Associate ID:

Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

#### (a) Intellectual Property Assignment

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating of developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

#### (b) Restrictions after Termination

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

ACCEPTED





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#### <u>Annexure – G</u>

#### Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

- I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.
- 2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.
- 3. <u>Actions Required on Termination:</u> Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.
- 4. <u>Covenant Against Disclosure:</u> I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

- **a.** Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.
- b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.
- **c.** In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

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**d.** In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

- 5. Ownership of Work Product: Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.
- 6. <u>Partial Restriction on Post-Termination Competition:</u> Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interests, giving due regard to both my interests and the interests of Tech Mahindra Limited.
- 7. <u>Covenant Not To Compete.</u> I hereby covenant and agree as a part of and ancillary to this Agreement that for the 12 months period following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),
  - (a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the two year period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.
  - (b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

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I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

- 8. <u>Compliance Not Contingent Upon Additional Consideration</u>: I understand and acknowledge that the wages, compensation, benefits training and experience that Tech Mahindra Limited. provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.
- 9. Damages and Remedies: I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited. may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.
- **10.** <u>Severability:</u> Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.
- 11. <u>Entire Agreement</u>: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited. On the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.
- **12.** <u>Binding Effect:</u> This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited. (Together with their successors and assigns).
- 13. <u>Choice of Law:</u> This Agreement will be governed and controlled in all respects by the laws of India.
- **14.** <u>Choice of Forum:</u> The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited. For liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited. Would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.





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Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

For and on Behalf Of **Tech Mahindra Limited** 

R Krishaa

Krishna Ramaswami Head - Resource Management Group

Signature

(Kurkure Shubham Rajendra)



More reasons to #lovetobeTechM



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#### <u>Annexure – H</u>

PROOF OF ACCEPTANCE OF Code of Ethical Business Conduct (CEBC) And Statement of Policies and Procedures for Preventing Insider Trading

To Tech Mahindra Ltd. Date of Joining: \_\_\_\_\_ Dear Sir/Madam, I

Associate Id No \_\_\_\_\_

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website (www.techmahindra.com >> Investors >> Overview),

I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.

I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.

Authorized Signatory (HR) Signature of the Associate

Name:





### Date : 07<sup>th</sup> December, 2023

Name : Priyanka Sagar Chaudhari

Emp Code : Q9879

Reference: Compensation Revision FY-2023-24

### Dear Priyanka,

We are pleased to inform you that your Total Annual Cost To Company (CTC) stands revised with effect from 01<sup>st</sup> Nov, 2023 as **Rs. 3,90,000/- (Rupees Three Lakh Ninety Thousand Only)**. You are requested to refer to **Annexure I** for detailed break up of your revised compensation.

Your next compensation review will be due on 1<sup>st</sup> April, 2024. All other terms and conditions of your employment remain unchanged. You will continue to be governed by the Company's Policies applicable to all employees at your grade and as may change from time to time.

Please note that all aspects of your compensation are strictly confidential between you and the Company and as such must not be discussed with anyone else other than your Reporting Manager or HR Business Partner. In case of any queries, please feel free to reach out to your HR Business Partner.

With best wishes,

Yours Sincerely, For QualityKiosk Technologies Pvt. Ltd.

Kishan Dutt Senior Vice President Sanjeev Chugh Chief Human Resources Officer

Note: This is computer generated letter no signature required

## QualityKiosk Technologies Pvt, Ltd.

Regd. Office: 419A, C-Wing, Rupa Solitaire, MBP, Navi Mumbai - 400710. Ph: +91 4128 8200 / 4141 6900 | Fax: +91 22-27780929 CIN No.: U72900MH2000PTC127584

www.qualitykiosk.com | info@qualitykiosk.com



Annexure I

#### ANNUAL COST TO COMPANY w.e.f. 01<sup>st</sup> November, 2023

Employee Code	Q9879					
Name	Priyanka Sagar Chaudhari Test Engineer					
Designation						
Grade	B-1					
Components	Cur	rent	Revised			
	Monthly (INR)	Annual (INR)	Monthly (INR)	Annual (INR)		
Basic	11,632	1,39,584	16,250	1,95,000		
House Rent Allowance	1,831	21,967	7,625	91,500		
Special Allowance	2,110	25,320	2,110	25,320		
Flexible Benefits Package (N1)	834	10,008	2,790	33,476		
Leave Travel Allowance (LTA)						
Statutory Bonus	1,060	12,724	1,060	12,724		
[A] Gross Earnings	17,467	2,09,603	29,835	3,58,020		
Company's Contribution to PF	1,749	20,990	1,800	21,600		
Company's Contribution to ESIC	568	6,813				
Gratuity		6,714		9,380		
Medical and GPA Premium		1,000		1,000		
[B] Benefits <sup>(N2)</sup>		35,517		31,980		
[C] Fixed Cost To Company (CTC) [A+B]		2,45,120		3,90,000		
[D] Performance Linked Variable Pay						
[E] Annual Cost To Company (CTC) [C+D]		2,45,120		3,90,000		

Notes:

 (N1): Components to be declared once a year. These components are fully exempted from tax (as per current Income Tax rules), subject to reimbursement of bills as per below limits.

Component	Monthly Amount (INR)
Communication & Internet Reimbursements	5,000
Books & Periodicals Reimbursement	5,000
Education Allowance	10% of Basic
Vehicle Maintenance & Fuel Reimbursement	1,800
Food Allowance	2,200
LTA	8,000

- (N2): PF, ESIC and Gratuity as per respective Acts and Insurance coverage as per Company policy.
- Internet Allowance which was paid as reimbursement to Grades A & B as part of BCP is now absorbed as a part of
   Flexible Benefits to enable a hybrid operating model of work from office/home.
- Salary components will be subject to taxes and statutory deductions as per prevailing government rules.
- The compensation includes travel expenses to QK office and client locations within your base city area.
- Your Compensation package is strictly confidential (between the Company and the candidate/employee) and no part of it shall be liable for disclosure to any third party without the Company's prior and formal consent.

## Note: This is computer generated letter no signature required

# QualityKiosk Technologies Pvt. Ltd.

Regd. Office: 419A, C-Wing, Rupa Solitaire, MBP, Navi Mumbai - 400710. Ph: +91 4128 8200 / 4141 6900 | Fax: +91 22-27780929 CIN No.: U72900MH2000PTC127584

www.qualitykiosk.com | info@qualitykiosk.com

# HRD/3T/100402(982/21-22

Ms. Aishwarya Kulkami 61,Ketaki,Flat No. 5, Vardayini Society, Pashan Sus Rd,Pashan, Pune-411021 India

Ph: +91-7972662324

Dear Aishwarya,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO EVP and Head Human Resources - Infosys Limited

> Signature Not Verified Digitality signed by Fichard Lobo Date: 2022.03.16,93.10.14 IST Reason: Digitality Signed Location: Bangadre

INFOSYS LIMITED CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com

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Infosys Navigate your next March 16, 2022 HRD/10040 20982/21-22

Ms. Aishwarya Kulkarni 61,Ketaki,Flat No. 5, Vardayini Society, Pashan Sus Rd,Pashan, Pune-411021 India



Ph: +91-7972662324

Dear Aishwarya,

Congratulations! We are delighted to make you an offer as Systems Engineer Trainee and your role is Systems Engineer.

Here are the terms and conditions of our offer:

### Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ( "Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company. "Company" refers to Infosys Limited.

"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

### Joining

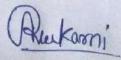
Your scheduled date of joining the employment of the Company will be 04-Apr-2022.

#### Location

Your location for employment is MYSORE, India .

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.



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You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

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Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

# Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

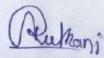
You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company' s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1, C0, 000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:



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a) Failure to complete the Training and or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

## **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed and permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

#### Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

#### Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

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# **Compensation and Benefits**

#### Salary

Your total gross salary during the first six months from the date of joining will be INR 25,000 per month and Total Gross Salary post successful completion of six months will be INR 30,000 per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -1 and Annexure - II.

avigate your next

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

#### Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

#### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

Youwill have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

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# National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

# Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 500,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of INR 62,00,000 of which INR 32,00,000 is covered towards natural death, and INR 30,00,000 towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of INR 250 and fixed monthly contribution of INR 250

The details of the Scheme would be available to you when you join the Company.

## Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

#### Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

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## **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

#### Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a Systems Engineer is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

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You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

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Yours sincerely,

# RICHARD LOBO

EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: 01 04 . 20 97 Aishwanya kulkami.

Sign your name

Aishwarya Ramanand Kulkarni

Print your full Name

Location

Pune

Signature Not Verified Digitally signed b Date: 2022 03.10 rd Lobo 14 IST Reason: Digitally Sig Location: Bangalure

INFOSYS LIMITED CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India

T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com

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# (Compensation during the first six months from the Date of Joining)

NAME	(All figures in INR per month)	
ROLE	Ms. Aishwarya Kulkarni	
	Systems Engineer	
ROLE DESIGNATION	Systems Engineer Train	
1. MONTHLY COMPONE	ENTS	
BASIC SALARY		
AND		
	TES .	15,000
BASKET OF ALLOWANC		15,000 4,478
BASKET OF ALLOWANC		4,478
BASKET OF ALLOWANC	% of the eligible amount (20% of Basic Salary) being paid out on a	1107.000

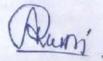
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

		OTHER BEN	NEFITS	
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



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#### ANNEXURE -

(Compensation post successful completion of six months)

		TION DETAILS n INR per month		
NAME	Ms. Aishwarya Kulkarni			
ROLE	Systems Engineer	Systems Engineer		
ROLE DESIGNATION	Systems Engineer Traince			
I. MONTHLY COMPONE	INTS			
BASIC SALARY				15,000
BASKET OF ALLOWANC	ES			4,478
BONUS / EX-GRATIA (95) monthly basis)	% of the eligible amount (20% of Basic Sal	lary) being paid ou	t on a	2,850
MONTHLY GROSS SAL	ARY			22,328
2. ANNUAL COMPONEN	ίΤ	24-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1		
BONUS / EX-GRATIA - (E the advance (95%) paid out	Balance 5% will be paid out in the end of th on a monthly basis)	e financial year af	ter adjusting	150
3. RETIRAL BENEFITS				1.800
PROVIDENT FUND - 12%	of Basic Salary			722
GRATUITY - 4.81% of Ba	sic Salary*			25,000
FIXED GROSS SALARY	(1+2+3)			25,000
		At an indicative	At indicative	At indicative Payout of 20%

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component	ent at indicative pay	out 5% of FGS)	26,250
TOTAL GROSS SALARY (Inclusive of the incentive Compo-	nent at indicative pa	yout 10% of FGS)	27,500
TOTAL GROSS SALARY (Inclusive of the incentive Compo	nent at indicative pa	ayout 20% of FGS)	30,000
	R BENEFITS		

The state of the s		ormenter		
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan Trainee Agreement) (WI allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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#### ANNEXURE - III

#### NON-COMPETE AGREEMENT

## · Aishuanya Kulkonni do hereby acknowledge and confirm the following:

(1) I am accepting employment with Infosys Limited ("Infosys"). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Limited.

(2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys for whom I performed services as a Company employee (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:

a. accept any Offer of Employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;

b. accept any Offer of Employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purposes of this Non-Compete Agreement, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

I. Tata Consultancy Services Limited ii. Accenture Limited iii. International Business Machines Corporation iv. Cognizant Technology Solutions Corporation v. Wipro Limited

Place: Pune Date: 01 / 4/2022

Acknowledged by Infosys Limited:

Employee Signature:

Aishwanja kulkami

Employee Name:

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United States Canada Europe Asia-Pacific

#### **APPOINTMENT LETTER**

#### Confidential

Date: 13-Jun-2022 Employee ID: 4967 - Harshal Patil SN 52, Plot No 52, Mauli Nagar, Khedi Shivar, Bhuusaval Road,

Jalgaon-425001 Maharashtra

Dear Harshal,

#### Sub.: Appointment for Employment as Technical Specialist I, CSD

This letter confirms your full time employment as Technical Specialist I, CSD with Yardi Software India Private Limited ("Company") Pune. Start date of this position is 13-Jun-2022 at 9.30 a.m. Responsibilities include, but are not limited to:

Application support engineers assist end users with the operation and functionality of software applications through Chat, Tickets and call. Their duties include Research, diagnose, troubleshoot, and identify solutions to resolve customer issues

#### 1. Appointment

Your place of posting shall initially be Pune (India). However, you can be posted to any location in India or abroad, as may be required for the Company's business, subject to Company's policies from time to time.

#### 2. Remuneration:

- a. You will be paid Annual Gross Salary as detailed in Annexure A.
- b. In addition to the above, you shall be entitled to receive various employee benefits as detailed in **Annexure A**. These benefits are governed by the Company's policies and are subject to revision from time to time.
- c. Salary reviews and re-fitments will always be subject to the schedules as may be implemented by the Company from time to time. Your growth in the Company and increment in the salary will depend solely on your performance and contribution to the Company. Your employment should be confirmed by the company before being eligible for any salary review.
- d. In case of change in the existing statute or introduction of new statute including but not limited to requiring payment of new salary component or existing salary component at a higher percentage, the Company reserves a right to adjust the salary components within your then existing Annual Gross Salary.



e. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

#### 3. Hours of Work

- a. You will be required to work for 8.5 hours per day (Monday to Friday) including half an hour for lunch. Further, depending on project/work contingencies, work load and business requirements, at any given time you may be required to work outside these stated hours, including weekends.
- b. You may also be expected to travel to other locations at times outside of your official working hours. You may at any time be called upon to perform other than your normal duties which in the opinion of the Company are within your capacity to discharge and you will forthwith undertake these duties with care and diligence.
- c. You agree to work at timings that overlap with the Company's global clients/offices as needed.

#### 4. Probation Period

Your employment is subject to a minimum of six month probation period at the end of which your performance will be evaluated and a decision on your confirmation will be taken. Your retention in the Company's service will be subject to your successful confirmation and maintaining the expected level of performance thereafter.

During the Probation Period, either Party may terminate this employment, with or without any reason, by giving a one (1) day written notice to the other party.

#### 5. Condition for Appointment for Employment

- a. The Appointment for Employment is subject to:
  - i. Your acceptance of Appointment for Employment
  - ii. Your employment may be subject to you being found medically fit by our medical authority and you will submit to medical examination as and when required by the company. After joining the company's rolls, your retention in the company's service will be subject to your maintaining yourself in a state of Medical fitness.
  - iii. You clearing of background verification test. Please submit the documents within 7 days of receipt of this Appointment of Employment as per Annexure B;
  - iv. You being free from any obligation owed to a third party which might prevent you from joining the Company;
  - v. The information provided by you in relation to your employment by the Company regarding your background and/or previous employment being complete, accurate and not misleading in any respect; and all information obtained by the Company in respect of you being fully satisfactory to the Company;



- vi. You are complying with all the statutory as well as Company's rules and regulations applicable to your employment.
- vii. You are expected to join the Company after your present employer formally relieves you. However, in case you are unable to present the relieving letter at the time of joining, Company will not be liable for any consequences arising out of your previous employment. You shall indemnify and hold the Company harmless against any costs, losses and expenses that the Company may be required to pay as a result of not producing a valid letter unconditionally relieving you from the previous job.
- b. Please note that the Company reserves the right not to accept you into its rolls or after such

acceptance, to discharge you from its rolls, in case any of the information provided by you is found to be incorrect, particularly submission of documents in proof of your qualifications and/or experience, without any notice or salary in lieu thereof.

#### 6. Leave

- a. You will be entitled to paid leave each year as per the Company policy, as applicable from time to time. If you join the Company during the year, you will be entitled to paid leave on a pro-rata basis.
- b. Further terms and conditions pertaining to Paid Leave and other benefits are more particularly described in the Company Employee Handbook.

#### 7. Termination

- a. After your services are confirmed, either party may sever the employment by giving a written notice of one month, (the "Notice Period") or payment of gross salary in lieu thereof.
- b. In case of resignation, the Company reserves the right to:
  - i. relieve you earlier than the Notice Period;
  - ii. extend your Notice Period subject to your satisfactory handover of charge and completing the assignments, projects;
  - iii. decide whether the Notice Period shall run concurrently with the period of any leave which may be granted to you;
  - iv. Decide whether your notice shall stand extended to the extent of the leave availed of by you during the Notice Period.
- c. Notwithstanding anything contained anywhere else, your employment with the Company may be terminated without prior notice if, in the opinion of the Company, you, at any time:
  - i. commit any serious or persistent breach of any of the terms and conditions of this Appointment letter or any of the provisions of employee handbook or other documents incorporated by reference in this document;
  - ii. do or cause to be done any act, deed, matter or thing adverse to the Company's interests;
  - iii. are guilty of any misconduct or neglect in the discharge of your duties or exercise of your powers hereunder or otherwise vested in you from time to time;



- iv. fail to or neglect in observing and complying fully with all resolutions, regulations, instructions and directions from time to time made or given to you by the Company;
- v. have furnished any information or made any representation that is found to be incorrect or if any material information is detected by the Company to have been suppressed by you or any action on your part is found to be in contravention to the terms and conditions herein;
- vi. become of unsound mind;
- vii. are convicted of any criminal offense;
- viii. become incapacitated or prevented by illness, accident or any other circumstance from discharging in full your duties.

#### 8. Effect of Termination

- a. Upon termination of your employment with the Company for any reason, you will:
  - i. hand over charge to such person or persons as informed to you;
  - ii. surrender to HR representative or such specified person all of the Company's property including but not limited to any confidential information, all hardware, software, documents, books, or any other articles of the Company and /or copies thereof belonging to the Company which, pursuant to your employment with the Company, may be in your use, occupation, control or possession and must not retain any copies, extracts or reproductions of all or any part of that property or confidential information;
  - iii. continue to be bound by your employment obligations to the Company including in relation to Company's confidential information and intellectual property.
  - iv. not make any statements (whether oral or written) or do anything which might damage the reputation of the Company or interfere with Company's relationship with its clients and customers.
- b. Without prejudice to Company's other rights and remedies, the Company will be entitled to deduct from your emoluments, the amount of any claims which the Company may have against you either under the terms of your employment or otherwise.

#### 9. Indemnification

a. You shall, at all times, indemnify and keep indemnified the Company against all sums whether by way of claims, demands, damages, costs, charges or expenses paid or incurred by the Company in or in connection with any action, claim proceeding or demand instituted or made against the Company caused or occasioned by your breach, failure, default or neglect, in the opinion of the Company.

You agree that no representations or promises concerning the terms of employment have been made except as set forth in this letter, and that your employment with the Company does not violate any conditions of any other agreements you may have made prior to accepting this Appointment letter.



#### **10. Non Solicitation**

During the term of your employment:

i. You shall not directly or indirectly, or through any other party, solicit or Appoint or give employment to any persons who are employees of the Company.

#### 11. Accountability

- a. You shall perform any such duties diligently and faithfully as are incidental or implied and consistent with your relevant experience, training and qualifications or may be reasonably delegated as being in the best interest of the Company.
- b. You shall devote the whole of your time, knowledge, skill and attention to the performance of your duties with the Company and attend at the premises/place(s) where you shall from time to time be employed on such days including, if the exigencies of our business so require, on any Company holiday and public holidays and at such hours as shall be required. You shall not undertake any business or other assignment whether honorary or remunerative or accept any reward, directly or indirectly, without prior written permission from the Company.
- c. You shall understand, accept and sign the Employee Handbook, Non-Disclosure Agreement, as revised from time to time, which are deemed to be incorporated by reference in and are considered to be a part of this Appointment letter.
- d. You agree to fully co-operate with the enforcement of and to endorse/sign any policies brought into effect by the Company from time to time, either for compliance with the requirement of any law or, otherwise, as and when deemed appropriate by the Company for the harmonization of its operations.

#### **12. Intellectual Property Rights**

"Intellectual Property Rights" means any and all existing and future intellectual or industrial property rights (whether registered or unregistered) including, without prejudice to the generality of the foregoing, all existing and future patents, copyrights, design rights, database rights, trade marks, internet rights/domain names, know how, confidential information and any and all applications for any of the foregoing and any and all rights to apply to any of the following. You shall assign to the Company your entire right, title, and interest in any invention, discovery or improvement that you might make solely or jointly or by assisting others, in the course of your employment with the Company relating to any and all products, software designed, developed, manufactured or marketed or leased or developed by the Company. You shall perform any acts and execute such documents without expense to you which in the judgment of the Company or its attorneys may be needful or desirable to secure to the Company the best patent protection and all the rights to such invention, discovery or improvement.



#### 13. Confidentiality

You shall not divulge any secrets, transactions or confidential information related to our Company/business/clients/customers that you may acquire, at any time during your employment in respect of any technical, trade or business data, customers' names/business details or any other information that might come to your knowledge or possession, which according to the Company are necessarily confidential and form valuable property of the Company. Your obligation not to disclose confidential information will be in force even after separation from the Company. You shall hand over all records under your possession to the Company on separation. The Company reserves the right to initiate legal action in case of failure to abide by this clause. You have to safeguard Company and its customers' confidential information even after the termination of your employment or business relationship with Company.

#### 14. Retirement

The age of retirement from the Company shall be on attainment of sixty five years. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the date of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

#### 15. Tax

Company may from time to time, deduct any statutory deduction or withholding tax as may be required by applicable law.

#### **16. Consent Regarding Personal Data**

This clause relates to the Personal Data that you may be requested to provide in connection with your employment. Personal Data includes any information related to a natural person that is, in combination of other information or otherwise, is capable of identifying such person notably including financial information such as Bank account or credit card or debit card or other payment instrument details, physical, physiological and mental health condition, sexual orientation, medical records and history, Biometric information, any information or detail relating to previous employment details, educational qualifications and criminal record. You hereby understand and consent to Company, without any reservations, to (i) collect any of your Personal Data or other data from your last employer or through any internal or external agencies appointed for this purpose, (ii) use or process such data in connection with your employment with the Company or any matters arising from such employment, and (iii) sharing such data with any outside agencies or third parties for verification and validation of this information, processing in relation to employment or matters arising from such employment, or in compliance with the Company's contractual or statutory obligations.

You understand that you may withdraw the consent by informing in writing to Company's designated representative for this purpose. You also consent and accept that if such withdrawal of consent affects the purpose for which your Personal Data was sought, Company reserves the right to take steps as it deems appropriate. You understand that this consent is obtained by the Company to ensure compliance of The Information Technology (Reasonable Security Practices and Procedures



and Sensitive Personal Data or Information) Rules, 2011 and any successor laws regarding the subject.

You understand, accept and sign the "Consent Form" with respect to employees personal and sensitive data provided at **Annexure C.** 

#### **17.** Changes in Personal Details

Any change in your residential address, telephone numbers, marital status, and academic qualifications should be notified in writing forthwith and should be updated in the HR portal of the Company. All communication will be addressed to you on the last address notified by you and it will be presumed that you have received such communication addressed to you.

#### 18. Governing Laws and Arbitration

- a. This Appointment letter shall be governed under the laws of India and subject to the exclusive jurisdiction of courts in Pune.
- b. Any dispute between you and the Company shall be settled by a sole arbitrator to be appointed by the Company, the place of arbitration shall be Pune and the language of arbitration shall be English.
- c. In the event of any dispute or differences arising out of this Appointment letter or breach of any of the terms of this Appointment letter between the parties hereto for interpretation, exercise, use or execution of any of the clauses of this Appointment letter, the same shall be referred to the HR Head of the Company or his duly nominated official whose decision shall be final and binding. The venue shall be at 2nd Floor, Sigma House, Off S.B. Road, Pune 411 016.

#### 19. Other terms and conditions

- a. During the period of your employment, you shall be governed by all the applicable Company rules, regulations, policies, procedures and notices that are in force currently and that may come into force from time to time. The Company's decisions on all such matters will be final and binding on you. Any subsequent variations by the Company to any terms, conditions, rules or regulations generally governing the members of the Company's staff will prevail and be applicable to you. Violation of such policies could lead to disciplinary actions upto and including termination of employment.
- b. After joining the Company's rolls, your retention in the Company's service will be subject to your maintaining yourself in a state of medical fitness.
- c. You shall be required to comply with the information security policies and procedures as notified from time to time.
- d. You shall be guided by the employee Handbook amended from time to time and shall be required to demonstrate an appropriate behavior towards its adherence and cherish the values propagated by the Company.



- e. You understand and agree that any designation given to you in the course of your employment with the Company will be purely ceremonial and ipso facto shall not carry any right of office. You further understand and agree that no such designation, by itself, entitles you to be a member of the Company, or grants you any rights outside the scope of this Appointment letter unless specifically communicated to you in writing by the Company.
- f. You agree that this letter contains the entire understanding concerning the matters discussed above, and supersedes and replaces any prior Appointments, understandings, representations, promises, or agreements by or on behalf of the Company. Any changes in these terms must be set forth in writing and signed by a duly authorized officer of the Company.
- g. This Appointment is contingent upon satisfactory completion background verification test, signature page from the Company Employee Handbook, signed Non-disclosure Agreement and the signed Employee Declaration Form.

Please review this letter of Appointment. Please sign the enclosed duplicate copy of this letter and return it to the undersigned as a token of your acceptance of the terms and conditions mentioned above, failing which this Appointment for Employment stands cancelled.

All of us are excited about working with you at Yardi Software India Private Limited and look forward to a mutually rewarding relationship.

Yours Sincerely, For Yardi Software India Private Limited

Trupti Shirodkar Senior Manager HR

#### ACCEPTANCE

I have read and understood all the terms and conditions contained in this Appointment letter, it accurately reflects my understanding of the terms and conditions of my employment with the Company. I wish to accept employment with the Company on such terms.

I have not relied upon any other promises, understandings or representations in choosing to accept employment with the company. I understand and agree that any changes in the terms of employment described in this Appointment letter must be set forth in a written instrument signed by a duly authorized officer of the company.

Name: Employee ID : 4967 - Harshal Patil Place: Pune Date: 14/06/2022

### Tech Mahindra Final result - NMU region

TPO	O RCPIT	<milkesh.rcpit@yahoo.com></milkesh.rcpit@yahoo.com>

Reply-To: TPO RCPIT <milkesh.rcpit@yahoo.com>

8 February 2020 at 15:32

To: Sushant Bahekar <sushant.bahekar@gmail.com>, Sandeep Thakur <satsan17@rediffmail.com>, Tpo SSVPS\_COE

<tnpssvpscoe@gmail.com>, Sanjeev Jain <sanjeev\_n\_jain@yahoo.com>, Vijay Kumar Wankhede <wankhede22@gmail.com>,
"tnpjal@gmail.com" <tnpjal@gmail.com>, "Dr. GM Malwatkar" <gajananm@gmail.com>

The Snapshot of the final status of the drive is as given below: -

Total Appeared	Total Test Cleared	Total CCT Cleared	Total Tech Cleared	Total Selection	Total Not eligible (if any)	Selection % (against Total Appeared	Remarks
246	136	71	31	23	1	9.34%	

	USER_ID	USER_NAME	College Name	Branch		
	1829TM002	5 SHRADDHA MUKESH AHUJA	SSBT	Comp		
	1829TM0044	UDAY CHANDRAKANT MAHANUBHAV	RCPIT	Comp	College	selection
	1829TM0066	PRATIK SHAILENDRANATH	SSBT	Comp	SSBT	8
	1829TM0088	JAGRUTI RAMCHANDRA PATIL	RCPIT	ETC	SSVPS	3
	1829TM0095	VINITA RAJKUMAR SHARMA	RCPIT	Comp	RCPIT	7
1	1829TM0120	HIMANSHU MANIKCHAND SHAH	Godavari CoE	Comp	Govt	4
	1829TM0121	VISHAL SUNIL PATIL	SSBT	Comp	Godavari	1
	1829TM0168	MITESH PRAKASH PATIL	RCPIT	ETC	Total	23
	1829TM0204	UNNATI PRADIP PATIL	SSBT	т		
	1829TM0207	ADITYA SANJAY DESHMUKH	Govt CoE	ETC		
	1829TM0208	MINAKSHI RAVINDRA PAWAR	SSBT	ETC		
	1829TM0313	RAJAT ASHOK KAMATKAR	Govt CoE	ETC		
	1829TM0314	SURAJ DIPAK ZAWAR	SSBT	comp		
	1829TM0338	PRIYANKA KALIDAS BARPANDE	SSBT	comp		
	1829TM0348	SHEETAL BHAGWAT BIRAJDAR	Govt CoE	Comp		
-	1829TM0361	RUCHITA NATU PATIL	RCPIT	Comp		
1	829TM0374	YOGITA JAGDISH SHIRSALE	Govt CoE	comp		



## WESTERN RAILWAY

	HARACTER
ANNEXURE -II CE	<u>RTIFICATE OF CHARACTER</u> roup "C" CL. III service) hri/Smt. <u>PAREKAR AMOL GANESH</u> SH HART PAREKAR the last <u>04</u> year's <u>00</u>
FOR (G	of by knowledge and belief, He/She bears reputable Character and has no
have known S	hri/Smit. PARES
Certified that I have the	SH HART PAREKTor the last of by knowledge and belief, He/She bears reputable Character and has no m/her unsuitable for Government employment.
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months and that to be best	of by knowledge and be m/her unsuitable for Government employment. m/her unsuitable for Government employment. is not related to me.
which render hi	m/her unsuitable and GANESH is not related to me.
antecedence	ARVAR AMOL GANEDY ISTOCIO
shri/Spht. PA	REKAR AMOL GANESH is not related to me.
2. Shr1/3/10.	
	Signature:
Place: JALGAO Date: 31.12.20	Design: PRINCIPAL
110.20	19 Godavari College of Engineering
Date: 31.12.20	Godavan Concs Jalgaon (M.S.)
	<u>ATTESTED</u>
	AITE
(To be attested by TWO gaz	etted officers )
(To be attested by	Signature.
1. Place	Designation
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Date	(Attesting authority)
집 문화 같은 것이 같다.	
Diaco	Signature.
2. Place	Designation
Date	(Attesting authority)
	선생님이 집안 방법이 있는 것이 같아. 집안 없는 것이 나라 다니다.
Bar 1 / Clifford Control of the	이 그는 회사는 그 가슴을 물건을 줄 수 있습니다. 이 것은 것은 것이 집에서 가슴을 다 가지 않는다. 이 가지 않는 것이 없습니다.

NOTE: Character certificate should be from Head of Educational Institution on last attended by you duly attested by 2 Gazetted officers.

のためは、方の行大法に称称れたたちであり

Sr.No.	Roll Number	CandidateName	REMARKS
76	311018087460068	KHAN AKHTAR GULHASAN	09.01.20
77.	301025079660412	NITESH KUMAR NAGAR	09.01.20
78	311002080220034	MANIYAR SHOEB RAFIK	09.01.20
79	301030086050613	MUKESH KUMAR	09.01.20
80	381007078230131	ANAND KUMAR VERMA	09.01.20
81	171028087470040	SUMAN AJAY PATEL	09.01.20
82	311028028450004	NIMJE SAGAR NATTHUJI	09.01.20
83	311019080220087		09.01.20
84	391008086650012		09.01.20
85	171012087470067		13.01.20
86	381007087630910		13.01.20
87	311019036330036	CHINTE SUNIL TRYAMBAK	13.01.20
88	221002080020499		13.01.20
89	311023085880242	2 SURTI CHINTAN YOGESH	13.01.20
90.	391026011180192		13.01.20
91	22100108002040	5 KANTHARIYA DEVANG DIPAKBHAI	13.01.20
92	31100408588095	1 JITENDRA KUMAR S VERMA	13.01.20
93	22101508334001	7 RAVI DHARIWAL	13.01.20
.94	31101908155046	3 VASANT NARAYAN SATPUTE	13.01.20
95	31101708022031		13.01.20
96	39100708450038		13.01.20
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10	9 311028028450	036 SNEHAL GANVIR	13.01.3
11		206 KAMBLE VIKAS ASHOK	13.01.
11		415 JASWANT SINGH CHAUHAN	
	2 311009079930	005 MESHRAM VISHAL VISHVANATH	13.01.
· · ·	3 311005085880		14.01

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#### WESTERN RAILWAY

No. E/L/ 890/3 Vol. XXVI

Divisional Railway Manager's Office Mumbai Central Dt. 23.12.2019

Sub:- Recruitment to Gr 'C' post in Appr.Asstt. Loco Pilot (DSL/Elect) scale Rs.5200- 20200 +1900 (GP) Level 2- Mech Deptt - BCT Division. Ref:- GM (E) CCG's letter no.E(R&T)890/8/4Vol.VI dt.31.07.2019.

You are hereby offered as appointment as Appr. Asstt. Loco Pilot (DSL/Elect) scale Rs.5200- 20200+1900 (GP)/ Level 2 on stipend Rs.19900 plus dearness allowances as admissible under the Railway rules subject to the following conditions-

- You will have to undergo a prescribed training of 103 days duration and on successful completion of the training, you will be eligible for Asstt. Loco Pilot in scale Rs. 5200-20200 + 1900 (GP) Level 2 only. However, no guarantee or promise of employment is given or implied.
- 2. In the event of your failure in the final examination held at the end of prescribed training, a second chance will be given to you if considered absolutely necessary, but in that case you will not be paid stipend and dearness allowance to which you were entitled. However, in case you belong to SC/ST community, you will be given stipend with dearness allowance during the second chance also but neither stipend nor dearness allowance would be admissible during the 3<sup>rd</sup> chance if granted by the competent authority
- 3. You are required to enter into an agreement with the Rly. Administration to the effect that in the event of your resigning from service during the period of training, you will agree to pay on demand, to the government, all stipends and other amount drawn by you from the government from time to time and also you will have to refund to the administration on demand the whole cost, pay and allowance excluding travelling and running allowance if any drawn by you. Further on successful completion of training you will have to undertake to serve the Railways for a minimum of 05 years.
- 4. You will be governed by the New Pension Rules promulgated by the Ministry of Railways vide letter no. E/111/2003/PN/1/26 dt.31.12.03 with effect from 1.1.2004.

- 5. You will have to confirm to all rules and regulations applicable to Govt. Railway trainee.
- You will have to take oath, solemn affirmation of allegiance to India and to Constitution of India. You will have to submit the declaration that you have not more than one wife living.
- Your appointment is subject to the declaration that you are not serving elsewhere, at the time of your joining the Rly. Or if you are already an employee that your employer has permitted you to take up this employment and have no objection to relieve you in time.
- Your training is liable to be terminated in 07 days not only as per Rly. Rules but also if so required.
- 10 . You will be enrolled if so required, for Military Service in Rly. Engg. Unit of Territorial Army for a period of 07 years in Territorial Army Service and 08 years in Territorial Army Reserve or for such period as may be laid down in this regard from time to time.
- 11. Your requested to bring all the following original documents attested by Gazetted Officer and enclosures duly filled:

-	Castificato	b	Certificate of Date of Birth/School leaving.
a	Matriculation Certificate	REEP EUS	Educational/Technical Qualification
c. '	Caste certificate (For SC/ST/OBC)	d.	Certificate
	Copy of Pan Card	f.	Saving Bank Account No.
e.	Copy of Pan Card	an siste	Account.
Eler	MICR Code no. of the bank & IFSC	h	Cancelled Cheque of your Bank Account.
g	Code	Contraction of the second	
i	08 recent passport of size color pho	otogra	pns illed and certificate)(FORMATE ENCLOSED)
	Antocodent	t villun	and the threaten t
1	Character Certificate/Antecedence		ince and
j k	Attestation forms in 3 set (enclose	a)	
j k i	Attestation forms in 3 set (enclosed Service Agreement (Form enclosed	a)	

12. You should report to this office on the date mention below failing to which offer will be deemed as cancelled.

-23/12/19

for DRM(E)BCT

#### WESTERN RAILWAY.

Divisional Railway Manager's Office Mumbai Central Dt. 02.08.2019

#### No. E/L/ 890/3 Vol. XXVI

Τo,

Sub:- Recruitment to Gr 'C' post in Appr.Asstt. Loco Pilot (DSL/Elect) scale Rs.5200- 20200 +1900 (GP) Level 2– Mech Deptt - BCT Division. Ref:- GM (E) CCG's letter no.E(R&T)890/8/4Vol.VI dt.31.07.2019.

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You are hereby offered as appointment as Appr. Asstt. Loco Pilot (DSL/Elect) scale Rs.5200- 20200+1900 (GP)/ Level 2 on stipend Rs. plus dearness allowances as admissible under the Railway rules subject to the following conditions-

- You will have to undergo a prescribed training of 103 days duration and on successful completion of the training, you will be eligible for Asstt. Loco Pilot in scale Rs. 5200-20200 + 1900 (GP) Level 2 only. However, no guarantee or promise of employment is given or implied.
- 2. In the event of your failure in the final examination held at the end of prescribed training, a second chance will be given to you if considered absolutely necessary, but in that case you will not be paid stipend and dearness allowance to which you were entitled. However, in case you belong to SC/ST community, you will be given stipend with dearness allowance during the second chance also but neither stipend nor dearness allowance would be admissible during the 3<sup>rd</sup> chance if granted by the competent authority
- 3. You are required to enter into an agreement with the Rly. Administration to the effect that in the event of your resigning from service during the period of training, you will agree to pay on demand, to the government, all stipends and other amount drawn by you from the government from time to time and also you will have to refund to the administration on demand the whole cost, pay and allowance excluding travelling and running allowance if any drawn by you. Further on successful completion of training you will have to undertake to serve the Railways for a minimum of 05 years.
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- 5. You will have to confirm to all rules and regulations applicable to Govt. Railway trainee.
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- 7. Your appointment is subject to the declaration that you are not serving elsewhere, at the time of your joining the Rly. Or if you are already an employee that your employer has permitted you to take up this employment and have no objection to relieve you in time.
- 8. Your training is liable to be terminated in 07 days not only as per Rly. Rules but also if so required.
- 10 . You will be enrolled if so required, for Military Service in Rly. Engg. Unit of Territorial Army for a period of 07 years in Territorial Army Service and 08 years in Territorial Army Reserve or for such period as may be laid down in this regard from time to time.
- 11. Your requested to bring all the following original documents attested by Gazetted Officer and enclosures duly filled:

а	Matriculation Certificate	b	Certificate of Date of Birth/School leaving.	
c.	Caste certificate (For SC/ST/OBC)	d.	Educational/Technical Qualification Certificate	
e.	Copy of Pan Card	f	Saving Bank Account No.	
g	MICR Code no. of the bank & IFSC Code	h	Cancelled Cheque of your Bank Account.	
i	08 recent passport of size color pho	tograp	ohs	
j			lled and certificate)(FORMATE ENCLOSED)	
k	Attestation forms in 3 set (enclosed)			
T	Service Agreement (Form enclosed)			
m	Adhaar Card			

12. You should report to this office on <u>08/09 Aug 2019</u> failing which offer will be deemed as cancelled.

for DRM(E)BCT

To Re	epot at - 2nd floor E	/Mech sec Divisional Railway Mar Mumbai Central, Mumbai- 40000	nager's Office a 8	it 10:30 a.m
Sr.No. Roll No		oll No Candidate Name		Date of Document verification
1	221017080020418	PAL AVINASH HARISHCHANDRA	OBC-NCL	08.08.2019
2	311015081550702	SHARUKH JAMIR SHAIKH	UR	08.08.2019
3	311024081550770	GADHAVE PUSHKARAJ VILAS	UR	08.08.2019
4	311012085880949	TIWARI SANDEEP SURESH	UR	08.08.2019
5	311003085880176	NADAR MANOJ GANGADHARAN	UR	08.08.2019
6	421007095770127	RAVI KUMAR	UR	08.08.2019
7	381009087560022	ANOP SINGH	UR	08.08.2019
8	361017079840353	3 MAYANK KHARE U		08.08.2019
9	311023085640429	VINOD KHOT U		08.08.2019
10	311010085640014	PHADATARE SWAPNIL RAJENDRA UR		08.08.2019
11	311001085650140	KULKARNI PRATHAMESH GHANASHYAM	UR	08.08.2019
12	311007085670797	YENARE AJIT DILEEP	OBC-NCL	08.08.2019
13	231023092450249	HEMENDRA SINGH	OBC-NCL	08.08.2019
14	311020081550547	GHADGE MANGESH ANIL	UR	08.08.2019
15	391003084500564	RAJESH	OBC-NCL	08.08.2019
16	311008085640037	ULAPE MILIND RAJARAM	UR	08.08.2019
17	301005013860151	MAYANK JADHAV	UR	08.08.2019
18	221023081330220	PATEL ISHAN KAMLESHKUMAR	JR	08.08.2019
19	391001086640200	PRIYA KUMARI JAIN	UR	08.08.2019
20	311003085640023	ROHITKUMAR EKNATH PATIL	UR	08.08.2019
21	231016092610224	SIDHARTH	UR	08.08.2019
22	311029080220002	AJIT JHA	UR	08.08.2019
23	301029026750029	SIDDHARTH RATHORE	OBC-NCL	08.08.2019
24	311019085880490	JADHAV SUSHANT GANGADHAR	UR	08.08.2019

Sr.No. Roll No		Candidate Name	Community	Date of Document verification	
25	301021007250103	SATENDRA KUMAR GUPTA	UR	08.08.2019	
26	311010085640449	CHOUALE TANVI TANAJI	UR	08.08.2019	
27	301001007250149	DEVANSHU PATHAK	UR	08.08.2019	
28	311013081550523	MIRAGANE RAVIKANT KALYAN	UR	08.08.2019	
29	201018093500005	KAUSHIK KUMAR SINGH	UR	08.08.2019	
30	301007007400276	SOURABH JOSHI	UR	08.08.2019	
31	441012086110010	PRADEEP GOSWAMI	OBC-NCL	08.08.2019	
32	311017085530131	AKSHAY MANIK RAMEKAR	OBC-NCL	08.08.2019	
33	441018080441569	ABHISHEK MISHRA	UR	08.08.2019	
34	221004081330175	JAYKUMAR TRIVEDI	UR	08.08.2019	
35	311001085650188	CHAVAN MANDAR PRAKASH	OBC-CL	08.08.2019	
36	311024080220157	YUVARAJ UTTAM AHER	UR	08.08.2019	
37	391013085710083	ASHISH KUMAR BANSAL	UR	08.08.2019	
38	311012087460111	PATIL AVDHUT GAJANAN	OBC-NCL	08.08.2019	
39	221025080020267	BHALCHANDRA BHARAT PATIL	OBC-NCL	08.08.2019	
40	311006081550405	JAMALE PRASHANT SURESH	UR	08.08.2019	
41	391028085710036	DEEPAK SHOKWANI	UR	08.08.2019	
42	311017080220144	RANDHIR JAGDISH ASHOK	OBC-NCL	08.08.2019	
43	311023079930204	DIKSHA WANKHADE	SC	08.08.2019	
44	311009081550112	ADE AKASH VIJAYKUMAR	OBC-NCL	08.08.2019	
45 .	311009085640408	PATIL KETAN KERABA	UR	08.08.2019	
46	391005085710094	GAURAV TIWARI	UR	09.08.2019	
47	311015081550419	KULKARNI PRASAD SUDHIR	UR	09.08.2019	
48	311014087460312	NARKAR YOGESH VIJAY	UR	09.08.2019	
49	221030080390071	PUROHIT HIMANSHU DINESH	UR	09.08.2019	
50	441012086110042	ANOOP KUMAR	OBC-NCL	09.08.2019	
51	311020085880331	MUKESH MALI	OBC-NCL	09.08.2019	
52	311010080220550	KAICHE AKSHAY ARUN	UR	09.08.2019	

Sr.No. Roll No		Candidate Name	Community	Date of Document verification	
25	301021007250103	SATENDRA KUMAR GUPTA	UR	08.08.2019	
26	311010085640449	CHOUALE TANVI TANAJI	UR	08.08.2019	
27	301001007250149	DEVANSHU PATHAK	UR	08.08.2019	
28	311013081550523	MIRAGANE RAVIKANT KALYAN	UR	08.08.2019	
29	201018093500005	KAUSHIK KUMAR SINGH	UR	08.08.2019	
30	301007007400276	SOURABH JOSHI	UR	08.08.2019	
31	441012086110010	PRADEEP GOSWAMI	OBC-NCL	08.08.2019	
32	311017085530131	AKSHAY MANIK RAMEKAR	OBC-NCL	08.08.2019	
33	441018080441569	ABHISHEK MISHRA	UR	08.08.2019	
34	221004081330175	JAYKUMAR TRIVEDI	UR	08.08.2019	
35	311001085650188	CHAVAN MANDAR PRAKASH	OBC-CL	08.08.2019	
36	311024080220157	YUVARAJ UTTAM AHER	UR	08.08.2019	
37	391013085710083	ASHISH KUMAR BANSAL	UR	08.08.2019	
38	311012087460111	PATIL AVDHUT GAJANAN	OBC-NCL	08.08.2019	
39	221025080020267	BHALCHANDRA BHARAT PATIL	OBC-NCL	08.08.2019	
40	311006081550405	JAMALE PRASHANT SURESH	UR	08.08.2019	
41	391028085710036	DEEPAK SHOKWANI	UR	08.08.2019	
42	311017080220144	RANDHIR JAGDISH ASHOK	OBC-NCL	08.08.2019	
43	311023079930204	DIKSHA WANKHADE	SC	08.08.2019	
44	311009081550112	ADE AKASH VIJAYKUMAR	OBC-NCL	08.08.2019	
45 .	311009085640408	PATIL KETAN KERABA	UR	08.08.2019	
46	391005085710094	GAURAV TIWARI	UR	09.08.2019	
47	311015081550419	KULKARNI PRASAD SUDHIR	UR	09.08.2019	
48	311014087460312	NARKAR YOGESH VIJAY	UR	09.08.2019	
49	221030080390071	PUROHIT HIMANSHU DINESH	UR	09.08.2019	
50	441012086110042	ANOOP KUMAR	OBC-NCL	09.08.2019	
51	311020085880331	MUKESH MALI	OBC-NCL	09.08.2019	
52	311010080220550	KAICHE AKSHAY ARUN	UR	09.08.2019	

Sr.No.	Roll No	Candidate Name	Community	Date of Document verification	
53	311028085880262	ARUNKUMAR SINGH	UR	09.08.2019	
54	311002087800140	TAPRE CHARUSHA ABHAY	OBC-NCL	09.08.2019	
55	441011085910058	SHUBHAM JAIN	UR	09.08.2019	
56	311007080220666	UGALE SACHIN NAMDEV	OBC-NCL	09.08.2019	
57	311018085880991	SONAWANE ABHISHEK RAJENDRA	OBC-NCL	09.08.2019	
58	221006080020880	SIDDHARTH BHOSALE	UR	09.08.2019	
59	311001089970086	BADGUJAR AKASH BAPU	UR	09.08.2019	
60	221009080020172	PAL AJAYKUMAR KALPNATH	UR	09.08.2019	
61	311009085881131	VISH WAKARMA ABHISHEK SAHABLAL	UR	09.08.2019	
62	451020087010317	YOGENDRA SINGH	OBC-NCL	09.08.2019	
63	421011088220529	MUKESH KUMAR SONI	OBC-NCL	09.08.2019	
64	301017007240035	SWAPNIL	OBC-NCL	09.08.2019	
65	311030085670175	KHARCHE TEJAS VILAS	OBC-NCL	09.08.2019	
66	221006080020150	GUPTA JAGADISHKUMAR SANTOSHKUMAR	UR	09.08.2019	
67	441013079480071	ANIL KUMAR	UR	09.08.2019	
68	311015028350224	JAMBHULKAR MAYUR KHUSHAL	SC	09.08.2019	
69	311029087460154	KORE RAHUL RAJARAM	UR	09.08.2019	
70	311009085670809	INGLE DNYANESHWAR RAMESH	UR	09.08.2019	
71	221015080050008	SOLANKI HIRENDRASINH JASAVANTSINH	OBC-NCL	09.08.2019	
72	311007085530120	ANSARI NAUSHAD KARIMULLA	UR	09.08.2019	
73·	301023007400147	PIYUSH PUROHIT	UR	09.08.2019	
74	271032089740324	VISHNUDATH V	UR	09.08.2019	
75	311013079930131	CHETAN DILIPRAO KHAWALE	OBC-NCL	09.08.2019	
76	311021085880632	MODI SUMANT PRAKASH	UR	09.08.2019	
77	221018080380078	YADAV VINAY SATYENDRAKUMAR	OBC-NCL	09.08.2019	
78	311029080220066	PA WAR AVINASH MANGALU	ST	09.08.2019	
79	311020094510105	JANBANDHU VISHAL VINOD	SC	09.08.2019	
80	301022026750017	UDIT JOSHI	UR	09.08.2019	

Sr.No.	Roll No	Candidate Name	Community	Date of Document verification
81	221020080040068	MER NITESH RAMJIBHAI	UR	09.08.2019
82	221026081410040	UPENDRASINGH SINGH	UR	09.08.2019
83	311025081550848	JADHAV SAGAR CHANDRAKANT	UR	09.08.2019
84	391005084500063	MAHIRAL	OBC-NCL	09.08.2019
85	391009094050162	SUBHASH CHAND SAINI	OBC-NCL	09.08.2019
86	311024081550030	GADE PRATIK RAJENDRA OBC-NCL		09.08.2019
87	301027026750249	ANSHUL KUMAR BHARATI	SC SC	09.08.2019
88	311026085640183	40183 AKSHAY PRAKASH SONDULKAR UR		09.08.2019
89 221004080020378		MUKUNDKUMAR GHADIYA	UR	09.08.2019

#### पश्चिम रेलवे Western Railway

#### साक्ष्यांकन प्रपत्र

#### ATTESTATION FORM

#### जी 204 एफ/आर 10

G 204 F / R 10

#### चेतावनी WARNING

 साक्ष्यांकन प्रपत्र में झूठी सचना देना अथवा किसी भी प्रकार की तथ्यात्मक सूचना को छिपाना अनर्हता मानी जायेगी और ऐसा करने से अभ्यर्थी सरकार के अधीन नौकरी के लिए अयोग्य ठहराया जा सकता है।

The furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification and is likely to render the candidate unfit for employment under the Government.

2. यदि इस प्रपत्र को भरने तथा भेजने के पश्चात् हवालात में रखा जाये, दोषी ठहराया जाये, वर्जित आदि किया जाये, तो उसके बारे में यथास्थिती संघ लोक सेवा आयोग अथवा रेल भर्ती बोर्ड अथवा उस प्राधिकारी, जिसे पहले साक्ष्यांकन प्रपत्र भेजा गया हैं, को ब्यौरे की तुरंत सूचना दी जाय । ऐसा न करने पर यह समझा जायेगा कि तथ्यात्मक सूचना छिपायी गयी है ।

If detained, convicted, debarred, etc., subsequent to the completion and submission of this form, the details should be communicated immediately to the Union Public Service Commission or the Railway Recruitment Board or the Authority to whom to Attestation Form has been sent earlier as the case may be, failing which it will be deemed to be a suppression of factual information.

3. यदि किसी व्यक्ति के सेवा-काल में, किसी भी समय यह तथ्य नोटिस में आता है कि इस साक्ष्यांकन प्रपत्र में झूठी सूचना दी गयी है अथवा तथ्यात्मक सूचना छिपायी गयी है तो उसकी सेवाएँ समाप्त की जा सकती है।

If the fact that false information has been furnished or that there has been suppression of any factual information in the Attestation Form comes to notice at any time during the service of a person, his services would be liable to be terminated.

नाम

Name

- उपनाम सहित, यदि कोई हो, पूरा नाम (स्पष्ट अक्षरों में) (कृपया बतायें कि क्या आपने कभी अपने नाम अथवा कुलनाम के साथ कुछ जोड़ा है या उसके कुछ अलग किया है ?) Name in Full (in block capitals) with aliases if any\* (Please indicate if you have added or dropped in a stage any part of your name or surname.)
- वर्तमान पूरा पता ( अर्थात् गांव थाना और जिला अथवा मकान नम्बर, गली/स्ट्रीट/मार्ग और कस्बा) Present Address in Full (i. e., Village, Thana and District or House Number, Lane, Street, Road and Town.)
- (क) घर का पूरा पता (अर्थात् गांव, थाना और जिला अथवा मकान नम्बर / गली /स्ट्रीट/मार्ग और कस्बा और जिला मुख्यालय का नाम)
  - (a) Home Address in Full (i.e., Village, Thana and District or House Number, Lane, Street, Road and Town and Name of District Headquarters.)
  - (ख) यदि मूलत: पाकिस्तान का निवासी हो तो उस देश का पता और भारत में प्रवजन की तारीख --
  - (b) If originally a resident of Pakistan, the address in that country and the date of migration to Indian Union--

कुलनाम Surname

लगभग 5 सें.मी x 7 सें.मी. पासपोर्ट आकार की, जहाँ मांगा गया हो, एक हस्ताक्षरित फोटो की नवीनतम प्रति चिपकाएँ

Affix signed Passport Size (5 cm X 7 cm approx.) copy of recent photograph where asked for 4. पिछले पाच वर्षों में एक वर्ष से अधिक समय तक जहाँ-जहाँ रहे हों, उन स्थानों का विवरण (निवास की अवधियों के साथ )। विदेशों (जिसमें पाकिस्तान शामिल है) में ठहरने के मामले में, आप 21 वर्ष की आयु हो जाने के पश्चात् एक वर्ष से अधिक समय तक जिन-जिन स्थानों पर रहे हो, उनका ब्यौरा दिया जाना चाहिए ।

Particular of places (with periods of residences) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan), particulars of all places where you have resided for more than one year after attaining the age of 21 years should be given.

पिछले कालम में उल्लेखित स्थान के निवास-स्थान का पूरा पता (अर्थात् जिला मुख्यालय का नाम गांव, थाना और जिला अथवा मकान Name of the District कब से नम्बर, गली/स्ट्रीट/मार्ग और कस्बा) कब तक Headquarters of the From To Residential Address in Full (i. e. Village, Thana and Distt. place mentioned in the preceding column or House No., Lane /Street/Road and Town)

नाम Name	राष्ट्रीयता (जन्म से और/या अधिवास से) Nationality (by birth and/or by domicile)	जन्म-स्थान Place of Birth	व्यवसाय (यदि नौकरी करते हैं तो पदनाम और कार्यालय का पता दिजिए) Occupation (if employed, give designation and official address)	(यदि देहान्त हो चुका हो तो पिछला पता Per दिजिए) r	गी घर का पता manent iome Idress
- (i) + 3	पिता (पूरा नाम, यदि उपन Father (name in full v				
(ii)	माता Mother	Fiel 	nen and Source of Source o	אראייז איז איז איז איז איז איז איז איז איז	10) (0)
(iii)	पत्नी/पति Wife/Husband		in a second s Second second sec		
i∨)	भाई Brother (s)				
			and an ann an ann an Airtean Airtean Airtean Airtean Airtean Airtean Airtean Airtean Airtean	n ola provinska se	ar in the second se
V)	बहन (नें) Sister (s)	a - Constanting Bandi 20 M - Constanting Mil 20 M - Constanting Miles 20 M - Constanting Miles		ing to the other constraints the first of a state of the second state of a state second state of the second state ( ) and ()	
5.a	(क) पुत्र और / या पुत्र (a) Information to in a foreign co	be furnished with	शों में रहें / पढ़ रहा / रहे / रही हे regard to son (s) and / or dau	तो, उनके संबंध में दी जानेवाली र ighter (s) in case they are stuc	रूचना : lying/living
नाम Name	राष्ट्रीयता (जन्म से और/या अधिवास से) Nationality (by birth and/or by domicile)	जन्म-स्थान Place of Birth	किस देश में रह/पढ़ रहे/रही हैं, पूरा पता दीजिए Country in which studing/living with full address	पिछले कालम में बताये ग देश में, किस तारीख से रह रही/पढ़ रहे/रही हैं Date from which studying/living in the country mentioned in previous column	रहे।

6. राष्ट्रीयता Nationality

	(क) (a)	जन्म तारीख Date of Birth		199011991	চ) a) অ)	
	(ख) (b)	वर्तमान आयु Present Age	station		b) ग)	
	(ग) (C)	मैट्रीक्युलेशन उत्तीर्ण करवे Age at Matriculation	ने के समय आयु		c)	interation of the second
8.	(क)	जन्म-स्थान, किस जिले Place of Birth and St	और राज्य में स्थित ? ate in which situated		(क) (a)	1997-1997 1997-1997
	(a) (ख) (b)	आप किस जिले और रा District and State to	ज्य के है ? which you belong.		(평) (b)	
	(ग) (ग) (c)	6	स जिले और राज्य के है ? which your father origin	ally belong.	(ग) (C)	and a side a light of the
9.	(क) (a)	Vour Religion				
	(ख	'हा' 'अथवा' 'नहीं' म उ	गति / अनुसूचित जन-जाति वे इत्तर दीजिए और यदि उत्तर '			
	(b	Answer 'Yes' or	of Scheduled Caste/Sc No' and if the answer is	Barra Martin		
	10. ຊຶ	ाक्षणिक अर्हताएँ बताएं कि 1 ducational Qualification	5 वर्ष की आयु से किस स्थान showing places of educa	पर और किस स्कूल और tion with years in schoo		
स्कूल/कॉलेज व परा पता दीजिए		स्कूल/कॉलेज का नाम, पूरा पता दीजिए Name of School/ College with	प्रवेश लेने की तारीख Date of Entering	स्कूल/कॉलेज छोड़ने की तारीख Date of Leaving	परक्षि	उत्तीर्ण की ation Passed
		A second second	di yita			

4

- 11. (क) क्या आप केन्द्रीय अथवा राज्य सरकार अथवा किसी अर्ध-सरकारी अथवा सरकारी वत् निकाय, अथवा स्वायत्ता निकाय, अथवा सार्वजनिक उपक्रम अथवा निजी फर्म अथवा संस्थान में काम करते हैं अथवा कभी काम किया हैं ? यदि हाँ तो अपने नियोजन का तिथिवार, पूरा ब्यौरा दिजिए ।
  - (a) Are you holding or have any time held an appointment under the Central or State Government or a Semi- Government or a Quasi-Government Body or an Autonomous Body or a Public Undertaking or a Private Firm or Institution ? If so, give full particulars with dates of employment, up-to-date.

अवधि Peric कब से From	पदनाम, परिलब्पियाँ और नियोजन का प्रकार Designation, Emoluments and Nature of Employment	नियोजक का पूरा नाम और पता Full Name and Address of Employer	पिछली सेवा छोड़ने का कारण Reasons for leaving previous service
		n an	

- 11. (ख) यदि पिछली नौकरी भारत सरकार/किसी राज्य सरकार/भारत सरकार अथवा राज्य सरकार के स्वामित्व अथवा नियंत्रणाधिन / किसी उपक्रम में / स्वायत्ता निकाय / विश्वविद्यालय / स्थानीय निकाय में की थी। यदि आपने केन्द्रीय असैनिक सेवा (अस्थायी सेवा) नियम 1965 के नियम 5 के अंतर्गत एक महीने का नोटिस देकर, भारतीय रेल स्थापना असैनिक सेवा (अस्थायी सेवा) नियम 1965 के नियम 5 के अंतर्गत एक महीने का नोटिस देकर, भारतीय रेल स्थापना संहिता भाग 1 के नियम, 149 अथवा किन्हीं तुल्य तदनुरूपी नियमों के अंतर्गत निर्धारित अवधि का कोई नोटिस देकर संहिता भाग 1 के नियम, 149 अथवा किन्हीं तुल्य तदनुरूपी नियमों के अंतर्गत निर्धारित अवधि का कोई नोटिस देकर नौकरी छोड़ी है ? क्या आपके विरुध्द कोई अनुशासनिक कार्यवाही की गयी, अथवा जब आपने नौकरी छोड़ने का नोटिस दिया, उस समय अथवा पश्चियातंवर्ती तारीख को किसी मामले में आपसे अपने आचरण के बारे में स्पष्टीकरण मांगा गया था ?
  - (b) If the previous employment was under the Government of India /a State Government / an undertaking owned or controlled by the Government of India or a State Government/an Autonomous body / University / Local Body. If you had left service on giving a month's notice under rule 5 of the Central Civil Service (Temporary Service) Rules, 1965, a notice for the prescribed period under Rule 149 of the Indian Railways Establishment Code, Volume-I or any similar corresponding rules were any disciplinary proceeding framed against you or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service or at a subsequent date before your services actually terminated ?

(क) (a)	क्या आप कभी गिरफ्तार किये गये है ? Have you ever been arrested ?	हाँ/नहीं Yes/No
(ख)	क्या आप पर कभी कोई अभियोग लगाया गया हैं ? Have you ever been prosecuted ?	हाँ/नहीं Yes/No
(ग)	क्या कभी आप हिरासत में रखे गये हैं ? Have you ever been kept under detention ?	हॉ/नहीं Yes/No
(घ) (d)	क्या कभी आपकी जमानत हुई है ? Have you ever been bound down ?	हॉ/नहीं Yes/No
	(a) (ख) (b) (ग) (c) (घ)	<ul> <li>(a) Have you ever been arrested ?</li> <li>(ख) क्या आप पर कभी कोई अभियोग लगाया गया हैं ?</li> <li>(b) Have you ever been prosecuted ?</li> <li>(ग) क्या कभी आप हिरासत में रखे गये हैं ?</li> <li>(c) Have you ever been kept under detention ?</li> <li>(घ) क्या कभी आपकी जमानत हुई है ?</li> </ul>

(ड)	क्या कभी किसी विधि न्यायालय द्वारा आप पर जुर्माना हुआ है ा	हाँ/नहीं	E MERICA COMPLETE
(e)	Have you ever been fined by a court of law ?	Yes/No	
(च)	वया किसी अपराध के लिए कभी किसी विधिक	हाँ/नहीं	215.
	न्यायालय द्वारा आप दोषी ठहराए गए हैं ?	ubmonto opritales	
(f)	Have you ever been convicted by a court of law for any offence ?	Yes/No	
- (স্ত)	क्या आप कभी किसी विश्वविद्यालय अथवा किसी अन्य	हाँ/नहीं	
1999 A.M.	शैक्षणिक प्राधिकारी / संस्थान द्वारा किसी परीक्षा से	n the second	
(. 11)B	वर्जित किये गये है / निष्काशित किए गए हैं ?	n a san provinsi 200 Kata ang	
(g)	Have you ever been debarred from any examination or rusticated by any University or any other	Yes/No	•
1.21 7.23	Educational Authority / Institution ?		
(ज)	क्या आप किसी रेल/लोक सेवा आयोग द्वारा किसी परीक्षा	हाँ/नहीं	
Congestation of the	्रप्रवरण के लिए वर्जित किये गये हैं/ अनर्ह ठहराये गए हैं ?		
(h)	Have you ever been debarred/disqualified by any Railway or Public Service Commission for any	Yes/No	
	of its Examination/Selections ?		
(QT)	क्या इस साक्ष्यांकन प्रपत्र को भरते समय आपके विरुध्द	हॉं/नहीं	
	ं किसी विधिक न्यायालय में कोई अभियोग चल रहा है ?	filler Daris frank	
(i)	Is any case pending against you in any court of law at the time of filling up this Attestation Form ?	Ýes/No	
(ण)	वया यह साक्ष्यांकन प्रपत्र भरते समय आपके विरुध्द किसी	हाँ/नहीं	
erregante ja	विश्वविद्यालय में अथवा किसी अन्य शैक्षणिक प्राधिकरण/		2020 Tel 2020 Tel
11 21 22	संस्थान में कोई मामला चल रहा हैं ?		
(j)	Is any case pending against you in any University or any other Educational Authority/Institution at	Yes/No	
webb <sup>er</sup> ten	the time of filling up this Attestation Form ?		
(त)	यदि उपर्युक्त किसी प्रश्न का उत्तर 'हाँ ' हो तो मामले/	a state of an end	Sunts a
et Greek	- गिरफ्तारी / हिरासत / जुर्माना/दोष/सिध्दि/दंडादेश/सजा		Wester.
1.20	आदि और इस प्रपत्र को भरते समय न्यायालय/	ina na manda ang sa	din en
13 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	विश्वविद्यालय/शैक्षणिक प्राधिकरण आदि में चल रहे मामले का पूरा-पूरा ब्यौरा दीजिए ।		
	and the second		
(K)	If the answer to any of the abovementioned question is 'Yes' give full particulars of the case/arrest/detention/		1
a in Araba	fine/conviction/sentence/punishment etc., and/or the		
	nature of the case, pending in the Court/University/		645 m
	Educational Authority, etc. at the time of filling up this form.	This remains the second	ARTIN - CO

टिप्पणी :- (i) कृपया इस साक्ष्यांकन प्रपत्र में सबसे ऊपर दा गया 'चतावना' भा दख । Note - Please also see the "Warning" at the top of this Attestation Form.

(ii) हाँ अथवा नहीं यथास्थिति, काटकर प्रत्येक प्रश्न का स्पष्ट उत्तर दिया जाना चाहिए । Specific answers to each of the questions should be given by striking out "Yes or No" as the case may be. में के कि कार्यप्रदेश विद्यार्थना सिंह के लिएक

.

6

11.	अपने क्षेत्र	के दो उत्तरदाय	यी व्यक्तियों के नाम अथवा ऐसे दो
व्यकित	तयों से प्रमाण	-पत्र दीजिए जो	आपको भली-भाँति जानते हों ।

Name of two responsible persons of your locality or two references to whom you are known.

(2)

(1)

में प्रमाणित करता हूँ कि पूर्वोक्त सूचना, मेरे अधिकतम ज्ञान और विश्वास के अनुसार, ठीक और पूर्ण है । मुझे ऐसी किन्हीं परिस्थितियों का ज्ञान नहीं है जिनके कारण सरकार के अधीन नौकरी के लिए मेरी उपयुक्तता को क्षति पहुंचे ।

I certify that the forgoing information is correct and complete to the best of my knowledge and belief. I am not aware to any circumstance which might impair my fitness for employment under Government.

अभ्यर्थी के हस्ताक्षर Signature of Candidate

तारीख Date.....

स्थान Place.....

#### पहचान प्रमाण-पत्र IDENTITY CERTIFICATE

( इस प्रमाण-पत्र पर निम्नलिखित में से किसी एक के हस्ताक्षर होने चाहिए ) ( Certificate to be signed by any one of the following )

- (i) केन्द्रीय अथवा राज्य सरकार के राजपत्रित अधिकारी । Gazetted Officers of Central or State Government.
- (ii) उस निवाचन-क्षेत्र के, जिसमें अभ्यर्थी अथवा उसके माता-पिता / अभिभावक साधारणः निवास करते है, संसद सदस्य अथवा विधायक ।

Members of Parliament or State Legislature belonging to the constituency where the candidate or his parents/ guardian is ordinarily resident.

- (iii) उप-मंडलीय दंडाधिकारी/अधिकारीगण । Sub-Divisional Magistrates / Officers.
- (iv) दंडाधिकारी शक्तियों का प्रयोग करने के लिए प्राधिकृत तहसीलदार अथवा नायब/उप-तहसीलदार । Tehsildars or Naib/Deputy Tehsildars authorised to exercise magisterial powers.

(V)	उप मान्यताप्राप्त स्कूल/कॉलेज/संस्थान, जहाँ अभ्यर्थी र	
	Principal/Head Master of the recognised Scho	ol/College/Institution, where the candidate studied last;
(vi)	खंड विकास अधिकारी :	
	Block Development Officer ;	
(vii)	डाकपाल ;	
	Post Masters ;	
(viii)	पंचायत निरीक्षक ;	
	Panchayt Inspectors ;	n neg mandin dé pring maior à l'anne ann
प्रमाणि	गेत किया जाता है कि मैं श्री/श्रीमती/कुमारी	
पुत्र/पुत्री	ो श्री	को विगत
		ाता हूँ और उसने जो विवरण दिया है वह मेरे अधिकतम ज्ञान
और विश	वास के अनुसार सही हैं ।	
	ified that I have known Shri/Smt./Kumari	
Son / L	Daughter of Shrivears	months and that to the best of my knowledge and
belief th	e particulars furnished by him/her are correct.	
स्थान P	lace	- हस्ताक्षर Signature
		पदनाम या हैसियत और पता 👌
तारीख ।	Date	Designation or status and
	Contraction of the second s	address

0

#### कार्यालय द्वारा भरा जायेगा TO BE FILLED BY THE OFFICE

- (i) नियुक्त करने वाले प्राधिकारी का नाम, पदनाम और पूरा पत्ता । Name designation and full address of the appointing authority.
- (ii) पद जिसके लिए अभ्यर्थी के बारे में विचार किया जा रहा है । Post for which the candidate is being considered.

## WESTERN RAILWAY

ANNEXURE -II	
CERTIFICATE OF FOR (Group "C" CL. III serv	CHARACTER ice)
Certified that I have known Shri/Smt	
Son of Shri	for the last Year's
months and that to be best of by knowledge ar	nd belief, He/She bears reputable Character and has no
antecedents which render him/her unsuitable fo	
2. Shri /Smt.	
2. July July	is not related to me.
Place:	Signature:
Date:	Design:
<u>A T T</u>	ESTED
(To be attested by TWO gazetted officers )	
1. Place	Signature.
Date	Designation
	(Attesting authority)
2. Place	Signature.
Date	Designation
	(Attesting authority)

NOTE: Character certificate should be from Head of Educational Institution on last

attended by you duly attested by 2 Gazetted officers.

ARTICLES OF AGREEMENT made this	day of	between-	
	on/Daughter of	residing at	
Herein after referred	to as the Apprenticesh	ip of the first part and	
Son/Wife/Daughter	rofr	esiding at	
(Father or Guardian) of the second part an	d the President of India	(acting/ by and through th	ne)

\_\_\_\_\_ Railway Administration of the third part.

WHEREAS the President of India (Herein after referred to the 'GOVERNMENT') has the request of the parties of the first part and second part engaged the Apprentice and the Apprentice has with the consent of the party of the second part agreed to serve

The Government as an Apprentice with a view to his/her subsequent appointment to the \_\_\_\_\_\_ Department of Indian Railway on the terms and conditions hereafter appearing.

NOW THESE PRESENTS WITNESS and the parties hereto respectively agree as follows:

1) The Apprentice of his/her own free will and with the consent the part of the second part hereby binds himself/herself to serve the Government as \_\_\_\_\_\_ Apprenticeship any place situated on the \_\_\_\_\_\_ Indian Railway system for a period of \_\_\_\_\_\_ years commencing from the------- the day of------- and the Government engage to give him/her training in Indian Railway as herein after mentioned provided always that the government may at their discretion after or modify the periods and courses or place of training and they shall also have power to terminate the Apprenticeship before the expiration of the said period of \_\_\_\_\_\_ years to hereafter period provided.

2) The period of Apprenticeship shall be \_\_\_\_\_ years as aforesaid and that the apprentice shall receive a monthly stipend at the rate given below along with dearness allowance as may be admissible under the rules of extant orders from time to time. The increments shall not be granting to any Apprentice while under training unless the authority under whom he/she is being trained gives satisfactory report of his/her diligence, progress and behaviors.

1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	5 <sup>th</sup> year
				3

3) The continuous of the Apprenticeship from year to year shall depend on the satisfactory conduct and progress of the Apprentice certified to the Government by the Authority under whom he/she at any time during the Apprenticeship satisfy the authority under whom his/her apprenticeship as herein provided. The Government of the Officer appointed by them in that behalf shall be the sole and \_\_\_\_\_\_ (whose decision shall be final) forth post of determining the progress of the Apprentice in training or is not satisfactory.

Provided further that if the apprentice fails to complete the training satcefactorily within the prescribed period of apprentice. Government may------has discretion instead of discretion from Apprenticeship consider the question of extending the period of apprenticeship as allowing a repeat course on the following condition.

- (a) That no remuneration in the shape of stipend or allowance of any kind will be paid to the apprentice by the administration during such extension / repeat course.
- (b) That during the period of repeat course of training without stipend, the apprentice will be governed by the terms and condition of this agreement except that no stipend will be paid during the extension/ repeat course.
- (c) That the apprentice, if allowed and extension / repeat course of training without stipend will not be eligible to any service benefit during the period of extension/ repeat course of apprenticeship without stipend. The period of initial and repeat course apprenticeship/ extension will therefore not count as service for any purpose. <u>NOTE:</u>
  - The Government have however the decided on individual merits, whether the Apprentice should
    - (a) The allowed to continue to receive training by withholding his/her stipend in case as extension/repeat course is considered necessary at the end of the prescribed period of training satisfactory or
    - (b) be discharged from his Apprenticeship in terms of Clause-3.

i)

- ii) Scheduled Caste/Scheduled Tribe Apprenticeship may be given the second chance with stipend and the third chance if considered necessary without stipend.
- iii) The Apprentice for whom repeat course is given will rank junior to those passing in their first attempt. In the case of failed Apprentices as under the repeat course along with the subsequent batch of Apprentices, their seniority will be reckoned according to the marks obtained in the passing of examination.
- iv) During the period of repeat course of training without stipend the apprentice will be continued to be governed by the terms and conditions in this agreement. Such agreement will not be eligible to any service benefit during the period of their course of Apprenticeship without stipend. The period of initial and repeat course apprenticeship will therefore not count as service for any purpose.

4) The Apprentice shall employee himself/herself honestly efficiently and delinquently under the orders and instructions of the authorities under whom he/she shall from time to time be placed by the Government in any locality in India and shall do all things which may be required of his/her or which are necessary to be done in his capacity as an apprentice.

5) The Apprentice shall not on any presence/absent himself / herself from his/her duties without having first obtained the permission of the Officer authorized in that behalf of the Government or in case of sickness or accident without forwarding certificate to such officer.

6) The Apprentice shall devote his/her whole time to training and shall no carry out of the concerned in any other Trade or Business or occupation whatsoever.

7) The Apprentice shall be responsible for the change and care of the Government money goods and stores and other property entrusted to him/her hands and shall timely and faithfully account for or pay over or deliver to the proper officer all money goods and stores and property, which shall at any time come to his/her hands on the other his/her charge on account of the Government.

8) The Apprentice shall confirm to all the Rules and Regulations of the Department to which he/she may be attached for training at any time and shall obey all such orders and directions as he/she shall from time to time received from the officer and/or officers placed in authority above him.

9) The Apprentice will, if required pass an examination in an Indian Language.

(a) The Apprentice shall employee himself/ herself defiantly and delinquently under the orders and instructions of the authorities under whom he/she shall from time to time to be placed by the Govt. in any locality in India and shall do all things which may be required of his/her or which are necessary to be done in his/ her capacity as an "Apprentice."

(b) The Apprentice shall, if so required be the General Manager of the Railway to which he/she is posted, during the period of his/her apprenticeship got himself/herself enrolled to such unit of the National Cadet Corps and may be constituted by the Central Government by Notification under section 7 of the National Cadet Corps. Act. 1948 in accordance with the rules prescribed in this behalf and thereafter shall be governed by such rules during the period of enrolment.

10) The Government shall be at liberty to deduct from time to time out of the money due to be paid to Apprentice, as aforesaid, any sum of money which may be reasonable for any loss of time occasion by the absence of sickness without an approved medical certificates or other in capacity to work and also for any loss which the government may sustain for reason of the negligence or misconduct of the Apprentice.

11) The apprentice will not during the period of apprenticeship be allowed to subscribe to the State Railway Provident Fund. The period of Apprenticeship will not count for the pensioner benefits.

12) Should the Apprentice by guilty of any insubordination in temperance or other misconduct or any breach or non performance of the provisions of these presents at any time during the continuance of the Apprenticeship, it shall be lawful for the Government or the office having authority in that behalf to the discharged him/her from Apprenticeship. The decision of the Government or the officer having authority in that behalf on the question whether the Apprentice has been ability of any insubordination in temperance or other misconduct or has committed may breach in the performance of the provisions of those present shall be final. The appearance shall be given on opportunity to defend him/her before any such action is taken against him/her under this clause.

13) It shall be lawful for the Government on the medical evidence before them that the Apprentice is unfit and is likely for a considerable period to continue unfit by reason of ill health to obtain or complete the training to determine the apprenticeship without previous notice (the decision of the Govt. Being conclusive) and there upon his/her Apprenticeship shall be terminated.

14) During the period of Apprenticeship the apprentice shall be eligible for leave in accordance with the rules for the time being force applicable to apprentices on Indian Railway.

15) Should the apprentice terminate his/her apprenticeship without the written consent of the Govt. or try to withdraw by willfully absenting himself/herself or by adopting any other unfair tactics or be discharged there from for misconduct, or any other offence as enumerated in clause (13) above during the period of Apprenticeship declines on the completion of his/her Apprenticeship, to accept service as \_\_\_\_\_\_ in the \_\_\_\_\_\_ Deptt of Indian Railway's is aforesaid (if offered to him/her) during service without the written consent of the Government parties of the first part & Or the second part in consideration of the promise hereby jointly and severally agreed to repay on demand to the govt. all stipends or pay or any other amount drawn by the apprentice from the Government under these presents and also to refund to the administration on demand the whole cost of his/her training which will be understood as 12 ½ % of stipend or pay and allowances excluding traveling and running allowance, if any, drawn by the apprentice.

16) The apprentice shall not be entitled to any compensation what so ever on his/her apprenticeship being terminated under any of the provision of these present marshal the party of the second part have any claim for compensation against the Govt in that behalf.

17) The apprentice shall undergo training for such trade or trades as may be specified in terms of clause (1) above and hereof no guarantee or promise of employment temporarily or permanent on completion of Apprenticeship as given or implied by the Railway Administration. But on the successful completion of the apprenticeship, the apprentice(if he is required to serve the Railway Administration faithfully and efficiently for a minimum period of five years (subject to earlier) determination at the sole discretion of the Railway Administration) in any capacity for which may be enforced from time to time during the tenure of his/her employment during the Railway. In the event of the Apprenticeship is not being absorbed on any Railway administration on completion of his apprenticeship he will be given a certificate of completion of his apprenticeship training to enable him to find employment outside the Railway while this Apprentice absorbed in working post will be given such certificate only on completion of 5years service.

18) In respect of any matter for which no provision have been made in this agreement, the provision of the Indian Railway Estt. Code from time to time on force or any rules made there under shall apply to the extent to which they are applicable to the service hereby provided for as the decision of the Government as to their applicability, interpretation and effect shall be final.

This agreement shall be deemed to have come into effect from \_\_\_\_\_

20) Subject as otherwise provided this contract, all notices to be given on behalf of the GOVERNMENT and all action to be taken on behalf of the GOVERNMENT by------

----- or any officer for the time being entrusted with the functions duties and powers of the said\_\_\_\_\_.

# IN WITNESS THERE OF THE PARTIES.

Here to have set their hands the day and year first above written.

WITNESS:	
1	
	(Party of the First part)
	(APPPRENTICE & RESIDENTIAL ADDERESS)
VITNESS:	
. 1 - 6 - 1	(Party of the second part)
	(FATHER/ GUARDIAN & RESIDENTIAL ADDRESS)
/ITNESS:	
	District/Division Officer.
	Railway
이 동네에 가지?	For & on behalf of the PRESIDENT.

# Central Railway

D.R.M.'s Office, Personnel Branch, Bhusawal. Date :15.07.2020.

# No.BSL.P.TRS.K28

Sr.DEE(TRS) BSL

Sub: Appointment of Appr. JE PML-06 selected through RRB Mumbai. Ref:1) HQ's. L.No.P/CR/HQ/E-L/110/2/Rect.JE(EL) dtd.13.06.2020 2) This office O/O No.BSL.P.TRS.15 dtd.15.07.2020

With approval of Competent Authority, Shri Ambatkar Kiran Bandu Appr JE PML-06 selected through RRB Mumbai is instructed to attend ELS BSL under Sr.DEE (TRS) BSL on BSL Divn for 52 weeks Training.

01. He may be booked for training for 52 weeks.

- 02. He will be under the control and discipline of the Railway Administration Concerned.
- O3. He will be governed by New Pension Scheme 2004 implemented wef. 01.01.2004 in terms of Railway Services (Pension) Amendment Rules 2003 issued vide Railway Board's letter No.F(E)III/2003/PM1/38 (Amendment) dated 30.12.2003 and Railway Board's letter No.2004/AC-11/2/1 dated 19.02.2004.
- 04. His appointment is purely on provisional basis subject to verification of his Character & Antecedent and all relevant documents of Educational qualification & Caste Certificate etc., if any adverse case is found against him in Character and Antecedent report, Certificates i.e. academic, caste/tribe or any other certificate as the case may be, his services will be terminated forthwith without assigning any further reason/notice and without prejudice to such, further action will be taken under the provisions of the Indian Penal Code for production of any false certificate.
- 05. His failure to report at yours will treated as cancelling the offer of appointment, no further correspondence will be entertained in this connection

The Particulars, Specimen Signature & LHTI of Shri Ambatkar Kıran Randu are as under:

1. Name		Shri Ambatkar Kiran Bandu	
2.	Date of Birth	19/06/1997	
2.	Educational Qualification	B.E. (Electrical)	
4	Category	OBC	
5.	Medical Category Fit For	Aye Three & under	

5. Medical Certificate	No.	603 dated ACMS/BANE	10/12/2019 )RA	issued	by
7. PAN Card No.		DKHPA6058	Q		
8. Aadhaar Card No		9326094746	535		
9. Identification Mar	KS	1) Mole on RT forearm 2) Mole on LT forearm			
Specimen Signature o Candidate	f LHTI O	f Candidate	Photograph o	of Candida	ite
		Stars.			

Please report his arrival.0....

(N.D.Gangurde) Sr. DPO Bhusawal

C/- Group Clerk: For information & necessary action. C/- Candidate For information & necessary action.



# Offer: Computer Consultancy Ref: TCSL/DT20195395023/Pune Date: 13/09/2019

Mr. Koustubh Rajkumar Mishra Plot No 51, Ronak Colony ,Ayodhya Nagar ,Old Midc, Jalgaon, Raisony School ,Jalgaon, Jalgaon-425001, Maharashtra. Tel# -

Dear Koustubh Rajkumar Mishra,

# Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be INR **7,00,024/-** per annum, as per the terms and conditions set out herein.Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

TCS Confidential TCSL/DT20195395023

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com 1



completing joining formalities as per company policy. Your offer is subject to a positive background check.

# **COMPENSATION AND BENEFITS**

# **BASIC SALARY**

You will be eligible for a basic salary of INR 13,000/- per month.

# **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

# 1. House Rent Allowance (HRA)

Your HRA will be INR **6,500/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

# 2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

# 3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of INR **500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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# TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited



#### 4. Personal Allowance

You will be eligible for a monthly personal allowance of INR **21,175/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

# PERFORMANCE PAY

#### **Monthly Performance Pay**

You will receive a monthly performance pay of INR **4,000/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

#### **Performance Bonus**

Your Performance Bonus will be INR **3,000/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

# **CITY ALLOWANCE**

You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

#### **RETENTION INCENTIVE**

You are eligible for Retention Incentive of INR **70,000/-** payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

# **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

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#### **OTHER BENEFITS**

#### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to INR **6,000/-** per insured person per annum and basic hospitalization expenses up to INR **2,00,000/-** per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for INR **12,00,000**/as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

#### Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

#### Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR **250/-** will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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# Loans

You will be eligible for loans, as per TCSL's loan policy.

#### **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

# RETIRALS

#### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

#### Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

# **TERMS AND CONDITIONS**

#### 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs if any during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

#### 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a

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comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

# 3. Probation Period

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Back Ground Check turns out negative.

#### 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### 5. Mobility

TCSL reserves the right to transfer you to any of its offices, work sites, or associated or Affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

# 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

# 8. Alternative Occupation / Employment

Either during the period of your probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### 9. Confidentiality Agreement

As part of your acceptance of this offer as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and

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other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This confidentiality Clause shall survive the termination or earlier determination of your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### 10. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

#### **11. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

# 12. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL

#### **13.Notice Period**

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the

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business and current assignment, to ask you to complete your notice period.

# 14. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### 15. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

#### 16. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

#### 17. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of probation/service without notice.

#### **18. Submission of Documents**

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English

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- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

address affidavits etc.)

- Passport / Acknowledgement letter of passport application

- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months

- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

\*There is no criminal offence registered/pending against you

\*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

\*PAN Card (Permanent Account Number)

\*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)

\*Passport

\*NSR E-Card

# 19. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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# TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited



#### 20. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

# 21. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

# 22. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

# Withdrawal of Offer

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

# For TATA Consultancy Services Limited

K Ganesan Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary Annexure 2: List of TCS Xplore Centres Annexure 3: Confidentiality and IP Terms

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#### **GROSS SALARY SHEET**

Annexure 1

Name	Koustubh Rajkumar Mishra
Designation	Systems Engineer
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	13,000	1,56,000
Bouquet Of Benefits #	29,258	3,51,100
2) Performance Pay		
Monthly Performance Pay	4,000	48,000
Performance Bonus*	3,000	36,000
3) City Allowance	400	4,800
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,560	18,720
Gratuity	625	7,504
Total of Annual Components & Retirals	2,185	34,124
Retention Incentive	NA	70,000
TOTAL GROSS	51,843	7,00,024
Xplore/ Learning Incentive****		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL

defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	6,500	78,000
Leave Travel Assistance	1,083	13,000
Food Card	500	6,000
Personal Allowance	21,175	2,54,100
GROSS BOUQUET OF BENEFITS	29,258	3,51,100

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#### Annexure 2

Ahmedabad	Bangalore
Lead – ILP	Lead - ILP
Tata Consultancy Services Limited,	Tata Consultancy Services Limited,
Garima Park,IT/ITES SEZ,Plot # 41,	Gate 1, No 42, Think campus, Electronic City phase II,
Gandhinagar - 382007	Bangalore - 560100,Karnataka
BUBANESHWAR	Chennai
Lead – ILP	Lead – ILP
Tata Consultancy Services Limited,	Tata Consultancy Services Limited,
Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI	415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,
SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.	TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
35, CHANDAKA INDUSTRIAL ESTATE, PATIA,	
Bhubaneswar - 751024	
DELHI – Gurgoan	DELHI – Noida
Lead - ILP	Lead - ILP
Tata Consultancy Services Limited,	Tata Consultancy Services Limited,
Block C, Kings Canyon, ASF Insignia, Gurgaon -	Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th
Faridabad Road, Gawal Pahari,	floor, Galaxy Business Park, Block - C & D, Sector - 62
Gurgaon - 122003, Haryana	Noida - 201 309,UP
Guwahati	Hyderabad
Lead – ILP	Lead - ILP
Tata Consultancy Services Limited,	Tata Consultancy Services Limited,
5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati -	Q City, Nanakramguda, Hyderabad,
781006,Assam	
INDORE	KOLKATA
Lead - ILP	Lead - ILP
Tata Consultancy Services Limited,	Tata Consultancy Services Limited,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,	Ecospace 1B building, 2nd Floor, Plot - IIF/12,
Village Tigariya Badshah & Bada Bangarda, Tehsil	New Town, Rajarhat, Kolkata - 700160,
Hatod, Indore - 452018,	West Bengal OR
Madhya Pradesh	Auditorium, 2nd Floor, Wanderers Building,
КОСНІ	Delta Park - Lords MUMBAI
Lead - ILP	Lead - ILP
Tata Consultancy Services Limited,	Tata Consultancy Services Limited,
Infopark Road Infopark Campus, Infopark , Kakkanad,	Yantra Park, Pokharan Road Number 2, TCS Approach
Kerala 682042	Rd, Thane West, Thane, Maharashtra - 400606
NAGPUR	PUNE
Lead - ILP	Lead - ILP
Tata Consultancy Services Limited,	Tata Consultancy Services Limited,
Mihan-Sez, Nagpur, Telhara,	Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park
Maharashtra 441108,	Hinjewadi Phase III,
	Pune - 411057,Maharashtra
Trivandrum	
Lead – ILP	
Tata Consultancy Services Limited,	
Peepul Park, Technopark Campus ,Kariyavattom P.O.	
Trivandrum - 695581	

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# TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Annexure 3



# **Confidentiality and IP Terms and Conditions**

# **Confidentiality and IP Terms and Conditions - Annexure 3:**

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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TATA CONSULTANCY SERVICES



#### 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

# 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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#### TATA CONSULTANCY SERVICES



#### 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

# 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

# 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

# 7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

# 8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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# TATA CONSULTANCY SERVICES



#### 9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

#### 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

TCS Confidential TCSL/DT20195395023

#### TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

TCS Confidential TCSL/DT20195395023

# TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 



PLACEMENT OFFICER <placement@godavaricoejal.ac.in>

# Fwd: Acceptance of TCS Offer Letter

Sohail Shaikh <sohailshaikh24112@gmail.com> To: placement@godavaricoejal.ac.in Tue, Oct 8, 2019 at 6:54 PM

------ Forwarded message ------From:**TCS Recruitment - Entry Level** <recruitment.entrylevel@tcs.com> Date: Fri 13 Sep, 2019, 11:24 AM Subject: Acceptance of TCS Offer Letter To: <sohailshaikh24112@gmail.com>

Dear SOHAIL SHAIKH,, Thank you for accepting our offer of employment.

We look forward to having you on-board Team TCS

For any query, please contact 1800-209-3111(toll free) /ilpsupport@tcs.com

Warm Regards, Talent Acquisition Group TATA Consultancy Services

\_\_\_\_\_

Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments. Thank you



Godavari College of Engineering, Jalgaon (Maharashtra) <tpogcoej@gmail.com>

#### Fwd: Interview Result at BYJU's

1 message

Dnyaneshwar Pawar <dyaneshwarmp@gmail.com> To: tpogcoej@gmail.com Sun, Feb 7, 2021 at 5:44 PM

------ Forwarded message ------From: Lavisha Varyani <lavisha.varyani@byjus.com> Date: Sat, Feb 6, 2021, 9:35 PM Subject: Interview Result at BYJU's To: <dyaneshwarmp@gmail.com>



Dear Dnyaneshwar Pawar,

Congratulations!! We are thrilled to inform that you have been selected for the position of **Business Development Trainee** at **BYJU'S – The Learning App**.

Please reply to this mail to acknowledge and confirm your offer.

Joining Details:

Date of Joining : 02/16/2021

**Role Location : Aurangabad** 

Sales Circle Location : Jalna

BDT Training Location : Bengaluru (or WFH)

Joining Location Address: Bangalore: 6th Floor, Tower D, IBC Knowledge Park, Banerghatta Road, Bangalore 95 (or WFH)

Fixed CTC during training (not inclusive of incentives): INR 3 LPA

Annual CTC post successful completion of Training: INR 10 LPA (7 LPA fixed + 3 LPA variable) for the role of BDA - Direct Sales or INR 8 LPA (5 LPA fixed + 3 LPA variable) for the role of BDA - Inside Sales

**Details of Business Development Trainee Program:** You will be undergoing Byju's Sales Training for a minimum duration of 6 weeks with an option with the company to extend it upto a maximum of 2 weeks. The first 2 weeks of this training will be classroom training followed by 4 weeks of "On-the-Job Training", both conducted out of the BDT Training Location. You will be assessed and monitored during this training program. We are also happy to inform you that additional performance incentives will be applicable during your training period.

Upon successful completion of the training and post your conversion you will be confirmed as BDA - Direct Sales (at 10 LPA) or BDA - Inside Sales (at 8 LPA). Once you have become a BDA, you will be posted in the Role Location and will be working out of the Sales Circle Location assigned to you.

#### Further details:

https://mail.google.com/mail/u/0/?ik=05d8ec582a&view=pt&search=all&permthid=thread-f%3A1691038593411389892&simpl=msg-f%3A1691038593... 1/3

Few information regarding your training and onboarding are given below:

1. All your original academic documents are required for verification. You can find the list of documents to upload and submit within the offer letter itself.

2. Please note that without completing the above registration and receiving the offer letter, your onboarding would not happen.

3. You need to have a working broadband connection and laptop at all times during the Training period. Please note that this is a core requirement for you to take part in the Training. Training can't happen without fulfilment of this requirement.

4. Your training performance will be thoroughly evaluated during your 8 weeks with us as that will be an incubation period for your new role.

5. Business formals or business casual attire is mandatory during work hours.

#### About Byju's:

BYJU'S is world's most valuable ed-tech company and the creator of India's most personalised K12 learning app which offers highly adaptive, engaging and effective learning programs for students in classes 4-12 (K-12) and competitive exams like JEE, NEET, CAT, IAS, GRE and GMAT. Launched in 2015, BYJU'S has become the most loved and preferred learning app for students across age groups.

Started by teacher and visionary, Byju Raveendran and his top set of students, BYJU'S aim is to make quality learning accessible, effective, and personalised for everyone. The BYJU'S way of learning provides students a learning platform where they can learn, engage and be excited about charting their own path to discover the world. The learning app brings together the best teachers, technology, content, media for creating a seamless, world-class learning experience for each and every type of learner. Today, BYJU'S has over 33 million registered students and 2.2 million annual paid subscriptions. With an average time of 64 minutes being spent by a student on the app every day from 1700+ cities, the BYJU'S app is making learning enjoyable and effective.

Delivering world class learning experiences, BYJU'S is making learning contextual and visual, and not just theoretical. The app has been designed to adapt itself to the unique learning style of every student, as per the pace, size and style of learning. The learning app is paving the way for new-age, geography-agnostic learning tools that sit at the cross section of mobile, interactive content and personalised learning methodologies.

Till date BYJU'S has raised over USD 700 million from a strong and diverse investor set like - Chan-Zuckerberg Initiative, Naspers, CPPIB, General Atlantic, Tencent, Sequoia Capital, Sofina, Verlinvest, IFC, Aarin Capital, TimesInternet and Lightspeed ventures.

At BYJU'S, we are driven by the motto to encourage students to learn on their own and keep their child-like curiosity alive. So get ready to be a part of the growing family at BYJU'S and be a **BYJUite** officially. We hope your journey with us takes you to greater heights creating the best of memories and milestones along the way.

Please visit https://youtu.be/2XeGI5RHypQ for a better insight into the job.

**<u>Registration Details</u>**: As an initial step of on-boarding formalities, you are required to fill the registration form using the link below. Please follow the below steps to complete registration and to view the offer letter (post offer release).

Step1: Register using the below-mentioned link

Step2: Complete your details in 'Application Page'

Step3: Complete the 'My Candidate Profile' page with education details with documents and previous employment information.

Step4: After filling please 'SAVE' the page and Click 'I am Done' and you will be receiving your Offer Letter.

Registration Link: Please click here to register.

Regards,

Team BYJU's



# LIFE AT BYJU'S

Click here to know what it means to be a part of the growing BYJU'S family.

# **AWARDS**





Godavari College of Engineering, Jalgaon (Maharashtra) <tpogcoej@gmail.com>

# Fwd: Welcome to BYJU'S|Your offer letter

1 message

**nikhil mandale** <mails2nikhilmandale@gmail.com> To: tpogcoej@gmail.com Tue, Feb 23, 2021 at 10:10 PM

Thanks & Regards, Nikhil Mandale (8668752607)

------ Forwarded message ------From: **Dipali Kapri** <system@successfactors.com> Date: Wed 17 Feb, 2021, 3:45 PM Subject: Welcome to BYJU'S|Your offer letter To: Nikhil Vinodrao Mandale <mails2nikhilmandale@gmail.com>

Dear Nikhil,

Congratulations!! We are thrilled to inform that you have been selected for the position of **Business Development Trainee - Sales** at **BYJU'S – The Learning App**.

# You will find your offer letter available in the link below. Please select the "Accept Offer" to initiate the onboarding with Byju's - The Learning App

#### View/Accept Offer ...

If not accepted within **48hours**, it will be construed that you are not interested in this employment and this offer will be withdrawn. After you accept this offer, your onboarding will be initiated. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

All your original academic documents are required for verification. You can find the list of documents to upload and submit within the offer letter itself.

#### About Byju's:

BYJU'S is the world's most valuable ed-tech company and the creator of India's most personalized K12 learning app which offers highly adaptive, engaging and effective learning programs for students in classes 4-12 (K-12) and competitive exams like JEE, NEET, CAT, IAS, GRE and GMAT. Launched in 2015, BYJU'S has become the most loved and preferred learning app for students across age groups.

Started by teacher and visionary, Byju Raveendran and his top set of students, BYJU'S aim is to make quality learning accessible, effective, and personalized for everyone. The BYJU'S way of learning provides students a learning platform where they can learn, engage and be excited about charting their own path to discover the world. The learning app brings together the best teachers, technology, content, media for creating a seamless, world-class learning experience for each and every type of learner. Today, BYJU'S has over 47 million registered students and 3.5 million annual paid subscriptions. With an average time of 71 minutes being spent by a student on the app every day from 1700+ cities, the app is creating a whole new way of learning through visual lessons. Also, the annual renewal rates of 85% is testatment to the fact that the appis helping students learn better.

Delivering world class learning experiences, BYJU'S is making learning contextual and visual, and not just theoretical. The app has been designed to adapt itself to the unique learning style of every student, as per the pace, size and style of learning. The learning app is paving the way for new-age, geography-agnostic learning tools that sit at the cross section of mobile, interactive content and personalized learning methodologies.

Till date BYJU'S has raised over USD 700 million from a strong and diverse investor set like - Chan-Zuckerberg Initiative, Naspers, CPPIB, General Atlantic, Tencent, Sequoia Capital, Sofina, Verlinvest, IFC, Aarin Capital, TimesInternet and

Lightspeed ventures.

At BYJU'S, we are driven by the motto to encourage students to learn on their own and keep their child-like curiosity alive. So get ready to be a part of the growing family at BYJU'S and be a BYJUite officially. We hope your journey with us takes you to greater heights creating the best of memories and milestones along the way.

#### Few information regarding your training and reimbursement policies are given below:

Few information regarding your training and onboarding are given below:

1. All your original academic documents are required for verification. You can find the list of documents to upload and submit within the offer letter itself.

2. Please note without completing the above registration and receiving the offer letter, you are not supposed to report on the date of joining.

3. Company will provide accommodation while you are working or training outside of your work/role location.

4. Your training performance will be thoroughly evaluated during your first 6 weeks with us as that will be an incubation period for your new role.

5. Business formals or business casual attire is mandatory.

Regards, Team BYJU's



# HRD/3T/1002028298/21-22

Mr. Gaurav Kanherkar Sadguru Auto17 B Gruhukul Housing Society Midc Near Raka Furniture Jalgaon-425003 India

Ph: +91-7020668004

Dear Gaurav,

Welcome to Infosys!

things we do at Infosys would be possible without an equally amazing culture, the environment where ideas Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing can flourish and where you are empowered to move forward as far as your ideas will take you.

continue to be the cornerstones of our organization and these values are upheld only because of our people. At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO EVP and Head Human Resources - Infosys Limited** 



INFOSYS LIMITED CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

#### FUJITSU CONSULTING INDIA PRIVATE LIMITED

A-15, MIDC Technology Park, Talawade, Pune -412114, India Tel: +91 20 2769 0001 Fax: +91 20 2769 2923 Regd. Office: A-106, LGF, Dayananda Colony, Lajpat Nagar-IV, New Delhi, PIN - 110024



#### Offer/Appointment Letter

Outward No: HR/OL/ 821- 37816 To,		Date: 26/8/2021
Ashwini Patil		
Vardhaman Nagar, Dhule Road, Jalgoar	n	
Amalner,	Jalgaon	Pune
Pin:	-	
Maharashtra India		

#### Dear Ashwini Patil,

With reference to our employment offer letter dated 26/8/2021, we are pleased to offer you an appointment in our organization as **FJ07** in **Infrastructure Services.** Your Role will be **Technical Service Trainee**. We strongly believe that the association would be mutually beneficial.

Your annual salary along with the break-up of salary is attached herewith in Annexure-A.

You are required to join on **30/8/2021** and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.

In token of your acceptance of this appointment, kindly sign this letter and the employment agreement attached hereto at the bottom of the right corner of each page, and return the duplicate copy of the same to the HR department.

The location of your initial reporting & posting would be **Pune**. However, the location of your posting can be changed to any of our units / departments situated anywhere in India or abroad depending on the business requirements.

You shall be on probation for **12 months** period. Unless communicated otherwise your services will be deemed to be confirmed on completion of the period of probation or any extension thereof as per the terms of your employment agreement and in accordance with the policies of Fujitsu Consulting India Private Limited.

Your employment shall at all times be governed by the employment agreement and the policies of Fujitsu Consulting India Private Limited as amended from time to time.

In case you require any further clarification, please contact HR Department.

We welcome you to Fujitsu consulting India Private Limited, and wish you a rewarding career over the years to come.

For Fujitsu Consulting India Private Limited,

Sumit Sabharwal Head- Human Capital Management I accept the appointment

Name : \_\_\_\_\_\_

Signature : \_\_\_\_\_

Commencement Date:

Place:

#### **Employment Agreement**

This agreement made effective on 30/8/2021 between

**Fujitsu Consulting India Private Limited,** a company incorporated and existing under the Companies Act, 1956, and having its registered office at A-106, LGF, Dayanand Colony, Lajpat Nagar-IV, New Delhi, PIN – 110024, India (hereinafter referred to as the "**Company**" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors in interest and assigns) of the **ONE PART;** 

#### AND

Ashwini Patil daughter of Mr.Vasantrao, years 22, indian National, residing at Vardhaman Nagar, Dhule Road, Jalgoan Amalner, Jalgaon Pune- Maharashtra India (hereinafter referred to as the **"Employee"** which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include his heirs, executors and administrators) of the **OTHER PART** 

The Company and the Employee are, wherever the context so requires, hereinafter collectively referred to as the **"Parties"** and individually as a **"Party"**.

#### RECITALS

WHEREAS the Company is in the business of software services which encompasses of providing technical consulting, development and professional services, in accordance with the needs of its Clients (as defined hereinafter).

And, WHEREAS the Employee desires to be employed by the Company and the Company has made an employment offer ("Appointment Letter") to the Employee and in pursuant thereof desires to employ the Employee on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto agree as follows:

#### 1. DEFINITIONS AND CONSTRUCTIONS

- **1.1.** For the purpose of this Agreement, the following terms shall have the meaning set forth in this paragraph:
  - "Agreement" shall mean this agreement including the Annexure attached hereto.
  - "Associated Company" shall mean:
    - (i) which is directly or indirectly controlled by the Company; or
    - (ii) which directly or indirectly controls the Company; or
    - (iii) which is directly or indirectly controlled by a third party who also directly or indirectly controls the Company; or
  - "Client(s)" shall mean any Person, which does business with the Company or has requested or received a proposal to do business with the Company
  - "Confidential Information" shall mean all non public information including but not limited to

specifications, designs, drawings, algorithms, processes, systems and procedures, computer programs, methods, ideas, "know how" and, business information such as sales and marketing materials, plans, accounting and financial information, credit information on Clients, list containing the names, addresses and business needs of Clients, sales reports, price list, personal records including the names and addresses of Company's Employees, contractors and sub contractors and any other information relating to the Company and/or the Associated Company which Employee learns, discovers, conceives, or originates or prepares during his employment with the Company whether designated as confidential expressly or by the circumstances in which it provided, is to be kept confidential. Confidential information shall not include information which, now or in the future, is available to the public (other than through improper disclosure by Employee or by another person) or information rightfully acquired by a third party.

- "Intellectual Property" shall mean all forms of intellectual property subsisting under the laws of India and all analogous rights subsisting under the laws of other jurisdictions and shall include any product or process of the human intellect whether registrable as patents, trade marks, copyrights, designs or otherwise such as an invention, expression or literary creation, unique name, trade secret, business method, database, industrial process, computer program, source code, process and presentation.
- "Intellectual Property Rights" shall mean all rights, benefits, title or interest in or to any Intellectual Property, anywhere in the world (whether registered or not and including all applications for the same);
- "Person" shall mean and include an individual, an association, a corporation, a partnership, a joint venture, a trust, an unincorporated organisation, a joint stock company or other entity or organisation, including a government or political sub-division, or agency or instrumentality thereof and/or any other legal entity.

#### 1.2 Construction

- Any reference in this Agreement to any statute or statutory provision shall be construed as including a reference to that statute or statutory provision as from time to time amended modified extended or re-enacted whether before or after the date of this Agreement and to all statutory instruments orders and regulations for the time being made pursuant to it or deriving validity from it.
- The words "hereof," "herein" and "hereunder" and words of similar import when used in this Agreement shall refer to this Agreement as a whole and not to any particular provision of this Agreement. The words "include", "including" and "among other things" shall be deemed to be followed by "without limitation" or "but not limited to" whether or not they are followed by such phrases or words of like import.
- Unless the context otherwise requires words denoting the singular shall include the plural and vice versa and words denoting any gender shall include all genders and the words denoting persons shall include bodies corporate unincorporated associations and partnerships.
- Unless otherwise stated time will be the essence of contract for the purpose of the obligations under this Agreement.
- Unless otherwise stated references to sections, sub section, sub-paragraph relate to this Agreement.

#### 2. COMMENCEMENT OF EMPLOYMENT

- **2.1.** The Employee's employment with the Company will commence from 30/8/2021 ("the Commencement Date.") and shall continue till termination of such employment in accordance with this Agreement.
- **2.2.** The Employee will be on probation for a period of **12 months.** This period may be extended at the Company's discretion. During the probationary period and any extension thereof ("the Probationary

Period"), either Party shall be entitled to terminate this employment, without assigning any reason, by either (i) **by giving 15 days prior notice during the first six months and from seventh month onwards the notice period will be of 90 days** or (ii) paying salary (that is, as per Employee CTC) in lieu of notice. The Company shall have the right to terminate the Employee's employment during the Probationary Period for misconduct or failure or deficiency to perform duties under the Agreement forthwith by written notice. Unless communicated otherwise, the Employee services should be deemed to be confirmed on completion of the period of probation or any extension thereof.

**2.3.** During the period of employment with the Company, the Company will incur substantial expenditure on imparting professional and technical training to the Employee. Therefore, the Company will incur substantial financial loss in the event of the breach of this agreement and that of the Service Bond that would be required to be signed by the Employee at a later stage, including his/her leaving the Company for any reason/s within a period of Two years. The Employee shall compensate the Company by paying 2,00,000/- (Rupees Two Lakhs Only) for any such breach of this agreement.

#### 3. DUTIES:

- **3.1.** Employee agrees and acknowledges that the employment of the Employee shall at all times be governed by the terms and conditions set forth in this Agreement and other conditions outlined in the Offer Letter and the policies and procedures of the Company from time to time.
  - **3.1A.** The Employee is required to abide by security policies and procedures prevailing in Company from time to time and as applicable to its role and designation in the Company. It is the Employees obligation to be familiar with all Company security policies, procedures and instructions, and remain current on all trainings related to security and to raise to their manager any security vulnerabilities of which they become aware.
- **3.2.** Employee shall be performing such computer programming, software development, system analysis, technical consulting, technical writing or any other specialized technical work and marketing as directed to be performed by the Company or Company's Client.
- **3.3.** Employee agrees and understands that the nature and scope of Employee's work may change from time to time based on the requirements of the Company. Employee acknowledges that though the Company typically observes Saturdays and Sundays as weekly off days. However depending upon the Project/Assignment delivery need(s), the Company may require utilizing these days as normal working days or may even require different working hours and the Employee agrees they will strictly adhere to the work schedule as provided by the Company.At times, the Employee may also be required to work in different shifts based on the business requirements so Employee agrees not to refuse incase instructed to stay over beyond working hours or to work in shifts due to exigencies of work. Employee acknowledges and agrees that the Company reserves the right to transfer or depute them anywhere in India or abroad them to any of the Client offices, project locations, divisions or departments.
- **3.4.** The Employee shall be required to travel as may be necessary in the performance of the Employee's duties. The Employee agrees that he may be required as part of his employment to perform duties or services not only for the Company but also for any Associated Company where such duties or services are of a similar status to or consistent with the Employee's designation with the Company. The Company may at its sole discretion assign the Employee's employment to any Associated Company on terms and conditions that are no less favorable than those set out, or referred to, in this Agreement
- **3.5.** The Employee shall be permitted to provide the address of the Company only to valid business contacts and shall be individually responsible for it. The Company does not take any responsibility for any of Employee's personal mails received at the Company's address.
- **3.6.** The Employee shall at all time strictly adhere to the Information Security policies and procedures including GDC and GPMO End User Security Policy of the Company and under no circumstances copy, download or extract any licensed, unlicensed, paid or unpaid programs, softwares, data,

information or applications, during the course of employment whether working onsite or offsite, using Company's or Clients Internet or Email or any other related IT resources. Non-compliance of any provision of said policy may result in disciplinary action, including immediate termination from service for cause.

#### 4. TERM:

Subject to the Employee's acceptance of the Appointment letter and signing this Agreement, Employee's employment with the Company shall commence from the Commencement Date and shall continue unless terminated as per Section 6 below.

#### 5. COMPENSATION & BENEFITS

- **5.1.** The Employee's annual salary for all services rendered shall be as specified in **Annexure A** (less applicable withholdings), payable in accordance with the Company's policies, procedures and practices, as they may exist from time to time. The Employee confirms that the compensation includes amount payable for assignment of Intellectual Property as envisaged below and adhering to all rights and restrictions contained in this Agreement.
- **5.2.** The Employee's benefit package shall be as specified in **Annexure A**, as per the Company's policies, procedures and practices, as they may exist from time to time.
- **5.3.** Employee acknowledges and agrees that the Compensation structure may be altered/ modified by the Company at any time without any prior notice to Employee.
- **5.4.** Employee further agrees that the Salary, allowances and all other payments/ benefits shall be governed by the Company's rules as well as statutory provisions in force and subject to deduction of appropriate taxes at source. All incentive payments are provided to Employee by the Company's at its own discretion and may be changed or cancelled at any time.

#### 6. TERMINATION OF EMPLOYMENT AND CONSEQUENCES OF TERMINATION

#### 6.1. Termination

**6.1.1. Subject to clauses 3.6, 6.1.2 and 6.1.3** hereof, either the Employee or the Company may terminate this Agreement by giving the other Party written notice of at least **90 calendar days** in advance of the Party's intent to terminate the Agreement. On the notice being served on the Company, the Company, at its discretion, may relieve the employee without completion of the notice period. The Company shall be entitled to pay salary in lieu of the notice to the Employee in the event of termination of the employment by the Company. Due to exigencies of business the Company may, at its sole discretion, reject the adjustment of salary in lieu of notice and ask you to serve either the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issuance of a letter by the Company to that effect.Not fulfilling the notice period conditions would mean that the employer may, at its discretion, initiate legal proceedings against the delinquent employee.

#### 6.1.2. Reasons for termination

Without prejudice to the grounds of termination as stated in Clause 3.6, 6.1.3, 6.1.4 and 13, the employee is liable to be terminated or dismissed from his services with immediate effect for good cause in the following situations which are by way of illustration and not limitation to other grounds for dismissal for good cause:

- Misconduct or disobedience of written instructions given by the reporting officer or higher management
- Misrepresentation or giving false statements about personal, academic or professional background or suppression of relevant facts during the selection process or at the time of joining

- Involvement in criminal offence
- Violation of the terms of employment and undertaking given at the time of joining/or thereafter, or violation of the service agreement
- Medically or mentally unfit
- Sexual harassment
- Loss of confidence
- Abetting or inciting others to disobedience or misconduct
- Indulging in unprofessional activities
- Moral turpitude
- Obstruction or lack of cooperation in any investigation by the Company or any government agency
- Theft of Company's (or Clients) proprietary data, information
- Unethical conduct
- Any substance abuse, not limited to drug, alcohol addiction
- Conflict of interests with Company's business interests
- Seven days of unapproved or uninformed absenteeism from Duty would be treated as 'Absconding' (and followed by termination as per policy)
- Failure to adhere to any instructions or directions of the Company in the ordinary course of employment, including but not limited to, directions as to temporary or permanent postings, relocations or deputations at any business location of the Company or any business location of its client within India or outside India.
- **6.1.3.** The Company reserves the right to terminate this Agreement without any prior notice if the employee is found unsuitable due to performance or other reasons, within the first 90 days of the Agreement.
- 6.1.4. Notwithstanding anything contained in this Agreement, employee is liable to be terminated or dismissed from the services in case unsatisfactory performance by serving advance notice of at least 30 calendar days in advance of the Party's intent to terminate the Agreement or by payment of salary in lieu thereof except in the following cases:
  - (a) in case of unsatisfactory performance improvement process where the employee can be terminated without any advance notice or salary in lieu thereof
  - (b) when the employee is terminated during the first 90 days as stated in clause 6.1.3,

#### 6.2 Consequence of termination

- **6.2.1.** The Employee agrees that the Company may, and the Employee expressly authorizes the Company to, deduct from the Employee's payment any such outstanding expenses, which were or remain unpaid at the time of the termination of the Employee's employment. In case of termination within a period of 12 months from the Commencement Date, the Company would be authorized to deduct the joining relocation expenses incurred on the Employee, if any, along with an amount of INR 5000 towards administrative and other expenses.
- **6.2.2.** Any provision or covenant of this Agreement, which expressly, or by its nature, impose obligations beyond the expiration or termination of this Agreement, shall survive such expiration or termination.

#### 7. PERSONAL SERVICES OF EMPLOYEE:

Employee must personally perform the work as directed by the Company. Employee agrees to not hire, supervise or pay assistance to other individuals to perform any portion of work, except as specifically directed in writing by the Company.

#### 8. EXCLUSIVITY:

Employee hereby agrees that during the term of this Agreement he shall provide full time services to the Company and shall not provide services, consultancy or advisory work whether paid or unpaid, full time or part time, to any other third party without the express written consent of the Company.

#### 9. NON-COMPETE AND NON-SOLICITATION

- **9.1.** During the subsistence of this Agreement, the Employee undertakes not to directly or indirectly in any manner whatsoever:
  - (i) serve as an advisor, agent, consultant, director, employee, officer, partner, proprietor or otherwise of any business in competition with the Company's business as conducted by the Company during the course of his employment with the Company;
  - (ii) have any ownership interest in any business in competition with the Company's business as conducted by the Company during the course of his employment with the Company; and
  - (iii) participate in the organization, financing, operation, management or control of any business in competition with the Company's business as conducted by the Company during the course of his employment with the Company.
  - (iv) Have any complete or partial ownership interest in Vendor/Customer/Partner of the Company without seeking written approval of the Company. For seeking approval Employee is required to provide necessary details in the Company's prescribed format as provided in Quality Management system.
- **9.2.** During the subsistence of this Agreement and for a period of twelve months immediately following the termination of this Agreement, the Employee undertakes not to directly or indirectly in any manner whatsoever:
  - (a) induce, or solicit, or entice or procure, any person who is a Company employee, independent contractor or consultant to leave the Company's employment or other working arrangement; or
  - (b) be personally involved to a material extent in (i) accepting into employment or (ii) otherwise engaging or using the services of any person who is a Company employee;
  - (c) solicit, contact, interfere with, do business with or endeavour to entice away from the Company any Person who is, or was a Client of the Company or was a prospective customer or client of the Company and with whom the Employee had contact contact during the employment tenure.
- **9.3.** The Employee undertakes that in the event he leaves the employment of the Company for any reason whatsoever, he hereby grants consent to notification by the Company to his new employee about his obligations under this Agreem
- **9.4.** That the employee agrees not to directly or indirectly compete with the business of the Company during the period of employment and for a period of one year following termination of employment and notwithstanding the cause or reason for termination. The term "not compete" as used herein shall mean that the Employee shall not accept employment or any other engagement with any client of the Company including any customer or associate of that client and that the Employee shall not engage in any business activity in which the Company may substantially involve itself during the term of employment.

#### 10. DIRECTIONS, SUPERVISION AND COOPERATION:

**10.1.** Employee agrees to adhere to all applicable policies, procedures and rules of the Company as mentioned in various employee policy documents (the "Policy Documents") and as may be amended and revised from time to time. The Policy Documents shall inter alia include provisions relating to conduct of employees including conduct of employees on Client's site, holidays, sickness, grievance redressal procedure, behavior towards women employees etc. as amended from time to time and the Employee is required to abide by the same. In case of being posted at client site, the employee agrees to abide and adhere to all applicable policies, procedures and rules of the client.

#### 11. CONFIDENTIALITY

- **11.1.** The Employee agrees and acknowledges that during the course of his employment with the Company, the Employee shall have access to Confidential Information of the Company and/or the Associated Company and/or its Vendors and Clients present, past and/or prospective as well as personal information of other Associates. The Employee understands and acknowledges that access to the Confidential Information has been provided to the Employee solely as a consequence of his employment with the Company.
- 11.2. The Employee understands and acknowledges that the Confidential Information is of immense value to the Company and/or its present, past or prospective clients. The Employee understands that any use or disclosure of such Confidential Information including any inadvertent disclosure can cause immense and irreparable harm, loss, damage and injury to the Company or its Associated Companies or its Vendors or its Clients or its fellow Associates and their reputation and hence the Employee undertakes to keep such Confidential Information confidential and use it solely in the manner expressly authorized by the Company and only during the term of his employment with the Company.
  - **11.2.1** The Employee shall neither during his employment (except in the proper performance of his duties) nor at any time after its termination directly or indirectly:
    - (i) use, for his own purposes or those of any other person, company, business entity or other organization whatsoever; or
    - (ii) disclose to any person, company, business entity or other organization whatsoever; any Confidential Information relating or belonging to the Company or any of its Clients.

#### 12. INTELLECTUAL PROPERTY

- 12.1. The Employee acknowledges that all Intellectual Property which the Employee solely or jointly conceives or develops or reduces to practice or causes to be conceived or developed or reduced to practice, during his employment with the Company, shall belong to the Company absolutely and the Company alone, at its sole discretion, shall have the right to exploit any and all of the said Intellectual Property rights by any means throughout the world. The Employee shall not have nor claim any right in any of the aforementioned Intellectual Property in any manner whatsoever. The Employee further understands and agrees that the decision whether or not to commercialise or market the Intellectual Property is within the Company's sole discretion.
- **12.2.** The Employee hereby irrevocably and unconditionally waives any and all moral rights or any rights of similar nature under any law in any jurisdiction in and to any and all material written, created or devised by him whether solely or jointly and pertaining specifically to the operation or business of the Company or resulting from or suggested by anything which the Employee shall have done pursuant to his appointment with the Company.
- **12.3.** The Employee hereby irrevocably appoints the Company as its constituted attorney for the purpose of executing in the name of the Employee and on his behalf all such deeds and documents as may be required pursuant to this Section 12 which relate to Company's ownership of Intellectual Property Rights.
- **12.4.** The Employee acknowledges that his remuneration includes compensation for the confirmation and the assignment to the Company of all Intellectual Property created by him.

#### 13. REPRESENTATIONS:

The Employee represents and warrants that all information provided by the Employee (including resume, interviews, degree documentations, prior employers and positions held with that employer and references) for the purposes of employment with the Company is true and accurate. Employee further warrants that he is not restricted by any agreement, arrangement, contract, understanding, Court Order or otherwise and has no conflict of interest derived from an employment or other agreement made with any third party. Employee understand that any misstatement made by

Employee concerning his background information and qualification or agreements made with other parties may be grounds for immediate termination by the Company and the Employee shall be responsible for any damages that may have been caused to the Company.

#### 14. General Provisions

#### 14.1 Moral Responsibility & Honesty:

The employee is expected to deal with Company's, Associated Company's and Third Party's money, material and documents with utmost honesty and professional ethics. The employee service may be dispensed at any time without any notice if the employee is found guilty of gross indiscipline, fraud, falsification of documents, misappropriation of any corporate assets or opportunities or acting against the interest of the Company.

#### 14.2 Secrecy:

- (a) The employee shall not give anyone, by word of mouth writing, facsimile any particulars or details, which he or she acquires during the course of this employment with the Company of its working system, technical know how, security arrangements, administrative and/or Organization matters and of its clients whether confidential, secret, either during the employment with Company or afterwards.
- (b) Employee acknowledges that the terms and conditions of this contract, as stipulated here or to be intimated hereafter are to be treated as strictly confidential and he/ she will not divulge its contents to any employee of the Company/person connect with the Company.

#### 14.3 Education:

In case the employee intends to appear in some examinations or wish to attend some classes while working with the Company, then he/ she is required to obtain prior permission in writing from the Functional Head HCM of the Company by giving full details of course including time frame involved.

#### 14.4 Disclosure of Criminal offence:

Employee is required to make a full disclosure in the event of having been accused, charged and/ or convicted for any criminal offence, at any time whether prior or subsequent to joining the Company. The disclosure should be made in the Company's prescribed format as provided in Quality Management System.

#### 15. MISCELLANEOUS

#### 15.1 Indemnity

- **15.1.1** Without prejudice to any other right available to the Company in law or under equity, the Employee hereby indemnifies and agrees to defend and hold harmless the Company their directors, officers and employees, from and against any and all losses, liabilities, damages, deficiencies, demands, claims, actions, judgments or causes of action, assessments, interest, penalties and other costs or expenses (including, without limitation, reasonable attorneys' fees and expenses) (the "Losses") based upon, arising out of, or in relation to or otherwise in respect of:
  - (i) any act of neglect or misconduct in respect of any matter arising out of carrying out the duties assigned to the Employee; or
  - (ii) breach of representation or warranty ; or
  - (iii) any breach in respect of any matter arising out of carrying out the duties assigned to the Employee resulting in any successful claim by any third party against the Company.

#### 15.2 Notices

**15.2.1** Any notice or other communication required to be sent under this Agreement by the Company shall be sent or delivered to the address as noted in the company records.

#### **15.3 Entire Agreement**

This Agreement embodies the entire Agreement between the Parties hereto and other than additional authorizations or documents signed in connection with employment supersedes all prior or contemporaneous, oral or written understandings, negotiations, or communications on behalf of

such Parties.

#### 15.4 Severability

If any provision of this Agreement is invalid, unenforceable or prohibited by law, this Agreement shall be considered divisible as to such provision and such provision shall be imperative and shall not be part of the consideration moving from either Party hereto the other, and the remainder of this Agreement shall be valid, binding and of like effect as though such provision was not included herein.

#### 15.5 Modification and Waiver

No modification or amendment of this Agreement shall be valid or binding unless made in writing and, in the case of an amendment, executed by both the Parties and in the case of a waiver, by the Party against whom the waiver is to be effective. No failure or delay on the part of any of the Parties in the exercise of any right, power, privilege or remedy provided in this Agreement shall operate as a waiver of such right, power, privilege or remedy, or as a waiver of any preceding or succeeding breach by the other Party to this Agreement. Any single or partial exercise of any right, power, privilege or remedy shall not preclude any other or further exercise of such or any other right, power, privilege or remedy provided in this Agreement all of which are several and cumulative and are not exclusive of each other or of any other rights or remedies otherwise available to a party at law or in equity.

#### 15.6 Force Majeure

Neither Party will be liable to the other for failure to perform its obligations hereunder if and to the extent that such failure to perform results from causes beyond its control, including, without limitation, strikes, lockouts, or other industrial disturbances; civil disturbances; fires; acts of God; acts of a public enemy; compliance with any regulations, order, or requirement of any governmental body or agency; or inability to obtain transportation or necessary materials in the open market.

#### 15.7 Contradiction

In case of any contradiction between this contract and Company general policies, Company policies as stated in the Quality Management System shall prevail but only to extent of contradiction.

#### 15.8 Governing Law and Jurisdiction

This Agreement is made under and will be construed in accordance with the laws of India. Both Parties irrevocably agree that any legal action, suit or proceeding brought by it in any way arising out of this Agreement must be brought solely and exclusively in the courts of Pune that end and intent in mind the Parties submit to the exclusive jurisdiction of courts of Pune only.

#### For Fujitsu Consulting India Private Limited,

#### Sumit Sabharwal

#### Head- Human Capital Management

I HAVE CAREFULLY READ AND UNDERSTOOD ALL THE TERMS OF THIS AGREEMENT. I CONVEY MY ACCEPTANCE BY SIGNING A COPY OF THIS AGREEMENT AND RETURNING THE SAME TO THE COMPANY.

Name in Full	
Name in Fui	

Signature :

Date: \_\_\_\_\_

Address	6:
Encl:	Annexure-A (Salary Structure)

#### Annexure-A

#### **Ashwini Patil** FJ07

A	Emoluments	Monthly(Rs.)	Annualized(Rs.)
1	Basic	15000	180000
2	House Rent Allowance	3000	36000
3	Education Allowance	200	2400
4	Other Allowance	4062	48744
5	Bonus	3800	45600
	TOTAL 'A'	26062	
В	Flexible Benefit Plan *		
1	Telephone Reimbursement	0	0
2	Leave Travel Allowance	N/A	0
	TOTAL 'B'	0	
С	Others		
1	Company Contribution to Provident Fund(PF)	1800	21600
2	TimeSheet Linked Payout	0	0
	TOTAL 'C'		334344
	Employee Benefit Insurance ~	N/A	7000
		N/A	8656
	Gratuity	,, .	

F μ ıy ι, insurance

The Monthly portion of the salary will be paid by the 1st banking day of the next month, Taxable components of the Quar the Payroll for the Quarter-end months (June, Sept, Dec and March) and the Annual portion will be paid with March Payrol

As part of the Company's prevalent Welfare Policy, each employee is suitably insured. Within 45 days of your employment insurance cover for you for life and accident for **Rs. 2500000** and a Mediclaim policy for self **Rs. 300000**. Insurance covers Company accepts and processes all information provided by you after joining. Any subsequent claims will be submitted by Company and will be subject to the terms and conditions of the Insurance Company.

The Company provides for Gratuity benefits to all its employees.

For Fujitsu Consulting India Private Limited, Sumit Sabharwal Head- Human Resources

Declaration:		
I have read and understood all portions o	of Annexure- A. I acc	ept the same
Employee Signature	Date:	
Employee Name		



Mr. Nayan Shantaram Patil Godavari College of Engineering Jalgaon Maharashtra India

#### Dear Nayan Shantaram Patil,

Thank you for your keen interest in Virtusa Consulting Services Pvt Ltd, India. Subsequent to our discussions with you, we are delighted to extend you an offer to join Virtusa. We believe you can play an important role in our rapid growth and success, and look forward to welcoming you to the Virtusa family.

At the time of Joining, the following will be applicable.

1. Job : Associate Engineer-Technology

2. Tier : Tier 4

Your date of joining would be August 16, 2021.

You will be based at Virtusa's **Chennai** office. You will be on probation from your date of joining for a period of twelve months. You will continue to do so until the company confirms your services, in writing, based on your conduct and performance during this period meeting the standards of the Company. You would need to serve a notice period of two months during probation and three months on or after confirmation, in occasion of resignation from the services.

Your Total Remuneration will be Rs.400,000.00/- per annum as per Annexure-I.

A summary explanation of the List of Benefits and the Basket of Allowances that can be chosen by you is attached. The Basket of Allowances feature gives you flexibility in structuring your compensation in a manner best suited to you.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the Offer, and return it to the undersigned or representative on or before August 16, 2021.

The Employee Service Agreement is also attached to this offer letter. You may read and sign the agreement and send it back to us along with your confirmation of the offer letter. Upon joining, you shall be signing 'Employee Non-Disclosure Agreement' and other compliance related agreements with us.

Please note that the offer is valid subject to successful completion of your Background Verification.

Sincerely for Virtusa Consulting Services Pvt Ltd, India, I hereby accept employment on the terms set forth in this Letter as of this \_\_\_\_\_ day of \_\_\_\_\_

N. Sundasalp

Sundararajan Narayanan Chief People Officer & Global Head of Human Resource

Nayan Shantaram Patil



#### LETTER OF INTENT

Shubham Mahale Mauli Street,At post Borsar village Burhanpur,Madhya Pradesh, 45044563.

Dear Shubham Mahale,

Congratulations! Further to your application and the subsequent discussions we had with you, we are delighted to appoint you as **Trainee - Software Engineer** with iOPEX Technologies in **Grade S1**.

Your employment with the Company shall commence on **September 22, 2021**. Your current location of employment shall be **Chennai, India**. However, iOPEX reserves the right to transfer/utilize your services at any time.

Your Total CTC Salary will be **250,000/- per annum [Rupees two lakh fifty thousands only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter.

On your joining you are expected to enter into a training agreement, which details out the scope, terms and conditions of your employment, the necessary training, and the contractual obligations to be with iOPEX Technologies.

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance and successful completion of your training within the given time.

Your employment will be subject to clearance of Medical fitness to work/ Background Verification/ Reference Check/ Criminal Check/ any other test specified by iOPEX or its client.

We request you to confirm that you have read understood and accepted the terms and conditions set-forth in this offer and the annexure, failing which this letter of intent shall stand withdrawn/canceled automatically. We request you to kindly carry your acknowledged letter on the day of your joining.

We wish you a long, rewarding, and fulfilling career and look forward to you joining us.

Yours sincerely,



Sumitra CV Director - HRA

#### Encl: Annexure A - Compensation Details

Name \_\_\_\_\_\_ Date \_\_\_\_\_\_ Signature \_\_\_\_\_\_

## Annexure A: Compensation Details (Salary & applicable benefits)

Name: Shubham Mahale

#### a) Remuneration

Division & Sub Division : SES - Bench & SES - Bench				
Designation	Grade: S1			
	Salary Heads	Per Annum		
Fixed Pay				
	Basic	7,292	87,500	
	HRA	3,646	43,750	
	Statutory Bonus	1,400	16,800	
	Special Allowances	6,264	75,171	
	Total Fixed Pay	18,602	223221	
Employer Co	ontributions			
	Provident Fund	1,627	19,524	
	ESI(Employer's contribution)	605	7,255	
	Sub-Total	2,232	26,779	
	TOTAL CTC	20,833	250,000	
	Net Pay	16,835	202,023	

The complete details of the salary components will be shared in the appointment letter.



Date: 13-Sep-2021

#### Offer Letter

To, **Nikhil Mandale,** Ward No 16, Near Nath Temple, Sahniwar Peth, Warud.

Welcome to Casepoint Pvt. Ltd.

In connection to your application date: **07-Sep-2021** and subsequent personal interview held on date: **09-Sep-2021**, we are pleased to offer you a position of **Shift Co-Ordinator [B101]** in our company Casepoint Pvt. Ltd.; where the environment is charged with enthusiasm, and offers unlimited growth for individuals who live the company vision with a passion. This offer takes effect from your date of joining **27-Sep-2021**.

We would request you report at the following address: 208-Shivalik Western, L.P. Savani Road, Adajan, Surat. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India or abroad.

Your package of compensation would be as per the agreed mutual terms of our meeting, the bifurcation of which will be allotted to you once we formalize your appointment. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period / assessment period applicable to you shall be 03 months. During probation / assessment period, your services are liable to be terminated at the discretion of management without any notice or wages. The period of notice required for resignation from employee side during probation / assessment period shall be 03 month(s). Unless confirmed in writing, you will be demand as probationer even after the probation period is extended.

As an employee of our company, it is likely that you will work on confidential and or proprietary information, and thus to protect the mutual interests, your appointment will be effective only after you read, sign and unconditionally accept the terms and conditions as will be mentioned in the Employment Agreement / Appointment Letter prior to beginning of employment.

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

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us. This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.



Any disputes arising out of this letter shall be governed by and construed in accordance with the courts of Surat (Gujarat).

This offer is valid till date: **15-Sep-2021**. If you do not confirm the acceptance or do not comply with the stipulations as mentioned in this offer letter, Casepoint Pvt. Ltd., has the right to withdraw the offer.

We are looking forward for your dedication and commitment as we work together and wish you fruitful future at Casepoint Pvt. Ltd.

You are required to bring your certificate(s) in original as well as their photocopies along with below listed applicable documents:

- Original and photocopies of educational certificates and mark sheets.
- Professional Qualifications Degree, Diploma, Certificate
- Appointment Letters and Services Certificate of your past employment(s).
- Relieving letter & experience certificate from previous employer[s].
- Full & Final Settlement Sheet / Form 16 from the previous employer(s). This is a mandatory requirement for the computation of TDS in current employment in a situation where the candidate is unable to produce the Full & Final Settlement Sheet / Form 16, the income certificate from his / her employer(s) has to be submitted, without which, tax will be computed on the gross salary offered assuming no deductions.
- Salary Slips from the date of joining ill the month the salary was last drawn by the candidate
- 03 Color Passport Size Photographs
- Permanent Account Number (PAN) (If not allotted, attach photocopy of Applied FOR Acknowledgment Receipt)
- Aadhar Card (Updated with the latest changes made, if any)
- Any one photo identity proof for applying Bank Savings Salary Account (Passport, Voter ID, Driving License, Bankers Verification, etc.)
- Other (If any)

Your signature at the end of this letter confirms that the conditions of your employment. Kindly sign and return to us the duplicate copy of this letter as a token of your Acceptance.

Wish you all the best!

Sincerely,

Accepted By,

Nikhil Mandale

Mr. Rahul Dholaria Director of Technology Casepoint Pvt. Ltd.

\_\_\_\_\_

HRD/3T/1002475318/21-22

Navigate your next October 13, 2021

Mr. Mayur Chaudhari G-112 Midc Jalgaon-425003 India

Ph: +91-8856942518

Dear Mayur,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO** EVP and Head Human Resources - Infosys Limited

Signature Not Verified Digitally signed by Pichard Lobo Date: 2021.10.13.17:41:32 IST Reason: Digitalby Signed Location: Bangalbre

INFOSYS LIMITED CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com

#### HRD/3T/1002858901/21-22



Ms. Monika More Plot No.47, Dhanpushpa Colony, Jamner Jalgaon-424206 India

Ph: +91-7843014119

Dear Monika,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO EVP and Head Human Resources - Infosys Limited

> Signature Not Verified Digitally signed by Fichard Lobo Date: 2021.12.24.0:44:29 IST Reason: Digitally Signed Location: Bangalore

INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com

Navigate your next December 24, 2021

#### HRD/1002858901/21-22

Ms. Monika More Plot No.47, Dhanpushpa Colony, Jamner Jalgaon-424206 India

Ph: +91-7843014119

Dear Monika,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

#### Joining

Your scheduled date of employment with us will be 03-Jan-2022.

#### Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."

#### Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.



#### **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

#### Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

#### Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

#### **Compensation and Benefits**

#### Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

#### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.



#### Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

#### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

#### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

#### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.



#### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

#### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

#### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.



Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

## RICHARD LOBO EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

Sign your name

Print your full Name

Location

Signature Not Verified Digitally signed by Bichard Lobo Date: 2021.12.2420:44:29 IST Reason: Digitalty Signed Location: Bangalore

INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com



#### **ANNEXURE - I** (Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Monika More			
ROLE Systems Engineer				
ROLE DESIGNATION	ROLE DESIGNATION Systems Engineer Trainee			
1. MONTHLY COMPONE	NTS			
BASIC SALARY		15,000		
BASKET OF ALLOWANCES		4,478		
BONUS / EX-GRATIA (95% monthly basis)	o of the eligible amount (20% of Basic Salary) being paid out on a	2,850		
MONTHLY GROSS SALA	RY	22,328		
2. ANNUAL COMPONEN	Γ			
BONUS / EX-GRATIA - (Bathe advance (95%) paid out o	lance 5% will be paid out in the end of the financial year after adjusting n a monthly basis)	150		

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS					
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)	
SALARY LOAN					
(subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil	

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



#### **ANNEXURE - II** (Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Monika More			
ROLE	Systems Engineer	Systems Engineer		
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONE	INTS			
BASIC SALARY		15,000		
BASKET OF ALLOWANCES				
BONUS / EX-GRATIA (959 monthly basis)	6 of the eligible amount (20% of Basic Salary) being paid out on a	2,850		
MONTHLY GROSS SALARY		22,328		
2. ANNUAL COMPONEN	Γ			
BONUS / EX-GRATIA - (Bathe advance (95%) paid out of	alance 5% will be paid out in the end of the financial year after adjusting on a monthly basis)	150		
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12%	of Basic Salary	1,800		
GRATUITY - 4.81% of Basi	c Salary*	722		
FIXED GROSS SALARY (	(1+2+3)	25,000		

4. INCENTIVE COMPONENTSAt an indicative Payout of 5%At indicative Payout of 10%					At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)1,2502,500				5,000	
TOTAL GROSS SALAR	out 5% of FGS)	26,250			
TOTAL GROSS SALA	27,500				
TOTAL GROSS SALA	yout 20% of FGS)	30,000			
Scheme Eligible Amount In INR Interest Monthly Instalments					Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12		Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursem allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the allowance policy at that time					

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



#### STRICTLY CONFIDENTIAL LETTER OF OFFER

Date: **29-Oct-2021** S. No: 2719 / Vacancy ID:57581

#### Dear Laxman Kailas Narkhede,

National Identification Number: Aadhaar: 343343998937

With reference to your recent interview with us, we are pleased to make an offer of employment to you as **Trainee Software Engineer**.

You are required to join duty on or before **01-Nov-2021** at our office in Hyderabad.

Your gross salary and other benefits forming part of your compensation is hereby detailed and enclosed as Annexure A & B.

On your date of joining, you shall be issued an Appointment Letter. You will also be required to sign a Non-Disclosure Agreement with us.

You will be on probation for a period of 120 (One hundred and twenty) days. Being a career growth company there will be a performance review at the end of your probation period.

Following are the documents that must be produced/submitted on the day of joining.

- 1. Original offer letter with your acceptance.
- 2. Education Certificates.
- 3. Appointment letter and latest salary increment letter of your previous employment.
- 4. Experience Certificates and Relieving Letter from the previous employers.
- 5. Recent salary slip issued by your current employer.
- 6. Aadhar card, PAN and Copy of passport (front and back).
- 7. Four passport size photographs.
- 8. Form 16 issued by your current employer.

Your employment is liable to be terminated in the event of non-submission of documents 1, 2,3 & 4 listed above.

In addition to the above, once you accept this offer, we will consider it as a consent from you to proceed with background verification checks through our empaneled agency.



Your offer may be withdrawn either if you do not join us on the proposed date or if you do not confirm your acceptance within three working days from the date of offer.

For Ivy Software Development Services Private Limited

Anil Murar?

Anil Kumar Murari Head - Human Resources & Administration (India)

I accept and agree:

Signature Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



ANNEXURE – A			
Name	: Laxman KailasNarkhede		
Designation	: Trainee Software Engineer		
Date of Joining	: 01-Nov-2021		
SALARY STRUCTURE			
Gross Salary Components	Monthly (INR)	Annual (INR)	
Basic	27084	325008	
HRA	10834	130008	
Special Allowance	12492	149904	
Lunch Allowance (Meal Card)	1500	18000	
LTA	2257	27084	
Gross Salary (A)	54167	650004	
Other Components	Monthly (INR)	Annual (INR)	
Snacks Allowance	700	8400	
Provident Fund company contribution <sup>#</sup>	1800	21600	
Statutory Bonus	0	0	
Gratuity <sup>##</sup>	1302	15624	
Other Components (B)	3802	45624	
Total Cost (A+B)	57969	695628	
Annual Total Cost (A+B) in words	Six Lakh Ninety Five Thousand Six Hundred Twenty Eight		

• You are eligible to participate in the discretionary bonus plan, the 2022 Annual Bonus. Your bonus percentage for 2022 performance year will be 10% of your Gross Salary (A) and you will accrue bonus from 01/Jan/2022. The performance criteria for the 2022 scheme is based on the Group achieving the target.

- # Provident Fund company contribution up to maximum up to INR 1800 per month
- ## Gratuity as per law is payable after completing continuous services of 5 years and will be paid at the time of leaving the company.



**Employees completed 5** 

For employees having children less than 3 years

years and above

Employee

Employee

Employee

Employee

Employee

Employee

Employee

#### Scheme Eligibility **Coverage Amount** Home pick up and drop facility will be All Employee All Employees provided to all employees **Transport Plan** INR 5,00,000/-Employee + 5 Medical Insurance -Regular Dependents **Personal Accident** INR 10,00,000/-Employee Insurance 1.5 times of annual gross salary Term Life Insurance Employee Provident Fund Company contribution is capped at Employee Contribution INR 1800/-INR 5,00,000/-**Employee Deposit** Employee Linked Insurance and **General Insurance**

As per Gratuity Act

Varies based on Annual salary

INR 16,000/- per annum

for up to 2 children)

24 Days

7 Days

12 Days

As per company policy (one in a year)

As per the maternity Act (26 weeks

INR 3000/- (Rupees three thousand

only) as telephone/mobile and

internet allowance every month (subject to applicable tax deductions)

#### ANNEXURE – B

No.

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

Gratuity

Gratuity

Checkup

Annual Health

Crèche Benefit

Annual Leave

Maternity Leave

Paternity Leave

**Public Holidays** 

Internet and

telephone

LCSA (Life cum sum

assured) linked with

IVY Software Development Services Private Limited 5th Floor, "B" Block, Divyasree Omega, Plot No13/E, Survey No.13 (part), Kondapur, Hyderabad, Telangana 500084. INDIA Telephone: +91 40 4472 1000 | GSTIN: 36AADCI6283R1ZS | CIN : U72500TG2014PTC095528 www.ivy.global

## Job offer letter



15th Dec '21 Candidate: Amruta Jadhav Chandraratna, Near Anurag Apartments, SBI Colony Mahabal, Jalgaon Maharashtra -425001

Subject: Offer of Employment

## Dear Amruta Jadhav,

On behalf of PIUS, I am pleased to confirm our offer of employment to you as Operational Manager - full time position with start date of 13th Dec 2021, contingent upon [background check, I-9 form, etc.].You will be reporting to the person in-charge of project management both in India and USA. We believe your skills and experience are close match for our company.

Your immediate manager will communicate details of your role and work responsibilities In the initial weeks of your joining the Employer. As part of your annual compensation, you will receive Total Salary of Rs 1,000,000 per annum. Salary will be paid on a monthly basis by direct deposit.

Your compensation details are confidential and you may discuss it only with undersigned in case of any clarification. It is our hope that your acceptance of our letter will be just the beginning of a mutually beneficial relationship.

Also need to maintain the dress code as per the office requirement.

To accept the offer and terms of this letter, please sign below in the space provided within three business days.

Amruta, everyone who interviewed you and me join in extending to you congratulations and warm regards. If you wish to discuss any details of this offer, please feel free to contact us.

Sincerely,

For PIUS Best regards,

Maha Vangala Vice President

## Acceptance

**I**, **Amruta Jadhav**, hereby accept the terms and conditions of the employment offer. I will furnish all the documents for your records or shall be provided to the employer on the mutually agreed upon start date.

· Passport Copy

· Copy of the PAN Card

Please sign and date your acceptance

16-Dec-2021 Date Signature



Date: 28-December-2021

## To,

Ms. Kumudini Bharat Gavande

Dear Ms. Kumudini,

We refer to your application for employment & the subsequent interviews you had with us, we are pleased to inform you that, you have been offered an employment in **VDA Infosolutions Pvt. Ltd.** As **Service Desk Engineer** for our **Pune** Location on the following terms & conditions:

#### **REMUNERATION:**

SALARY BREAKUP		
BASIC	13602.00	
HRA	1360.20	
MA	2083.00	
CON	1600.00	
OA	5108.00	
GORSS	23753.20	
EMPLOYER CONTRIBUTION		
EMPR.PF PM	1800.00	
EMPLOYEE CONTRIBUTION		
EMPR PF PM	1800.00	
PT	200.00	
Other annual Perquisites.( As per Company Policy)		
INSU PM	292.00	
BONUS PM	583.00	
GRA PM	655.62	
NET TAKE HOME PM	21753.200	
NET TAKE HOME WITH		
BONUS	22336.200	
TOTAL CTC	325005.80	

Please sign and return the duplicate copy of this letter as a token of your acceptance of the above offer and report for duty at **Pune** on or before **10-January-2022.** You will get the appointment letter once you complete the joining formalities.

We welcome you to the VDA family & wish you a rewarding career over the years to come. Yours Faithfully,

For VDA Infosolutions Pvt. Ltd,

Sugandha Shan HR Executive

Accepted / Date

VDA Infosolutions Pvt. Ltd.



## Offer: Computer Consultancy Ref: TCSL/DT20219179177/Lucknow Date: 14/01/2022

Mr. Jogendra Dipak Ghodke Sai Nagar V Sector Midc JalgaonJalgaon Toll Kata, Manyarkheda Shivar, Jalgaon-425003, Maharashtra. Tel# -

Dear Jogendra Dipak Ghodke,

## Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential TCSL/DT20219179177

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com 1



#### COMPENSATION AND BENEFITS

## **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

#### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### 1. House Rent Allowance (HRA)

Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### 2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### 3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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#### TATA CONSULTANCY SERVICES

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#### PERFORMANCE PAY

#### Monthly Performance Pay

You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

#### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore / Xperience Programme.

#### CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## OTHER BENEFITS

#### Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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## TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited Iti Khand, Gomti Nagar, Lucknow 226 010 India

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ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

#### Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

#### Loans

You will be eligible for loans, as per TCSL's loan policy.

## **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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## RETIRALS

#### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

## Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

## 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

## 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

## 3. Training Period

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

## 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### 5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior

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written permission of TCSL.

## 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## 11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## **12.Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to

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serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

#### 13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

#### **14. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

#### **15.Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

#### 16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### **17. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

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## 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

## 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## 20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English

- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

\*PAN Card (Permanent Account Number) \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship) \*Passport \*NSR E-Card

#### 21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

#### 22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

#### 23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

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## TATA CONSULTANCY SERVICES

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



#### 24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

#### 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

### For TATA Consultancy Services Limited

Girish V. Nandimath Global Head Talent Acquisition & AIP

Encl: Annexure 1: Benefits and Gross Salary Annexure 2: List of TCS Xplore Centres Annexure 3: Confidentiality and IP Terms



to validate the offer letter

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### TATA CONSULTANCY SERVICES



### **GROSS SALARY SHEET**

Annexure 1

Name	Jogendra Dipak Ghodke	
Designation	Assistant System Engineer-Trainee	
Institute Name Others		

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children

then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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### Annexure 2

Ahmedabad	Bangalore
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Garima Park,IT/ITES SEZ,Plot # 41,	Gate 1, No 42, Think campus, Electronic City phase II,
Gandhinagar - 382007	Bangalore - 560100,Karnataka
BUBANESHWAR	Chennai
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Training Lab Venue:-Barabati, IRC Block, Ground Floor,	415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,
Tata Consultancy Services Limited, (UNIT-II) - BARBATI	TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.	
35, CHANDAKA INDUSTRIAL ESTATE, PATIA,	
Bhubaneswar - 751024	
DELHI – Gurgoan	DELHI – Noida
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Block C, Kings Canyon, ASF Insignia, Gurgaon -	Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th
Faridabad Road, Gawal Pahari, Gurgaon - 122003,	floor, Glaxy Business Park, Block - C & D, Sector - 62,
Haryana	Noida - 201 309,UP
Guwahati	Hyderabad
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati -	Q City, Nanakramguda, Hyderabad
781006,Assam	
INDORE	KOLKATA
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services Limited,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,	Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New
Village Tigariya Badshah & Bada Bangarda, Tehsil	Town, Rajarhat, Kolkata - 700160,West Bengal OR
Hatod, Indore - 452018,	Auditorium, 2nd Floor, Wanderers Building, Delta Park -
Madhya Pradesh	Lords
КОСНІ	MUMBAI
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS centre, Infopark Road Infopark Campus, Infopark,	Yantra Park, Pokharan Road Number 2, TCS Approach
Kakkanad, Kerala 682042	Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR	PUNE
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services Limited,	Tata Consultancy Services,
Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum	
TCS XP HR Lead	
Tata Consultancy Serives,	
Peepul Park, Technopark Campus ,Kariyavattom P.O.	
Trivandrum - 695581, India	

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Annexure 3



### **Confidentiality and IP Terms and Conditions**

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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### 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

### 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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### 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

### 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

### 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

### 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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### TATA CONSULTANCY SERVICES



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

### 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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TATA CONSULTANCY SERVICES



### 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

### 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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### TATA CONSULTANCY SERVICES

FUJITSU CONSULTING INDIA PRIVATE LIMITED A-15. MIDC Technology Park. Talawads Pune – 411062. India Tel: +91.20 2769 0001; Fax. +91 20 2769 2203. Regt. Once. A-105. LOF. Daynard Colony, Lajpet Nagar-IV, New Deith- 110024 CNI-U74899DL2000PTC108940



## Apprentice Appointment Letter

Date:- January 27, 2022

Mr. /Ms. Puja Badhe

Address Shiv colony, Old Malegaon Road, Chalisgaon

Chalisgaon -

Maharashtra

### Dear Puja Badhe,

You are required to join on January 27, 2022 and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.

and In token of your acceptance of this appointment, kindly sign this letter and the Apprentice Trainee agreement attached hereto at the bottom of the right corner of each page, return the duplicate copy of the same to the HR department.

The location of your initial reporting & posting would be Pune. However, the location of your posting can be changed to any of our units / departments situated anywhere in India or abroad depending on the business requirements. Your training shall at all times be governed by the apprentice trainee agreement and the policies of Fujitsu Consulting India Private Limited as amended from time to time

you to Fujitsu consulting India Private Limited, and wish you a rewarding career over the In case you require any further clarification, please contact HR Department. We welcome years to come.

# For Fujitsu Consulting India Private Limited,

Head of HR Delivery Management, Global Delivery Sumit Sabharwal

09 EET

d by:		DECATE
	- Par	TRANTTER
hature:		
Sign		

Pune Place:- FUJITSU CONSULTING INDIA PRIVATE LIMITED A-15, MIDC Technology Park, Talawade Pune – 411062, India Tel: +91 20 2769 0001, Fax: +91 20 2769 2923 Regd. Office: A-106, LGF, Dayanand Colony, Lajpat Nagar-IV, New Delhi- 110024 CIN:-U74899DL2000PTC108940



### Apprentice Appointment Letter

Date:-January 27, 2022

Mr. /Ms. Jayashri Belokar

Address Gajanan Nagar Dabki Road Akola

Akola -

Maharashtra

### Dear Jayashri Belokar,

You are required to join on January 27, 2022 and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.

In token of your acceptance of this appointment, kindly sign this letter and the Apprentice Trainee agreement attached hereto at the bottom of the right corner of each page, and return the duplicate copy of the same to the HR department.

The location of your initial reporting & posting would be Pune. However, the location of your posting can be changed to any of our units / departments situated anywhere in India or abroad depending on the business requirements.

Your training shall at all times be governed by the apprentice trainee agreement and the policies of Fujitsu Consulting India Private Limited as amended from time to time

In case you require any further clarification, please contact HR Department. We welcome you to Fujitsu consulting India Private Limited, and wish you a rewarding career over the years to come.

### For Fujitsu Consulting India Private Limited,

Sumit Sabharwal Head of HR Delivery Management, Global Delivery

I accept the appointment Name: -----

CommencementDate:-----

Signature:-----

DocuSigned by: 869512B24B54D

Place:-----



### **Apprentice Engagement Agreement**

This Apprentice Engagement Agreement (hereinafter referred to as the "Agreement") is made effective from January 27, 2022

### BETWEEN

FUJITSU CONSULTING INDIA PRIVATE LIMITED, a Company incorporated and existing under the Companies Act, 1956, and having its registered office at A-106, LGF, Dayanand Colony, Lajpat Nagar-IV, New Delhi, PIN – 110024 and having Head Office as A-15, MIDC Technology Park, Talawade, Pune, PIN - 411062 India (hereinafter referred to as the "Company" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors in interest and assigns) of the ONE PART;

### AND

Jayashri Belokar, Age -25 years, - residing at

Gajanan Nagar Dabki Road Akola Akola - Maharashtra

(Hereinafter referred to as the "Apprentice" which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and shall include legal heirs, executors, nominees and administrators of the Apprentice) of the OTHER PART.

We are pleased to engage you as an Apprentice Trainee subject to the following terms and Conditions:

1. The period of training shall be for 12 months commencing on January 27, 2022

and ending on Jan 27, 2023 and the same shall not be entitled for any further extension.

- 2. You will undergo the Training and it shall not be obligatory on the Company's part to offer you any employment during or on successful completion of your Training Period. As an apprentice Trainee undergoing Training in an establishment you shall be a trainee and not a workman / Apprentice Trainee and as such, the provisions of any labour legislations shall not apply
- 3. In relation to you and your Training shall be solely governed by as per the provisions of Fujitsu Consulting India Private limited and The Apprenticeship Act, 1961.
- 4. During the course of this training programme you would be going through online /Classroom sessions on the followings:
  - a. Communication Skills
  - b. Personality Development and
  - c. Computer Skills
  - d. Any other mode of training as may be recommended from time to time.
- 5. INTELLECTUAL PROPERTY:





Intellectual Property" shall mean all forms of intellectual property subsisting under the laws of India and all analogous rights subsisting under the laws of other jurisdictions and shall include any product or process of the human intellect whether registrable as patents, trademarks, copyrights, designs or otherwise such as an invention, expression or literary creation, unique name, trade secret, business method, database, industrial process, computer program, source code, process and presentation.

"Intellectual Property Rights" shall mean all rights, benefits, title or interest in or to any Intellectual Property, anywhere in the world (whether registered or not and including all applications for the same);

"Person" shall mean and include an individual, an association, a corporation, a partnership, a joint venture, a trust, an unincorporated organization, a joint stock company or other entity or organization, including a government or political subdivision, or agency or instrumentality thereof and/or any other legal entity.

### 6. DIRECTIONS, SUPERVISION AND COOPERATION

Apprentice Trainee agrees to adhere to all applicable policies, procedures and rules of the Company as mentioned in the various Apprentice Trainee policy document (the "Policy Documents") and as may be amended and revised from time to time. The Apprentice Trainee Handbook shall inter alia include provisions relating to conduct of Apprentice Trainees including conduct of Apprentice Trainees on Client's site, holidays, sickness, grievance redressal procedure, behavior towards women Employees/Apprentice Trainees etc. and the Apprentice Trainee is required to abide by the same. In case of being posted at client site, the Apprentice Trainee agrees to abide and adhere to all applicable policies, procedures and rules of the client.

- 7. You shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly without affecting any roles or responsibilities assigned to you in capacity of apprentice trainee.
- 8. You shall maintain a record of the details of your Trainings during your Training period.
- 9. Report and be present at the designated location during the Training mentioned herein and abide by the provisions of The Apprenticeship Act, 1961 and policies and procedures of Fujitsu Consulting India Private Limited.
- 10. You shall comply with the safety, health and other rules and regulations of Fujitsu Consulting India Private Limited that you have been made aware of.
- 11. You hereby agree to be liable for the following terms and conditions:





### a) CONFIDENTIALITY

The Apprentice Trainee agrees and acknowledges in the course of employment with the Company, the Apprentice Trainee shall have access to Confidential Information of the Company and/or the Associated Company and/or its Vendors and Clients present, past and/or prospective as well as personal information of other Associates. The Apprentice Trainee understands and acknowledges that access to the Confidential Information has been provided to the Apprentice Trainee solely as a consequence of the employment with the Company. The Apprentice Trainee understands and acknowledges that the Confidential Information is of immense value to the Company and/or its present, past or prospective clients. The Apprentice Trainee understands that any use or disclosure of such Confidential Information including any inadvertent disclosure can cause immense and irreparable harm, loss, damage and injury to the Company or its Associated Companies or its Vendors or its Clients or its fellow Associates and their reputation and hence the Apprentice Trainee undertakes to keep such Confidential Information confidential and use it solely in the manner expressly authorized by the Company and only during the term of the employment with the Company.

b) The Apprentice Trainee shall neither during his employment (except in the proper performance of specified duties) nor at any time after its termination directly or indirectly: use, for personal purposes or those of any other person, company, business entity or other organization whatsoever; or disclose to any person, company, business entity or other organization whatsoever; any Confidential Information relating or belonging to the Company or any of its Clients.

### c) INTELLECTUAL PROPERTY

The Apprentice Trainee acknowledges that all Intellectual Property which the Apprentice Trainee solely or jointly conceives or develops or reduces to practice or causes to be conceived or developed or reduced to practice, during the employment with the Company, shall belong to the Company absolutely and the Company alone, at its sole discretion, shall have the right to exploit any and all of the said Intellectual Property rights by any means throughout the world. The Apprentice Trainee shall not have nor claim any right in any of the aforementioned Intellectual Property in any manner whatsoever. The Apprentice Trainee further understands and agrees that the decision whether or not to commercialize or market the Intellectual Property is within the Company's sole discretion.

The Apprentice Trainee hereby irrevocably and unconditionally waives any and all moral rights or any rights of similar nature under any law in any jurisdiction in and to any and all material written, created or devised by the Apprentice Trainee whether solely or jointly and pertaining specifically to the operation or business of the Company or resulting from or suggested by anything which the Apprentice Trainee shall have done pursuant to the appointment with the Company. The Apprentice Trainee hereby irrevocably appoints the Company as its constituted attorney for the purpose of executing in the name of the Apprentice Trainee and on the behalf of the Apprentice Trainee for all such deeds and documents





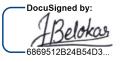
asmay be required pursuant to this Section 12 which relate to Company's ownership of Intellectual Property Rights. The Apprentice Trainee acknowledges that the remuneration includes compensation for the confirmation and the assignment to the Company of all Intellectual Property created by the Trainee.

- 12. Either party may terminate this Apprenticeship agreement by issuing 30 days' notice in writing or payment thereof. Fujitsu has the right to terminate this Agreement without any notice in the below cases:
- (1) Either party may terminate this Apprenticeship agreement by issuing 30 days' notice in writing or payment thereof. Fujitsu shall at its sole discretion may relieve the Apprentice without completion of the notice period. Fujitsu shall be entitled to pay the stipend in lieu of the notice to the Apprentice in any event of termination by Fujitsu
- (2) Due to exigencies of business or any other reason as is deemed fit by Fujitsu, it may, at its sole discretion, reject the adjustment of salary in lieu of notice period and ask the Apprentice to serve either the entire or part of the notice period. The Apprentice shall not be deemed to have been relieved of his services except upon issuance of a letter by Fujitsu to that effect.
- a) Misconduct or disobedience of written instructions given by the reporting officer or higher management
- b) Misrepresentation or giving false statements about personal, academic or professional background or suppression of relevant facts during the selection process or at the time of joining
- c) Involvement in criminal offence
- d) Violation of the terms of employment and undertaking given at the time of / joining or thereafter, or violation of the service agreement
- e) Medically or mentallyunfit
- f) Sexualharassment
- g) Loss of confidence
- h) Abetting or inciting others to disobedience or misconduct
- i) Indulging in unprofessional activities
- j) Moral turpitude
- k) Obstruction or lack of cooperation in any investigation by the Company or any government agency
- I) Theft of Company's (or Clients) proprietary data, information
- m) Unethicalconduct
- n) Any substance abuse, not limited to drug, alcohol addiction
- o) Conflict of interests with Company's business interests

DocuSigned by:



- p) Seven days of unapproved or uninformed absenteeism from Duty would be treated as 'Absconding' (and followed by termination as per policy)
- q) Failure to adhere to any instructions or directions of the Company in the ordinary course of employment, including but not limited to, directions as to temporary or permanent postings, relocations or deputations at any business location of the Company or any business location of its client within India or outside India.
- 13. For any regular absenteeism as deemed appropriate by the Company or if you are reported to be absconding from your Training for a period of 7 days then this Apprenticeship agreement for Training shall be terminated according to the Provisions of The Apprenticeship Act, 1961 or any other Rule/ Schemes framed thereof by Fujitsu Consulting India Private Limited.
- 14. Your training can be terminated without payment of any Stipend in the event:
  - a) If you are found indulging in gainful employment with any third party and If you are unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of a Civil Surgeon/Surgeon attached to any Government Hospital)
  - b) You agree to defend, indemnify and hold Fujitsu Consulting India Private Limited harmless from any and all claims, damages, liability, attorney's fees and expenses on account of your failure to satisfy any of your obligations under this Apprenticeship agreement or for misconduct or for violation of any law or creation of any legal liability by you.
- 15. You shall be entitled to a consolidated stipend an amount of INR 20833.33 The Monthly portion of the stipend will be paid by the 7th banking day of the next month.
- 16. You hereby authorize Fujitsu Consulting India Private Limited to make all payments required to be made to you by Fujitsu Consulting India Private Limited either by way of Cheque or by directly crediting the amounts to your bank account.
- 17. Fujitsu Consulting India Private Limited will impart training with regards to applicable skills.
- 18. The eligibility criterions for the successful course completion are as follows:
  - a. Successful completion of trainings and clearing any assessments/Tests/Exams that might be applicable and as decided by Fujitsu Consulting India Private Limited from time to time.
- 19. On successful completion of the above provisions (a) you shall be entitled to





Apprenticeship completion certificate. Nonclearance of Assessment (Point (a) will not be entitled to completion certification.

- 20. You shall be imparted Training according to normal hours of work of the department in the establishment to which you will be attached for training.
- 21. Neither Party will be liable to the other for failure to perform its obligations hereunder if and to the extent such failure to perform results from causes beyond its control, including, without limitation, strikes, lockouts, or other industrial disturbances, civil disturbances, fires, acts of God, acts of a public enemy, compliance with any regulations order or requirement of any Governmental body or agency, or inability to obtain transportation or necessary materials in the open market.
- 22. This Apprenticeship agreement is made under and will be construed in accordance with the laws of India. Both Parties irrevocably agree that any legal action, suit or proceeding brought by it in any way arising out of this Agreement must be brought solely and exclusively in the courts of Pune.
- 23. The Apprenticeship agreement letter shall stand automatically withdrawn from the date of your enrollment under The Apprenticeship Act, 1961 scheme if you fail to submit the documents specified by Fujitsu Consulting India Private limited on the date of joining.
- 24. General Provisions:
- a) Moral Responsibility & Honesty:

The Apprentice Trainee is expected to deal with Company's, Associated Company's and Third Party's money, material and documents with utmost honesty and professional ethics. The Apprentice Trainee service may be dispensed at any time without any notice if the Apprentice Trainee is found guilty of gross indiscipline, fraud, falsification of documents, misappropriation of any corporate assets or opportunities or acting against the interest of the Company.

b) Secrecy:

The Apprentice Trainee shall not give anyone, by word of mouth writing, facsimile any particulars or details, which shall be acquired during the course of this employment with the Company of its working system, technical know-how, security arrangements, administrative and/or Organization matters and of its clients whether confidential, secret, either during the employment with Company or afterwards

c) Apprentice Trainee acknowledges that the terms and conditions of this contract, as are stipulated here or to be intimated hereafter are to be treated as strictly

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confidential and its contents not to be divulged or disclosed to any Apprentice Trainee of the Company/person connect with the Company.

d) Education:

In case the Apprentice Trainee intends to appear in some examinations or wish to attend some classes while working with the Company, then he/ she is required to obtain prior permission in writing from the Functional Head HCM of the Company by giving full details of course including time frame involved is mandatorily to be obtained by the Apprentice Trainee.

e) Disclosure of Criminal offence:

Apprentice Trainee is required to make a full disclosure in the event of having been accused, charged and/ or convicted for any criminal offence, at any time whether prior or subsequent to joining the Company. The disclosure should be made in the Company's prescribed format as provided in Quality Management System

Any disagreement or dispute between Fujitsu Consulting India Private Limited and You arising out of the Terms and Conditions of this Apprenticeship agreement or any other Terms intimated to you from Time to Time with reference to this Apprenticeship agreement or Incidental or ancillary thereto, shall be referred to and governed by the provisions of the terms laid of The Apprenticeship Act, 1961 and Fujitsu Consulting India Private Limited.





### **ENDORSEMENT**

I hereby confirm acceptance of the above Apprenticeship agreement, on the terms and conditions stipulated therein and hereby declare that (1) I am currently not employed (Part Time / Full Time / Fixed Term Contract) for gains with any third party and that I hold a Graduate / Diploma Certificate from a recognized university. (2) On the date of Commencement of the Training I am above the age of 16 years. (3) I am mentally and physically fit to undergo Training as specified by Fujitsu Consulting India Private Limited.

I hereby confirm that with the acceptance of my first Stipend it will be a conclusive proof of my acceptance of the terms and conditions laid out in this Apprenticeship agreement. I understand and agree that this Apprenticeship agreement does not confer employment by Fujitsu Consulting India Private Limited or any guarantee of employment.

For Fujitsu Consulting India Private Limited

Accepted and Agreed

Sumit Sabharwal Head of HR Delivery Management, Global Delivery

DocuSigned by:

Signature

Full Name

Date: -

Note: The acknowledged copy to be dispatched to below mentioned address: To, HCM, Fujitsu Consulting India Private Limited, A-15, Technology Park, MIDC Road, Talawade, Haweli, Pune-4110



Date: January 27, 2022

### **Stipend Annexure**

With reference to your stipend amount mentioned in Clause no.15, your monthly stipend would be as mentioned here under

Your Monthly Stipend is inclusive of insurance amount of INR 583/-

	Emoluments	Monthly amount in (INR)
1	Monthly Stipend	20833.33
2	Monthly Insurance deduction	583.33
	Net Monthly Stipend	20250

As part of the Company's prevalent Welfare Policy, each Apprentice Trainee is suitably insured. Within 45 days of your Joining, the Company would also take an insurance cover for you for life and accident for Rs. 2500000 and a Mediclaim policy for Rs. 300000. Insurance covers would begin after the Insurance Company accepts and processes all information provided by you after Joining.

Any subsequent claims will be submitted by the Apprentice Trainee to the Insurance Company

and will be subject to the terms and conditions of the Insurance Company.

### For Fujitsu Consulting India Private Limited

Accepted and Agreed

Sumit Sabharwal Head of HR Delivery Management, Global Delivery

Signature

Full Name-----

Date:- -----





27<sup>th</sup> January 2022

To: Kumudini Gavande

Letter of Appointment

I am pleased to appoint you as a Service Desk Engineer

You may be required to carry out work at other locations as needed. Your employment with PATHWAYS Emerge will be governed by the Terms & Conditions as detailed in Employment Agreement at the time offer acceptance.

### Compensation

INR 350,000 per annum CTC inclusive of all allowances, bonuses, statutory requirements, employer and employee PF and other benefits.

This is effective from 31<sup>st</sup> January 2022.

Annual leave that accrues at a rate of 1 day per month worked. The Company may direct the Team Member to take periods of leave based on the needs of the Company or its clients. Leave accrued in a year may be carried forward however, annual leave is not cumulative beyond 18 days.

Sick leave that accrues at a rate of 5/12th of a day per month worked. Sick leave

is not cumulative beyond five days nor is it exchangeable for cash or other

benefits.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit.

I wish you a successful career with PATHWAYS Emerge and I look forward to working with you as we grow our company and the quality of our services we provide to our clients.

Mishant Sni Dastoure

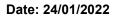
Nishant Srivastava Director 27<sup>th</sup> January 2022





### Salary Breakup

Description	Annual Salary	Monthly Salary
BASIC	253200	21100
HRA	48000	4000
Transport Allowance	19200	1600
Special Allowance	8004	667
GROSS Amount	328404	27367
Employer PF Contribution	21600	1800
стс	350004	29167
Deduction		
Team Member PF Contribution	21600	1800
Employer PF Contribution	21600	1800
Team Member ESI Contribution	0	0
TDS (depends on personal circumstances)		
ΝΕΤ ΡΑΥ	306804	25567





### EMPLOYMENT LETTER

Dear Tarun Singh.,

With reference to your application and subsequent interview for employment with us, we are glad to formalize our offer of appointment to you in "**Rivigo Services Private Limited**" on the terms and conditions mentioned below:

Designation: Process Lead Date of Joining: 27 Jan 2022 Base Location: Pune Business Unit: Zoom

- 1. Your Cost to Company (**CTC**) and other benefits would be as per **Annexure** '**A**', subject to policies prevalent from time to time and as per business needs. You acknowledge and undertake that your CTC/remuneration is a matter purely between you and the Company and you are under obligation to keep this information and any changes thereto, strictly confidential.
- You may be posted/ transferred to any other place or offices of the Company or its subsidiaries, affiliates or any other group Company as the Company may, from time to time, deem necessary. On such posting, you will be governed by the terms and conditions of service applicable to the new assignment.
- 3. You will carry out all the instructions of your superiors as regard to your work and carry out diligently and earnestly all duties or work that may be assigned to you from time to time. Your hours of work, shift and timings shall be governed by the exigencies of work and as determined by the Management from time to time at its discretion. Your entitlement and availing of leaves shall be governed as per Company Policies.
- 4. You will be governed by and will abide by the Company's Guidelines/Code of Conduct/Directives, Policies, etc., which are in force and as may be modified from time to time. These are deemed to be incorporated herein by reference. You will also abide and be governed by the Company's expected standards of discipline as understood by convention and Company norms.

**RIVIGO SERVICES PRIVATE LIMITED** 

(Formerly known as Trucksfirst Services Private Limited) Registered Office: Plot No. 90, Sector-44, Near HUDA City Center Gurugram, Haryana - 122003 Tel: +91 124 435 4300, Email: info@rivigo.com, Web: www.rivigo.com CIN: U74999HR2014PTC053030

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- 5. Your employment with the Company is on a full-time basis. While you are in the services of the Company, you are not permitted to directly or indirectly engage yourself or devote any time or attention to any full time or part time employment, trade, business or occupation, with or without remuneration, for any third person or concern (including self-employment). You shall also not undertake or be interested, either directly or indirectly, in any activities, which are contrary to or inconsistent with your employment with the Company or the Company's interest. You shall devote yourself exclusively to the business of the Company. Any breach of this condition on your part may lead to immediate termination of your employment with the Company, without prejudice to any other remedies available to the Company.
- 6. During the course of your employment with the Company, you may be privy to confidential information of the Company and/or its affiliates, customers, clients, suppliers, partners etc. You shall, at all times, keep in strictest confidence and trust such confidential information, including that which you may have created.
- 7. During the course of your employment, if you conceive of any new or advanced methods, inventions, designs or improvements, processes/systems or prepare any reports, tables or collection of data in which copyright may subsist, or any other form of intellectual property, in relation to your work and operation of the Company, all such developments shall be communicated to the Company and shall remain the sole right/property of the Company and you shall execute documents and do all things necessary to enable the Company to obtain all rights to the same.
- 8. The continuation of your employment will be subject to you being physically and mentally fit. During the tenure of your service, you may be required to undergo a medical check-up at the instance of the Company.
- 9. Unless you separate earlier either voluntarily or by the Company, you shall retire from the employment of the Company on last day of the month in which you attain the age of sixty years.
- 10. You will be responsible for safe keeping and return in good condition all the office properties including equipment, material, documents, data etc. in physical, electronic or any other form, which may be given to you or to which you may have gained access by virtue of your role and responsibilities in the Company. After the termination of your employment, you shall immediately return all the above referred properties of the Company which are in your possession or custody. You will also be responsible for efficient, satisfactory, and economical operations in areas of your responsibility that may be assigned to you from time to time.
- 11. You have been appointed based on the details submitted by you. You shall inform the Company in writing of any changes in such details promptly. If at any time, it emerges that such details were false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, your employment will be liable to be terminated by the Company forthwith, without notice or salary in lieu of notice. This shall be without prejudice to the right of the Company to take such action against you as deemed appropriate in the given facts and circumstances. Please also note that the Company reserves its right to conduct background verification and reference checks, subject to all applicable laws and norms.

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- 12. During the term of your employment and for a period of 1 (one) year thereafter, you shall not induce or attempt to induce/solicit any employee of the Company to leave the employment of the Company.
- 13. You covenant and agree that at any time during your employment and for a period of (one) year thereafter (whether as an officer, director, partner, proprietor, investor, shareholder, manager, associate, employee, consultant, representative, adviser, agent or otherwise), you will not and will not permit any related party to, for yourself or jointly with any other person, directly or indirectly, own, conduct, engage, manage, operate, join, control, finance, invest in, bid for, advise or otherwise participate in, or be connected with, any business, individual, partnership, firm, corporation, limited liability Company or other entity in any geography that is in the same or similar business as the Company ("Competing Business").
- 14. You shall at all times during the course of your employment in the Company (and even after the termination of this Employment Letter with respect to the terms contained herein) indemnify and keep indemnified and hold harmless the Company, as the case may be, from and against all losses, damages, claims, interests, costs, expenses, liabilities, suits, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of your acts or omissions during the course of employment or your breach of the terms hereof.
- 15. You will be on probation for a period of six months. During the probation period, your employment is terminable by either of us i.e. by the Company or by yourself, by giving a written notice of at least 30 (Thirty) days or salary in lieu thereof. Post completion of probation, your employment is terminable by the Company, without cause, by giving **one** month's prior written notice or salary in lieu thereof. In case you decide to terminate your employment with the Company, you are liable to serve **one** month's notice. However, Management, at it's sole discretion, may accept any request from your side for early relieving with deduction of salary in lieu of shortfall in notice period served. The notice period referred to in this clause shall be subject to the Company policy applicable to your role/band, as applicable from time to time.
- 16. Your employment is liable to be terminated for cause, at Management's sole discretion and without any notice or salary in lieu thereof, if you breach any of the provisions of this Employment Letter, Guidelines/Code of Conduct and Policies of the Company or if you indulge in any illegal /unlawful activities.
- 17. This Employment Letter, read with the documents referred to herein, shall be the sole document governing our relationship and supersedes all other letters of appointment previously issued and/or all other Letters, memoranda, documents and discussions. Our relationship will be governed only by the terms herein.
- 18. The terms and conditions set out herein shall be deemed to be severable and, in the event of any of the terms and conditions being held by a court of competent jurisdiction to be invalid or unenforceable, the remaining terms and conditions shall nevertheless continue to be fully valid, binding and enforceable.
- 19. Any notice that maybe required to be given to you shall be deemed to be duly and properly given, if hand delivered to you personally,sent by registered post to you at your address or emailed to your personal and/or official email address as per the records available with the Company.

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- 20. The courts at Gurugram, Haryana, India shall have exclusive jurisdiction over all disputes or claims between you and the Company under this Employment Letter.
- 21. In acceptance of the terms and conditions of employment set herein, please acknowledge your acceptance of the same by way of a return email within 3 days of issuance of this Employment Letter, failing which this Employment Letter shall stand automatically withdrawn without any further obligation on the Company unless the Company agrees for an extension. Post acceptance, you would be asked to provide personal, educational, employment, family and other details for Company records and compliance purposes. You are requested to provide the required details at the earliest in the requested manner.

Yours sincerely,

For Rivigo Services Pvt. Ltd.

**Background Verification/ Reference check**: By accepting this offer I also accept the all the terms and condition given in this letter. I hereby give my consent for background verification /reference check. I understand that issuance of this Employment Letter is subject to satisfactory references, background verification / reference check. In case any declaration given, or any information furnished by me proves to be false or if I am found to have wilfully suppressed or concealed any material fact, this offer shall be deemed to be null and void.

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### **RIVIGO**

### ANNEXURE A

Component	INR per Month	INR per Annum	
Basic Salary	42,083	5,04,996	
House Rent Allowance ( <b>HRA</b> )	10,542	1,26,504	
Advance Statutory Bonus	5,708	68,492	
Conveyance Allowance	4,600	55,200	
Medical Allowance	3,250	39,000	
Leave Travel Allowance (LTA)	3,708	44,496	
Special Allowance	2,475	29,700	
Employer Contribution - Provident Fund ( <b>PF</b> )	1,800	21,600	
Cost to Company (CTC)	74,167	889,988,0	

### **Other Benefits/Notes**

- 1. Gratuity and statutory bonus would be payable as per applicable laws and Company Policies.
- 2. Group Health Insurance (GMC), life insurance (GTL) and personal accident insurance (GPA) coverage would be applicable as per Company Policy.
- 3. CTC, salary/benefits structure and allied rules are subject to revision from time to time.

### Document required on the day of Joining

On the date of joining please bring the following documents for onboarding process:

- 4. Educational certificates (10th,12th, Graduation, Professional degrees)
- 5. AADHAR Card
- 6. PAN Card
- 7. Relieving / experienced letter from last 3 employers (Applicable only for experienced employee)
- 8. Passport size photograph
- 9. Salary bank account details cancelled cheque/passbook cover page showing account number and IFSC code

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### HRD/3T/1003098097/21-22

Mr. Vivek Yuvraj Mahajan Plot No. 720, Phase 2, Exrbia Eiffle City, Chakan-410501 India

Ph: +91-9657451167

Dear Vivek,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO EVP and Head Human Resources - Infosys Limited** 

> Signature Not Verified Digitally signed by Fichard Lobo Date: 2022.02,10/1:31:12 IST Reason: Digitally Signed Location: Bangalore

INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com



### HRD/1003098097/21-22

Mr. Vivek Yuvraj Mahajan Plot No. 720, Phase 2, Exrbia Eiffle City, Chakan-410501 India

Ph: +91-9657451167

Dear Vivek,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

### Joining

Your scheduled date of employment with us will be 17-Feb-2022.

### Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."

### Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.



### **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

### **Compensation and Benefits**

### Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.



### Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.



### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.



Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

### RICHARD LOBO EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

Sign your name

Print your full Name

Location

Signature Not Verified Digitally signed by Fichard Lobo Date: 2022.02.100 1:31:12 IST Reason: Digitalty Signed Location: Bangalore

INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com



### **ANNEXURE - I** (Compensation during the Training)

	COMPENSATION DETAILS (All figures in INR per month)	
NAME	IAME Mr. Vivek Yuvraj Mahajan	
ROLE	Systems Engineer	
ROLE DESIGNATION Systems Engineer Trainee		
1. MONTHLY COMPONE	ENTS	
BASIC SALARY		15,000
BASKET OF ALLOWANCES		4,478
BONUS / EX-GRATIA (959 monthly basis)	% of the eligible amount (20% of Basic Salary) being paid out on a	2,850
MONTHLY GROSS SALARY		22,328
2. ANNUAL COMPONEN	T	
BONUS / EX-GRATIA - (B the advance (95%) paid out o	alance 5% will be paid out in the end of the financial year after adjusting on a monthly basis)	150
3. RETIRAL BENEFITS		

3. KE11KAL BENEF115	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme     Eligible Amount In INR     Interest     Monthly Instalments     Margin Money (To be borne by the employed)				Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



### ANNEXURE - II (Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)					
NAME	Mr. Vivek Yuvraj Mahajan				
ROLE	Systems Engineer				
ROLE DESIGNATION	Systems Engineer Trainee				
1. MONTHLY COMPONE	INTS				
BASIC SALARY	15,000				
BASKET OF ALLOWANCE	4,478				
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)		2,850			
MONTHLY GROSS SALA	22,328				
2. ANNUAL COMPONEN	Γ				
BONUS / EX-GRATIA - (Ba the advance (95%) paid out o	150				
<b>3. RETIRAL BENEFITS</b>					
PROVIDENT FUND - 12%	1,800				
GRATUITY - 4.81% of Basi	722				
FIXED GROSS SALARY (	25,000				

4. INCENTIVE COMPONENTS			At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%		
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)			1,250	2,500	5,000		
TOTAL GROSS SALAR	26,250						
TOTAL GROSS SALA	27,500						
TOTAL GROSS SALA	30,000						
OTHER BENEFITS							
Scheme	Eligible Amount In INR	Interest	Мо	nthly Instalments	Margin Money (To be borne by the employee)		
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12		Nil		
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time							

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Dear KRISHNA Ashok SURYAWANSHI,

Greetings from TATA Consultancy Services..!!

interview process. We are glad that you are now one step closer Congratulations on being shortlisted for TCS Off Campus HR to becoming a proud TCSer.

We are committed to giving you a great interview experience

Hence we would like to share some information and instructions as below. Request you to follow them thoroughly for enjoying a seamless interaction. Dear KRISHNA Ashok SURYAWANSHI,

Greetings from TATA Consultancy Services..!!

interview process. We are glad that you are now one step closer Congratulations on being shortlisted for TCS Off Campus HR to becoming a proud TCSer.

We are committed to giving you a great interview experience

Hence we would like to share some information and instructions as below. Request you to follow them thoroughly for enjoying a seamless interaction. G 10 HD 🖌 HD 4G 🖌 231% ... .... Σ 国 Þ Ø IN Offer Letter Inbox Capgemini 4:55 PM to me, Sneha < 2 GET 5:05 ( )



Dear Krishna,

We are pleased to extend to you an offer for the position of Analyst at Capgemini.

Not only did you crack your interview with us, you aced it! A trait we keenty look out for because, at Capgemini, we believe that passionate people are our Ace of Spardes, people who ace at their field of expertise and give meaning to their passion. With us, you will gain the freedom to chart your career path. Whether you are seeking your very first job or your next career opportunity joining us will enable you to achieve the professional growth and work-life halance you seek

# Factoring in Your Happiness, Every Step of the Way

As widely-quoted as it may be, happy people make a happy workplace. For us, the happiness of our people is what truly matters and keeps us going. Our <u>Glassdoor rating</u> reflects this happiness quotient in the positive experiences and feedback shared by our past and present employees.

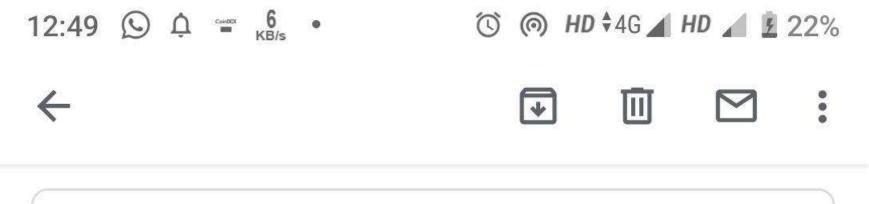
# Let's Build a Positive Future Together

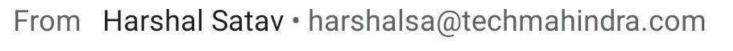
For us, being the <u>Architects of Positive Educes</u> is a group-wide aim and driving force behind everything we do. To achieve this aim, we leverage three fundamental pillars: Diversity and Inclusion, Digital Inclusion, and Environmental Sustainability.

Our Diversity target is to increase our global women workforce to 34% by the end of 2020. In India, we are at 35% as of August 2020, however, this data does not include our employees from Altran – a world-leading provider of Engineering and R&D services we acquired in April 2020.

Under <u>Digital Inclusion</u>, we aim to support **100,000 people** via our digital literacy programs. As for our <u>Environmental Sustainability</u> target, we have trained our sights on becoming <u>net-zero by 2030</u>, and recently undertaken <u>Milison</u> an ambitious program to plant a million trees across India.

Check out the following resources to learn more about Capdemini and why this is the place to ace your career





To Harshal Satav • harshalsa@techmahindra.com

Date Mar 12, 2022, 11:08 AM

Standard encryption (TLS).

View security details

Dear Candidate,

This is with reference to your Tech Mahindra Evaluation process completed. We are Glad to inform that you've cleared all the rounds.



# Offer: Computer Consultancy Ref: TCSL/DT20222015937/Delhi Date: 10/05/2022

Mr. Prafullaa Tukaram Mundokar At Post Pimpalgaon Kale Tq Jalgaon Ja Dist Buldhana Maharashtra, Near Goroba Mandir, Jalgaon Jamod-443403, Maharashtra. Tel# -

Dear Prafullaa Tukaram Mundokar,

# Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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TATA CONSULTANCY SERVICES

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# COMPENSATION AND BENEFITS

# **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

## **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### 1. House Rent Allowance (HRA)

Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### 2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### 3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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## TATA CONSULTANCY SERVICES



## PERFORMANCE PAY

#### Monthly Performance Pay

You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

#### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore / Xperience Programme.

#### CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

# OTHER BENEFITS

#### Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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# TATA CONSULTANCY SERVICES

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ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

# Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

#### Loans

You will be eligible for loans, as per TCSL's loan policy.

# **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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TATA CONSULTANCY SERVICES



# RETIRALS

# **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

# Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

# **TERMS AND CONDITIONS**

# 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

# 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

# 3. Training Period

You will be required to undergo class room and on the job training in the first twelve

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# TATA CONSULTANCY SERVICES



months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

## 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### 5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

# 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

# 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

# 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior

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# TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com 6



written permission of TCSL.

# 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

# 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

# 11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

# **12.Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to

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# TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com 7



serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## 13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

## 14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## **15.Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

#### 16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### **17. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

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# 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

# 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

# 20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English

- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

\*PAN Card (Permanent Account Number) \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship) \*Passport \*NSR E-Card

## 21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

#### 22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

#### 23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

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# TATA CONSULTANCY SERVICES

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#### 24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

#### 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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# TATA CONSULTANCY SERVICES



#### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

# For TATA Consultancy Services Limited

Girish V. Nandimath Global Head Talent Acquisition & AIP

Encl: Annexure 1: Benefits and Gross Salary Annexure 2: List of TCS Xplore Centres Annexure 3: Confidentiality and IP Terms



<u>Click here</u> or use a QR code scanner from your mobile to validate the offer letter

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#### **GROSS SALARY SHEET**

Annexure 1

Name	Prafullaa Tukaram Mundokar	
Designation	Assistant System Engineer-Trainee	
Institute Name	Others	

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children

then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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#### Annexure 2

Ahmedabad	Bangalore
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Garima Park,IT/ITES SEZ,Plot # 41,	Gate 1, No 42, Think campus, Electronic City phase II,
Gandhinagar - 382007	Bangalore - 560100,Karnataka
BUBANESHWAR	Chennai
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Training Lab Venue:-Barabati, IRC Block, Ground Floor,	415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,
Tata Consultancy Services Limited, (UNIT-II) - BARBATI	TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.	
35, CHANDAKA INDUSTRIAL ESTATE, PATIA,	
Bhubaneswar - 751024	
DELHI – Gurgoan	DELHI – Noida
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Block C, Kings Canyon, ASF Insignia, Gurgaon -	Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th
Faridabad Road, Gawal Pahari, Gurgaon - 122003,	floor, Glaxy Business Park, Block - C & D, Sector - 62,
Haryana	Noida - 201 309,UP
Guwahati	Hyderabad
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati -	Q City, Nanakramguda, Hyderabad
781006,Assam	
INDORE	KOLKATA
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services Limited,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,	Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New
Village Tigariya Badshah & Bada Bangarda, Tehsil	Town, Rajarhat, Kolkata - 700160,West Bengal OR
Hatod, Indore - 452018,	Auditorium,2nd Floor, Wanderers Building,Delta Park -
Madhya Pradesh	Lords
KOCHI	MUMBAI
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS centre, Infopark Road Infopark Campus, Infopark ,	Yantra Park, Pokharan Road Number 2, TCS Approach
Kakkanad, Kerala 682042	Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR	PUNE
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services Limited,	Tata Consultancy Services,
Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum	
TCS XP HR Lead	
Tata Consultancy Serives,	
Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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# TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 

Annexure 3



# **Confidentiality and IP Terms and Conditions**

## 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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TATA CONSULTANCY SERVICES



#### 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

#### 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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## TATA CONSULTANCY SERVICES



#### 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

## 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

## 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

# 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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# TATA CONSULTANCY SERVICES

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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TATA CONSULTANCY SERVICES



#### 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

#### 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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## TATA CONSULTANCY SERVICES



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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# TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 



#### APPOINTMENT LETTER

May 3, 2022

Dear Swati kherade,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

#### 1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. The retirement age is 58 years.
- c. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- d. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- e. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

f. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

#### 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III Salary Offer Sheet.
- b. Variable Pay The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

#### 3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.

- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

#### 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

#### 5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.

ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.

iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

#### 6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

#### 7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or

clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

#### 9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 <sup>th</sup> Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 <sup>th</sup> Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

#### **10. Training Agreement:**

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

#### 11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving three months' notice. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

#### 12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely, For Wipro Limited,

#### Aparna Shailen General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

#### ANNEXURE I

#### **DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

#### Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

#### Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

- a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
- b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
- c. Unauthorized disclosure or communication of UPSI.
- d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

#### ANNEXURE II

#### PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Swati kherade, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

#### ANNEXURE III

#### SALARY OFFER SHEET

Name: Swati kherade

#### Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same. Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

#### ANNEXURE – IV

#### **Bonus Details**

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
  - a. you being "active" in the services of the company through to retention date as applicable
  - b. your employment has not been terminated for poor performance or for cause prior to retention date
  - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

#### <u>ANNEXURE – V</u>

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

#### ANNEXURE - VI

#### Variable Pay - A BRIEF OVERVIEW

#### Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

#### SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

#### **Basic, Additional Allowance and Bonus**

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

#### House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

#### Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

#### 1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to <u>myWipro</u> on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

#### 2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

#### 3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

#### 4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

#### 5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

#### Retirement Benefits:

It consists of:

 a. Provident fund- Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

### Travel, Accommodation, Food & Other Miscellaneous Expenses

### Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

### Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

### SUMMARY SOCIAL SECURITY & OTHER BENEFITS\*

### Medical

- <u>Medical Assistance Program (MAS)\*\*</u>: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI). This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
- 2. <u>Mediclaim</u>: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. <u>Annual Health check:</u> Company paid Annual health check-up program is available for employees above 40 years of age.

### Gratuity Benefit\*\*: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

### Survivor Benefit Pension Program\*\*:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = Rs. 6,480$  per month as supplementary pension payable. \*Grade Factor is a band specific predefined pension Accrual rate.

### Loans:

<u>Interest Free Loan</u>: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

<u>Contingency Loan</u>: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

\*\* These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

### 1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

### 2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

✓Accept □ Decline Signature Swati kherade 3/5/2022 8:18 PM (checking the checkbox above is equivalent to a handwritten signature)

Registered Offi	fice:	
Wipro Limited	<b>T</b> :+91 (80) 2844 0011	
Doddakannelli	<b>F</b> :+91 (80) 2844 0054	
Sarjapur Road	E :info@wipro.com	
Bengaluru 560 035	W :wipro.com	
India	C :L32102KA1945PLC020800	
	211	31453



BGPS Management Solutions Pvt Ltd. Cabin.no.12, 2<sup>nd</sup> Floor,

SCO-40, Sector 11, Panchkula Haryana - 134109 W :www.bridginggaps.co.in

Ref No.BGPS/2022/2543

Date:- 20-Jun-22

Mr. Rushikesh Vishnu Patil At Post Karmad Kh Tal Parola Dist: Jalgaon, Maharashtra - 425111

### Subject – OFFER LETTER

Dear Rushikesh,

With reference to your application and subsequent interview you had with us, we are pleased to offer you an appointment as **"Territory service officer".** 

Your annual Emoluments (CTC) shall be as per Annexure-A.

All income tax and statutory deductions will be applicable as per law.

Your place of posting will be **HERO MOTOCORP LTD, Aurangabad**, Maharashtra and you are requested to report to the office on or before 18-Jul-22 at 10.00 a.m.

Kindly note that this offer is on a Fixed Term Contract Basis.

You are requested to carry following documents:-

- Proof of Date of Birth.
- Cancelled Cheque.
- Relieving Letter.
- Appointment Letter.
- Photo ID Proof (2 Copies)
- Certificates of Educational Qualification.
- Proof of Permanent Address (2 Copies).
- Proof of Present Address (2 Copies).
- 4 Passport Size Photographs

This letter of offer is issued to you on the presumption that the particulars furnished by you in your application are correct.

Please reply with your acceptance of the offer within 48 hours of the receipt of offer. In case you fail to reply, this offer shall stand withdrawn after 48 hours.

Regards,

Pohil hawle

### Annexure-A

Name – Rushikesh Vishnu Patil

**Designation- Territory service officer** 

Salary Breakup:-

COMPONENT	PER MONTH AMOUNT (In INR)	PER ANNUM AMOUNT (In INR)
BASIC SALARY	15000	180000
HOUSE RENT ALLOWANCE	3500	42000
SPECIAL ALLOWANCE	3517	42204
CITY COMPENSATORY ALLOWANCE	3250	39000
STATUTORY BONUS	1250	15000
GROSS SALARY	26517	318204
EMPLOYEE PROVIDENT FUND @ 12%	1800	21600
EMPLOYEE LABOUR WELFARE FUND	0	0
PROFESSIONAL TAX	200	2400
TOTAL DEDUCTION	2000	24000
NET TAKE HOME	24517	294204
EMPLOYER'S PROVIDENT FUND @ 12%	1800	21600
ADMIN & EDLI CHARGES @1%	150	1800
EMPLOYER'S LABOUR WELFARE FUND	0	0
INSURANCE	700	8400
TOTAL CONTRIBUTION	2650	31800
COST TO COMPANY (CTC)	29167	350000

Rohit Chawle



Gaurav Ravindra Mahajan <mahajangaurav32@gmail.com>

### Email Offer Mr.Gaurav Mahajan

3 messages

Alin Christian Manager HR <alin.christian@innkeypms.net> To: mahajangaurav32@gmail.com Wed, Jul 13, 2022 at 10:16 AM

Dear Gaurav,

Congratulations on your offer from Innkey Infosystems Pvt. Ltd. Ahmedabad ! We are delighted to offer you the position of **"Software Engineer- I"** with an anticipated start date of **18<sup>th</sup> July, 2022**. Your skills and talents will be a great asset to our company. We are delighted to have you with us and look forward to working with you. Welcome aboard!

Please find attached herewith documents you need to send . Send us an email confirmation on the acceptance of the job.

You are require to mail us the soft copies of the documents as per attached sheet. Also send the UAN Declaration form duly filled.

All the original documents will be handed over to you on your date of joining the company. In the meantime, please don't hesitate to reach out to me, either through email or by calling me directly, if you should have any questions or concerns.

We look forward to hearing from you and we welcome you to join our team!





Date: 5<sup>th</sup> Jan 2023 Bhushan Raju Bundele S/O Raju babu Bundele Borsule, Bhusawal,Jalgaon Maharashtra – 425201

### Subject: Your Appointment as a "Site Engineer" in Operations Department

Dear Bhushan Raju Bundele,

We welcome you to **Tecsidel India Pvt Ltd** and are pleased to confirm your appointment for the above position as a **Site Engineer in** the **Operations Department\_**under the following Terms and Conditions.

### 1. Date of Joining:

1.1. You shall initiate services from 4<sup>th</sup> Jan 2023.

### 2. Place of Work:

- 2.1. Your initial posting will be at our ISPTL, Dhule location. Your place of work may be changed to any other location to address business/ client requirement as directed by the Company.
- 2.2. You may be required to visit to the client site within and/or outside India.

### 2.3. Remuneration:

- 2.4. Your annual fixed compensation is INR 2,16,000 (Rs.Two Lakh Sixteen Thousand only) PA
- 2.5. You will be eligible for Gratuity as per Payment of Gratuity Act, 1972.
- 2.6. Your compensation will be subject to Income Tax as per the provisions of Income Tax Act, 1961

### 3. Probation Period:

3.1. You will be on a probationary period of 6 months from the date of joining, the period of which may be extended at Company's discretion. Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated in writing.

### 4. Work Conduct:

- 4.1. During your employment with the Company, you shall devote your best efforts for promoting the Company's (and of any other relevant affiliate and/or business associate of the Company) business.
- 4.2. You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Company.
- 4.3. You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the Company's interests.
- 4.4. You will be bound by the Code of Conduct and all other rules, regulations, policies, and orders issued



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by the Company from time to time in relation to your conduct, discipline and service condition such as leave, medical, retirement, etc. as if these conduct rules, regulations, policies et al, were part of this contract of appointment.

### 5. Training:

5.1. You will be imparted training on-the-job and periodically when the training programs are organized. The Company lays high importance on training its employees and spends considerable resources on it. A full commitment is expected during the training period.

### 6. Notice Period:

- 6.1. During the probation period (including any extension), services may be terminated by either party, giving written notice of 60 days or payment of basic salary in lieu of thereof.
- 6.2. Post confirmation, services may be terminated by either party, giving two months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- 6.3. The Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc., (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.
- 6.4. approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties. The Company reserves the right to terminate your employment on the grounds mentioned in clause 10 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.

### 7. Disclosure of Information:

7.1. You confirm that you have disclosed all your business interests in the Company whether or not they are similar to or in conflict with the business (Es) or the activities of the Company, & all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also, you agree to immediately disclose, to the Company any such interests or circumstances which may arise during your employment.

### 8. Confidentiality:

- 8.1. All information regarding the affairs or business matters of the Company (and of any other relevant affiliate and/or business associate of the Company) concepts, working methods, client portfolios, strategies that comes to your knowledge by reasons of your employment is deemed to be confidential and considered a trade secret.
- 8.2. You are required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or divulge any information or data, without prior consent of an authorized officer of the Company.

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- 8.3. You shall always keep the details of your salary and employment benefits at the Company strictly confidential and shall not disclose such details to any other person within the Company.
- 8.4. You shall use the Company name, Logos, trademarks, or other identifiers strictly in the manner permitted by the Company's policies, or for the purposes of provision of Services delegated to you to the extent required.
- 8.5. You shall at all times, whether during or after the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of for the benefit of any third party, either during the term of your employment or thereafter.
- 8.6. This clause applies during the employment and continues for 24 months after expiry or termination of employment. Failure to adhere to the clause will invite legal action by the Company

### 9. Termination of Services:

- 9.1. If at any time during your employment, it is found that you have made a false or an incomplete declaration about your qualifications/experience and other detail, your appointment will be treated void.
- 9.2. If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or any serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance, your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

### 10. Retirement:

10.1. Your age of retirement will be 60 years and you shall stand relieved on retirement at the end of the month in which you attain the age of 60 years.

### 11. Return of Company Property:

- 11.1. You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment, return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data, that concerns the business of the Company which may have been prepared by you or come into your possession, custody or control in the course of your employment.
- 11.2. You shall not keep any copies of these items in any form whatsoever.
- 11.3. Violation of this clause may invite legal action.

### 12. Non - Competition:

In the event of your separation from Company for whatever reason:

12.1. For a period of 2 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is, at the date of separation, a client or a prospect with whom negotiations are underway, neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company

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12.2. You agree that for a period of 1 year after your separation from the Company, you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 6 months preceding your severance.

### 13. Other:

- 13.1. Under the Sexual Harassment Prevention Act, 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be - apart from deduction of wages, termination of employment or transfer to another location.
- 13.2. You will be governed by the Company's policies during your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- 13.3. The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.
- 13.4. The Company can change your reporting authority as per requirement.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and conditions set out herein.

Yours Sin

Tecsidel India Pvt Ltd.

I hereby accept and agree to the terms and conditions of this employment contract and any amendments, additions hereto. I also promise to adhere and abide by the policies and regulations of the Company as mentioned and amended from time to time.

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Signature



- hr@celebaltech.com enterprisesales@celebaltech.com
- 😚 🛛 www.celebaltech.com 📞
- 0141-4700659
- India: A-2 7th floor, UDB Corporate Tower, J.L.N. Marg, Jaipur

### **Letter of Employment**

Date: 13<sup>th</sup> December 2021 Dear Nayan Patil We are pleased to offer you the position of **Associate – Big Data & EDW** with the Company on the stated terms and conditions. We welcome you and are certain that you will contribute in the field of your expertise and help the organization to achieve its goals and to be a global player.

Confirmation Date as FTE: 13<sup>th</sup> December 2021 CTC: INR. 10,50,000/- (Ten Lakh Fifty Thousand Only/-) Place of Posting: Pune

Please refer to the details of your CTC and other allowances and the employment terms and conditions, which are enclosed as "Appendix A" and "Appendix B", respectively. To help complete all the employment formalities, we request you to bring the following documents.

- 1. X- and XII-Mark sheet and Certificates
- 2. Two (2) Passport size photographs
- 3. Graduation Mark Sheets and Degree Certificates
- 4. Post Graduate Mark Sheets and Degree Certificate (if applicable)
- 5. Experience Certificate and Relieving Letter from your previous employer (if applicable)
- 6. Salary slips of last three months of salary drawn
- 7. Copy of Passport, Pan Card and Aadhar card

Nayan Matil

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### Appendix A

	(figures in INR/Month)
Element	Amount
Basic	35,295
HRA	14,118
Fixed/Other Allowance	17,577
PF (12% of Basic-Employee)	1,800
Total Fixed Cash	68,790
PF (12% of Basic-Employer)	1,800
Total Fixed Compensation	70,590
Other Compensation Benefits	
Health Benefit (Medical)	244
Variable Pay	
Bonus (To be paid quarterly)	16,666
Total Cost to Company per month	87,500
Total Cost to Company per annum	10,50,000

We look forward to have a long-term association with you.

Sincerely,

2

Neelam Agarwal Sr. HR Manager Celebal Tech. Pvt. Ltd.

Acceptance: I accept the terms of employment set forth in this letter: Name: Nayan Patil Signature: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_ Appendix B

### 1. Probation Period

On the basis of your experience level you will be on probation for a period of six months from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

### 2. Employment Exclusivity

While serving at Celebal Tech. Pvt. Ltd., you need to devote whole of your working hours exclusively to your duties with the Company and shall not engage yourself, directly or indirectly and without prior consent of the Company in writing, in any trade, business, employment, profession or service similar to or the same as carried out by the Company.

### 3. Working Hour Policy

The office timing is from 10.00 a.m. to 7.00 p.m. You are expected to carry a commitment of at least 40 hours in a week; however, additional hours of work may be required in order to adequately fulfil the job requirements. Late arrival or early departure must be pre-informed and pre-approved by the supervisor or HR Manager. Timings may vary for the employees working with other time zone clients. Maximum 2 hrs of relaxation is allowed once in a month for early going and late coming with a prior approval from the stated authority.

### 4. Increments

Increase in your salary will be reviewed annually as per the policy of the Company. Increments in the salary range will be based on demonstrated results and effectiveness of performance during the period of review.

### 5. Equal Opportunity and Non-discrimination

The company is committed to provide equal opportunities to all individuals and does not tolerate any sexual discrimination/harassment or any other unlawful persecution. You, hereby, agree that you will put-in your best efforts to advance this interest in all your actions and deeds.

### 6. Safety and Workplace Security Policy

Celebal Tech. Pvt. Ltd. is earnestly interested in the safety and well-being of its employees. The Company will make every effort to keep the office equipment in excellent condition and ensure that all safety devices are working appropriately. The Company is committed to provide and maintain a safe/secure workplace,

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and for this the company strictly prohibits employees and visitors from bringing any weapon inside the company doors. Failure to comply with this policy will result in disciplinary action up to and including termination.

### 7. Holidays and Leaves

Company provides total 20 leaves in a calendar year, which will be applicable on pro-rated basis from the joining date and exit date of an employee.

### **Distribution of Leaves**:

### a) Casual Leaves (CL)

All permanent employees of the organization are eligible to get 4 casual leaves in a year. You can utilize only 1 casual leave in a quarter, for half day leaves or impromptu leaves. Casual leaves are not carried forward in the next year and will get lapsed if not consumed in the particular calendar year.

### b) Paid/Earned Leaves (PL/EL)

All permanent employees of the organization are eligible to get 1 (one) PL in a month. Maximum 5 PL in a year, will be carried forward to the next year and the remaining balance will get lapsed. EL/PL will only be granted in case of prior approvals from the HR Manager or the stated authority. Also, employees can take only 3 consecutive EL/PL in a quarter. Half day leaves are not considered under EL/PL. You can accumulate EL/PL only up to 30 leaves; after this, it will be automatically encashed.

### c) Sick Leaves (SL)

All permanent employees of the organization are eligible to get 4 sick leaves and you can utilize 1 in a quarter. SL are not carried forward to the next year. For more than 3 consecutive days of sick leaves, it is mandatory for employee(s) to submit doctor's certificate. National holidays or Company holidays (as stated), falling in between sick leaves, shall not be counted as holidays; therefore, they are counted under sick leaves. Sick leaves can be appended with Earned leaves.

### d) Loss of Pay (LOP)

If a permanent employee does not have leave balance (neither CL nor EL), leaves taken in that case will be loss of pay and EL/PL, if not pre-informed, will be considered as LOP.

### e) Public Holidays

Company provides 10 mandatory holidays in a calendar year for all employees, the list of which is shared in the first month of every calendar year.

### f) Work from Home / On Duty Leave

All permanent employees of the organisation can take maximum 2 WFH/On Duty Leaves in a month, which should be pre-informed and pre-approved by Stated Authority and HR Manager, beyond that it will be considered LOP.

Nayan Patil



### 8. Training Conditions

The Employee, as part of the consideration for the training efforts and costs involved, agreed to sign a service agreement for not leaving the services of the Company for a minimum period of 24 months from the date of his/her joining the services of the Company. Company has full rights to terminate the employee from his /her service due to any violation actions, low performance, misconduct and disabilities by giving one month notice period. The following terms and conditions are applicable.

a) The Employee acknowledges that substantial costs have been invested on him/her for training him/her specifically for effectively handling the training responsibilities and, any discontinuance of the employment before the expiry of the 24 months term would unfairly prejudice the Company, and, as such, the

Employee undertakes not to leave the services of the Company, for any reason whatever, for a minimum period of 24 months from the date of his/her joining the services of the Company.

**b)** The Employee agrees that during the training period he/she shall devote his/her full business time to the business affairs of the Company and shall perform his/her duties faithfully and efficiently subject to the direction of the management team of the Company.

**c)** In case, The Employee for any reason leaves the services of the Company before the signed period of 24 months, then he/she shall forthwith pay a sum of Rs.1,00,000/- (Rupees One Lakh only) and will not dispute the amount, and shall pay the amount, before requesting for formal relieving order from the Company.

**d)** Confidentiality: leak, copy, and alter of any information/company asset/Intellectual properties for personal use is strictly prohibited. If employee will find to do such activities, then company can claim on employee for cost which depends on company's asset and intellectual properties.

e) Mutual Termination of bond: This Agreement may be amended or cancelled by mutual agreement of the parties (employer and employee) without the consent of any other person.

### Conditions-

- Both Parties (Employer and Employee) must be ready to amend or cancel the agreement.

- Termination/Resignation flow will be either Employer to Employee or Employee to Employer.

- Employee must inform regarding voluntary resignation in advance of 3months. Resignation letter must be signed by the employee and it will be accepted after approval from management team.

### 9. Dress Code Policy

The Company maintains a business casual working environment. All employees should use discretion in wearing the attire. Your attire should be appropriate while working in office as well as during client interaction (outside office)

Nayan Patil



### **10. Reimbursements**

The company will reimburse employees for the expense(s) that are directly related to business. This includes: travel expenses, office supplies, and mileage incurred while traveling for business purpose. Employee(s) must submit receipts for all the expenses to get reimbursements. Employees should consult with their manager or supervisor, prior to business trips, to confirm eligible expenses.

### 11. Non-Compete and Non-Solicitation Policy:

The Employee acknowledges that the Company has invested substantial time, money and resources in the development and retention of its Inventions, Confidential Information (including trade secrets), customers, accounts and business partners, and further acknowledges that during the course of the Employee's employment with the Company the Employee has had and will have access to the Company's Inventions and Confidential Information (including trade secrets), and will be introduced to existing and prospective customers, accounts and business partners of the Company. The Employee acknowledges and agrees that any and all "goodwill" associated with any existing or prospective customer, account or business partner belongs exclusively to the Company, including, but not limited to, any goodwill created as a result of direct or indirect contacts or relationships between the Executive and any existing or prospective customers, accounts or business partners. Additionally, the parties acknowledge and agree that Employee possesses skills that are special, unique or extraordinary and that the value of the Company depends upon his use of such skills on its behalf. In recognition of this, the Employee covenants and agrees that: (a) During the Employee's employment with the Company, and for a period of one (1) year thereafter, the Employee may not, without the prior written consent of the Company, (whether as an employee, agent, owner, partner, consultant, independent contractor, representative, stockholder, or in any other capacity whatsoever) perform any work directly competitive in any way to the business of the Company or a substantially planned business that the Employee is aware of during the Employee's employment with the Company on behalf of any entity or person other than the Company (including the Employee). (b) During the Employee's employment with the Company, and for a period of one (1) year thereafter, the Employee may not entice, solicit or encourage any Company employee to leave the employ of the Company or any independent contractor to sever its engagement with the Company, absent prior written consent from the Company. (c) During the Employee's employment with the Company, and for a period of one (1) year thereafter, the Employee may not, directly or indirectly, entice, solicit or encourage any customer or prospective customer of the Company to cease doing business with the Company, reduce its relationship with the Company or refrain from establishing or expanding a relationship with the Company.

The employee cannot engage in employment with our existing clients/vendors/client's customer during the employment with us and for a period of 1 year after leaving the company.

Nayan Patil



### 12. Confidential and Non-Disclosure Policy

The Employee recognizes and acknowledges that he will have access to Confidential Information – (means information relating to the Company's business affairs, proprietary technology, trade secrets, patented processes, R&D data, employment docs, personnel policies, the substance of agreements with customers, suppliers, customer list, commercial arrangements or any other information relating to the Company's business that is not generally known to public or to actual potential competitors of the Company) relating to the business or interest of the Company or of persons with whom the Company may have business relationships. Except as permitted herein or as may be approved by the Company from time to time, the employee will not during the term of Employment or at any time thereafter, use, disclose or permit to be known by any other person or entity, any confidential information of the Company (except as required by applicable law or in connection with the performance of the employee's duties and responsibilities hereunder). If Employee is requested or becomes legally compelled to disclose any of the Confidential Information, he will give a prompt notice of such request or legal compulsion to the Company. In addition, the Employee agrees that without Employer's express written approval in each case, will not:

- be the source of or contribute to any articles, stores, books, or any other communication or publicity of any kind (written or otherwise) or deliver lectures in any way regarding or concerning the Confidential Information, or
- ii) grant any interview regarding or concerning the Confidential Information during or at any time after termination of his Employment.

### 13. No Other Employment

Throughout the Term, Employee shall not, directly or indirectly, render services as a contractual employee, an employee or freelancer and nor will indulge into business with any other person or organization for which the Employee receives compensation. This may lead to termination of employment.

### 14. IT Policy

Copyright infringement, misuse of office internet or illegal downloading of data from any banned site like torrent is strictly prohibited, strict legal action or a penalty will be charged by the company, if anyone found guilty.

### **15. Drug and Alcohol Policy**

Drug and alcohol abuse are not acceptable in the workplace. The Company acknowledges its obligation to take all reasonable steps to ensure the health and safety of its workers. This policy provides for the testing of employees for drug/alcohol abuse, assisting employees who voluntarily seek help for problems relating to alcohol and/or drugs, and educating employees on the dangers of drug and alcohol abuse. The Drug and



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Alcohol policy applies to all employees of Celebal Technologies Private Limited. For the purposes of this policy, the following are prohibited: 1. Being impaired by alcohol/drugs while at work. 2. The possession or use of illicit drugs on Company premises, at Company worksites, or in Company vehicles. 3. The presence in the body of illicit drugs (or their metabolites) while at work. 4. Refusal to submit to drug/alcohol testing, failure to report to a Company-designated facility for a drug/alcohol test or tampering or attempting to tamper with a test sample. Disciplinary Action Employees who violate the provisions of this policy are subject to disciplinary action up to and including termination of employment.

### 16. Resignation/Termination

For resignation/termination, the following terms and conditions are applicable.

- a) Either party (employee or the employer) may terminate the service with 13 weeks or 3 months of notice period, without stating reasons. But, the company reserves the right to seek extended notice period from you, if such need arises.
- b) Also, during the probation/extended period of probation, in the event of your resignation you will have to provide 2 months of notice in lieu thereof and the final decision would be taken by the company whether you will have to serve 2 months of notice period or less than that.
- c) The eligibility for getting the experience letter is that you must serve the complete notice period and minimum 6 months of services with the company.
- d) If the employee resigns from the company within 2 months of joining then the company is not liable to pay the pending salary of the employee as the employee acknowledges that substantial cost have been invested on him/her specifically for effectively handling the job responsibilities.
- e) During the notice period, you cannot avail any leave. Also, leave(s) cannot be adjusted against the notice period.
- f) The company is entitled to terminate your appointment without any prior notice or payment of any kind, whatsoever in lieu of notice or otherwise, in case of
- Any act of dishonesty, insubordination, disobedience, use of abusive language, violence, misbehaviour, irregularity in attendance or any other misconduct.
- Negligence of duty or incompetence in the discharge of duty at your end.
- Breach of any of the terms and conditions stated herein.
- Any information provided to the Company during your course of employment was found wrong, and you have intentionally provided false information.

Nayan Patil



\*If company finds that any information and documents provided are incorrect then the company has the rights to cancel the offer.

Note: - Policies may be revised as per the requirement of the company.

Nayan Patil

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THE PHILIPPINES

ROMANIA

**SRI LANKA** 

UAE

UK.



04-Nov-2023

Sneha Patil

Patil wada, Khanapur, Taluka Raver, Dis. Jalgaon

Nashik Maharashtra 425508

India

### Letter of offer

### Dear Sneha,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC6240)** in **WNS Global Services Pvt. Ltd.**, based at our **Nashik** office. The key components of your offer are as detailed below :-

Career band: Your career band would be Professional.

Role band: You would be placed in role band A.

**Title:** The title that you would be using both internally and externally would be **Associate** - **Operations (JC6240)**.

**Compensation:** Your Total Fixed Pay will be **INR 2,14,910 (Indian Rupees Two Lakh, Fourteen Thousand, Nine Hundred And Ten Only)** per annum. In addition, you would be eligible for performance linked variable pay as per respective Process Incentive Plan applicable to your Role Band. The detailed break-up of your compensation is given in the Annexure II for your reference.

Joining Date: You are expected to join us by 06-Nov-2023.

**Place of work:** Your place of work will be **Nashik**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

For WNS Global Services Pvt. Ltd.

Adil Nargelwala

ianed by 7963B9398CA4DF Accepted and Agreed



### **1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (Sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (Sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo pre-process and process training as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. The company invests significant amount of efforts and costs on such training and you will appreciate that in case one is not able meet the required norms during training, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
- i. Deployment / Redeployment: The Company reserves the right to deploy / redeploy you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.
- j. You will automatically retire from the services of the Company on completing the age of 58 years.
- k. Notice to terminate in electronic form such as SMS or personal email shall not be

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

7963B9398CA4DF Accepted and Agreed



accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.

- I. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.
- m. Your absence for a continuous period of seven days without prior approval of your supervisors, (including overstay of leave/training), would be treated as abandonment of service and can lead to your services being terminated without notice.

### 2. OTHER CONDITIONS:

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. You will produce character verification certificate from police department within 3 months from joining on your own (not applicable for valid passport holders).
- d. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- e. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

ianed by: 7963B9398CA4DF Accepted and Agreed



-

### Annexure I

1. You need to furnish the following Documents at the time of joining WNS. **NOTE:** Joining will not happen without these documents.

А	Original copy of WNS offer letter
В	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
С	<b>PHOTO ID :</b> Aadhar OR PAN Card in the absence of both then the following will apply :- (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - 1 copy
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill – latest of Self or Parents, or Current lease deed – with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
Н	<b>Professional Relieving</b> or <b>Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	Salary Slip / Salary certificate from previous employer (last 2 employments). Bank statement if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	Marriage Certificate (if applicable) OR Marriage Affidavit with Couple Photo
L	Self declaration Medical Fitness form : Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Global Services Pvt. Ltd.

Adil Nargolwala





NOTE:

• The same document may be used as proof for more than one of the above requirements.

• Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

### Documents.....

- 1. Updated Resume.
- 2. Marriage Certificate (if applicable).
- 3. Self declaration Medical Fitness form.
- 4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

### Information.....

- 1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
- 2. Your blood group.
- 3. Your family doctor's name, address, telephone and registration number.
- 4. National Social Security Number (NSSN) if allocated.

For WNS Global Services Pvt. Ltd.

Adil Nargolwala





	Annexure II			
Title : Associat Role Band : A DOJ : 06-Nov- BU : Shippin		A 06-Nov-2023	te - Operations (JC6240)	
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum	
Basic Salary		8,059	96,710	
House Rent Allowance		4,030	48,355	
City Compensatory Allowance		1,445	17,344	
Sub Total - I	Α	13,534	1,62,408	
Bonus / Incentive (1)	(a)	2,707	32,482	
Company's contribution to Provident Fund (2)		1,141	13,686	
Company's contribution to ESI (3)		528	6,334	
Sub Total - II	В	4,375	52,502	
Total Fixed Pay	$\mathbf{C} = \mathbf{A} + \mathbf{B}$	17,909	2,14,910	
BENEFITS	•	• • • • • •		
(i) Gratuity payable As per Payment of Gratuity A	ct, 1972			
(ii) The Company provides following discretionary	Insurance bene	fits:		

Mediclaim Benefit : For Self or Family Floater, as the case may be

Personal Accident Insurance : For Employee, as per Company Policy

Life Insurance : For Employee, as per Company Policy

Note:

(1) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.

(2) **Company's contribution to Provident Fund (PF)**: In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages. In such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.

(3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of monthly salary.

For WNS Global Services Pvt. Ltd.

Adil Nargolwala



# BE YOURSELF, MAKE A DIFFERENCE.

accenture

Strictly Private and Confidential

05-Sep-2023

Gaurav Kanherkar C11992050 A3 301 Megapolis Splendour Hinjewadi Phase 3 Pune, Maharashtra

Subject: Offer of Employment ("Offer")

Dear Gaurav Kanherkar,

extend an Offer to join Accenture Solutions Private Limited (hereafter referred to as 'Company') in our Accenture This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to Technology Business in India, as per the below terms and conditions:

Job Profile- App/Cloud Support Analyst Management Level- 11 Job Family Group- Software Engineering

Your joining location would be Pune

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Terms of Employment, Compensation Plan and Car Lease Scheme (Car lease would NOT be applicable for Management Level 10, 11, 12 & 13)

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer. As further detailed in the Terms of Employment, this Offer and your employment with the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your date of joining. Further, at the time of joining you are required to provide all documentation identified in Annexure 2.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

05-Sep-2023

Candidate's Signature



Ref: 0265

Date: 16th June 2023

To, Pravin Shende, Jaywant Nagar Bhosari Pune-411026 Maharashtra,

### **Offer Letter**

### Dear Pravin,

This is with the reference to your interview held on **14**<sup>th</sup> **June2023** and subsequent result for the same; we are pleased to offer you the position of **"IT Support Engineer Intern"** in our organization.

The details of the salary break up will be given to you at the time of joining. Your formal appointment letter will be issued to you within successful completion of a week period.

We expect you to join us on or before **17<sup>th</sup> June 2023** beyond which this offers stands cancelled. Please note that, this offer is valid subject to your signing and returning the duplicate copy (attached) of this letter.

We welcome you and are delighted that you have chosen to be part of our team. We hope your association with us will be mutually beneficial, pleasant, and fulfilling.

On the date of your joining, we are requesting you to bring following documents:

- 1. Application Form (duly filled at Head Office)
- 2. PAN card and Aadhar Card
- 3. Copies of Educational Certificates (Original)
- 4. 2 latest Passport Size photographs
- 5. An updated Curriculum Vitae
- 6. Cancelled Bank Cheque.

This Offer of Employment is subject to receipt of satisfactory references and acceptance of all Company Rules & Regulations.

We hope that you find this offer acceptable and look forward to welcoming you in Cybaem Tech Family.

Thanking you,

### For Cybaem Tech



**Authorized Signatory** 



Plot. No. 353, PO. Box 149/PC 512, Buraimi Industrial Estate, Phase 1, Sultanate of Oman

A-1 Fence Products Company Pvt. Ltd. - Fence and Fence ability

### Sub: Offer Letter

Doc. No .:- A1F/HRP/F01

Date: 04-Oct-2022

### Name: Mr. Abhishek Virendra Singh,

Address:. B/8 Sai Jyothi Chawl Alkapuri Opp. Hanuman Jiem Nallasopara East, Palghar, Maharashtra, India. Pin:401209.

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **PROJECT ENGINEER** in Band **1-A** with **A1 Fence Products Company Pvt Ltd LLC,Oman.** 

The date of your joining would be **01-Nov-2022**. The location of your reporting will be in **AI Buraimi**, Sultanate of Oman.

Your total Gross Salary as applicable has been detailed in the letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with A-1 Fence. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party. We request you to please carry a signed copy of the offer letter as a token of your acceptance.

Welcome to A-1 Fence. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

### Yours sincerely,

Bloom

**HR** Department

A-1 Fence Products Company Pvt. Ltd. LLC

### Annexure to the offer:

I have read, understood and agreed to the terms and conditions as set forth in this offer letter and the annexure to the same.

Date:

(Your name in capital letter)

Location:

SOLUTION

PERIMETER

(Your Signature)



Plot. No. 353, PO. Box 149/PC 512, Buraimi Industrial Estate, Phase 1, Sultanate of Oman



A-1 Fence Products Company Pvt. Ltd. - Fence and Fence ability

### <u> Annexure - 1</u>

### Welcome to A-1 Fence Products Company Pvt. Ltd. LLC!

Presented here are the details that refer to our offer of employment to you in the Role of **Sales Coordinator** in Band **1-A** for Oman Plant.

### Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a minimum period of six months. Confirmation as a permanent employee is subject to your satisfactory performance during the period of probation. On successful completion of your probation period, your services will be confirmed in writing.

### Compensation and benefits:

Your total monthly salary will be OMR **800/- per month** You shall be eligible for appraisal in the appraisal cycle of **April 2023**.

Company will provide you the Transport & bachelor **accommodation on a shared basis** (Subject to HRA & TA deduction) **or** HRA & TA as per company policy if you opt to stay independent. Food and wifi charges as per norms OMR 24 will be deducted.

The leaves will get accrued at 2.5 days per month as per current company policy. But these leaves can only be availed post completing the probation period successfully. Eligible **Annual Leave is 30 days** for each completed year of service with A-1 Oman.

Your visa cost will be borne by the Company. The company will provide a return airfare allowance for self to home country once a year as per company policy. The Annual Leave **Ticket Allowance of OMR 100** is paid upon completion of each years of service with A-1

**Gratuity eligibility** will be applicable on completion of one year of service with A-1 and will be calculated on Basic Salary. The pay-out will be as per local regulations.

**Annual Leave** salary is paid upon completion of each year of service with A-1 will be calculated on Basic salary and Other Allowance.

### Work Hours

You will be required to work as per the job requirements. Weekly Off-Every Friday in a week & 2<sup>nd</sup> & 4<sup>th</sup> Saturday of every month.

### Medical Insurance/Reimbursement

You shall be eligible for Medical Insurance for local reimbursement (In Oman) up to OMR-120 for self in each calendar year for the time being in force and to the approval of the relevant insurer.

### Life Insurance

You shall be entitled to a Life Insurance coverage subject to the rules of Life Insurance scheme for the time being in force and to the approval of the relevant insurer.

### Notice Period:

If your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, the management can terminate the services immediately during the probation period or after getting confirmed by giving you 2 month notice or salary in lieu thereof.

During training/ probation you will be required to give 15 days' notice in case you decide to leave the services of the Company. On confirmation as a regular employee, you will be required to give two months' notice or salary thereof in



Plot. No. 353, PO. Box 149/PC 512, Buraimi Industrial Estate, Phase 1, Sultanate of Oman



A-1 Fence Products Company Pvt. Ltd. - Fence and Fence ability

case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the two months' notice period. The Company may terminate your services immediately on disciplinary grounds.

### Transfer:

Your services can be transferred to any of our factories/offices situated anywhere in the world. At such time, the compensation applicable to a specific location will be payable to you

### **Background Checks:**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you & the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action

### Other Terms & Conditions:

You agree not to undertake employment, whether full -time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of A- 1 Fence. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You will maintain during the period of your employment and thereafter complete secrecy with regard to Company's affairs and shall not disclose the Company trade secrets or any information regarding Company's activities to any person/s. In this regard, you need to sign a Non-Compete and Non-Disclosure Agreement with the organization.

Please submit 2 passport size photographs, Passport & Photo copies, Driving License (If available) and your Educational as well as previous Employment Certificates along with the salary slips for the last 3 months along with the duly signed copy of this offer letter.

In A-1 Fence, there are policies that are linked to performance management, career growth and annual compensation review of an employee, these policies will be applicable to you.

You will be governed by the rules, regulations and policies of the Company as applicable to you.

All the benefits are as per the Company's policies, which are subject to change from time to time. This offer is also conditional upon the execution of the Non-Compete Agreement.

Welcome to the A-1 Fence family.

Yours sincerely,

HR Department

A-1 Fence Products Company Pvt. Ltd. LLC



Plot. No. 353, PO. Box 149/PC 512, Buraimi Industrial Estate, Phase 1, Sultanate of Oman

PERIMETER SECURITY SOLUTIONS

A-1 Fence Products Company Pvt. Ltd. - Fence and Fence ability

### Annexure - 2

Sr. No	Salary Components	Salary P.M. OMR
1	Basic Salary	420.00
2	Other Allowance	200.00
3	HRA	150.00
4	Transportation	30.00
5	Total Salary	800.00

Yours sincerely,

### Authorized Signatory

Shart

A-1 Fence Products Company Pvt. Ltd. LLC

HR Department

### Annexure to the offer:

I have read, understood and agreed to the terms and conditions as set forth in this annexure.

(Your name in capital letter)

Date:

Location: \_\_\_\_\_

(Your Signature)



06-MAY-2021

Letter Of Appointment

To, Mr. Shubham Sapkal TCS - Nagpur

Dear Mr. Shubham,

Further to your acceptance of our offer letter vide TCSL/DT20206363944/- Nagpur dated 01-Apr-2021 we are pleased to appoint you in our organisation in grade Y as A.S.E-Trainee.

Your emoluments are already communicated to you vide our aforesaid offer letter.

You will be on Training for a period of 12 months from the date of your joining i.e. 06-MAY-2021 and will be confirmed thereafter, if found suitable, in a regular grade.

Your appointment will be governed by the policies, rules, regulations, benefits and terms & conditions of TCSL as applicable to you and the changes therein from time to time.

Your Associate number is 1999833.

Yours sincerely, For TATA Consultancy Services Limited

Jon John

GIRISH V NANDIMATH Global Head – Talent Acquisition

### TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited TCS House Raveline Street Fort Mumbai 400 001 Maharashtra India Tel 91 22 6778 9999 Fax 91 22 6778 9000 website www.tcs.com Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021



## Date: April 1, 2022

# Dear Shubham Dilip Rathor,

We are pleased to offer you a position of Relationship Manager, at L1 Level as per the following terms and conditions.

operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related 1. Place of Posting: Jalgaon. Your final location would be confirmed at the time of joining. The Company has pan India to Sales, Business Development, Credit and Collections for the company.

2. Working hours: Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks. **3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

## 4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs.
Other Allowances	Rs. 38,400
Provident Fund	Rs. 21,600
Gross Salary	Rs. 350,000
Incentives	Rs. 100,000
CTC *	Rs. 450,000

\*Insurance is a company paid benefit which is over and above your CTC

### 4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food, fuel, communication through Sodexo multi benefit card (At present this is Rs. p.a.)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

## 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining **4.3.2.** You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at Rs. 100,000 /- p.a)



### **Joining Report**

<b>1. Name (Mr / Mrs):</b> (Full name in BLOCK LETTERS)	AKSHAY NANDKISHOR DESALE (First) (Middle) (Last)
2. Designation:	REPRESENTATIVE, OPERATIONS
3. DOJ:	<u>17-10-2022</u>
4. Department / Process:	AMAZON
5. Present Address & Contact No:	1526,BLOCK C,122001,SUKHARALI, SECTOR 17 ,GURUGRAM,Haryana,122007
	8668286875
6. Permanent Address & Contact No:	1526,BLOCK C,122001,SUKHARALI, SECTOR 17 ,GURUGRAM,Haryana,122007
	8668286875
7. Emergency Contact Name & Contact No:	Lata Nandkishor Patil: 8799847373
<u>D</u>	<u>eclaration</u>

I have reported for Onboarding on 16-10-2022 & attended the New Hire Orientation Program

×	(Signature of Candidate)

Date (dd/mm/yy):<u>16-10-2022</u>

Name: AKSHAY NANDKISHOR DESALE

CNXALL/ONB/ART/ONBP/JR/1.0



### Agreement Regarding Confidential Information, Intellectual Property and Other Matters

In consideration of my employment or my continued employment by Concentrix (which includes Concentrix Daksh Services India Private Limited or Concentrix Technologies India Private Limited or Convergys India Services Private Limited as applicable) which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follow:

- 1. I will not, without Concentrix's prior written permission, disclose to anyone outside of Concentrix or use in other than Concentrix's business, either during or after my employment, any confidential information or material of Concentrix, or any information or material received in confidence from third parties, such as suppliers or customers, by Concentrix. If I leave the employment of Concentrix, I will return to Concentrix all property in my possession belonging to Concentrix or received from any third party by Concentrix, whether or not containing confidential information, including, but not limited to, diskettes and other storage media, drawings, notebooks, reports, and other documents. Confidential information or material of Concentrix is any information or material: (a) generated or collected by or utilized in the operations of Concentrix , received from any third party, or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of Concentrix , and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "Concentrix Confidential" or with any similar legend of Concentrix or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, operational activities, or personnel matters; marketing and business plans; technical specifications, drawings, and designs; prototypes; computer programs: and databases.
- 2. During my employment with Concentrix and for one year following the termination of my employment for any reason, I will not directly or indirectly: a) hire, solicit or make an offer to any employee of Concentrix to be employed or perform services outside of Concentrix; or b) solicit for competitive business purposes any customer of Concentrix with which I have been involved as part of my job responsibilities during the last year of my employment with Concentrix. I acknowledge that Concentrix would suffer irreparable harm if I fail to comply with the foregoing.
- 3. I will not disclose to Concentrix for use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by such third party in writing. In addition, I will not incorporate into any services provisioned by Concentrix any copyrighted materials of any third party, unless authorized by Concentrix.
- 4. I will comply, and do all things necessary for Concentrix to comply, (a) with the laws and regulations of all governments under which Concentrix does business, (b) with provisions of contracts between any such government or its contractors and Concentrix that relate to intellectual property or to the safeguarding of information, and (c) with all of the Concentrix Business Conduct Guidelines as amended from time to time.
- 5. This Agreement supersedes all previous oral or written communication, representations, understanding, undertakings, or agreements relating to the subject matter hereof. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by an authorized signatory of Concentrix and myself.
- 6. Although I may work for the Company outside of India I understand and agree that this Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable by law, the remainder shall remain in effect.
- 7. I recognize that any violation of my obligations described herein can result in disciplinary action, including dismissal from Concentrix, and any other appropriate relief for Concentrix including money damages, equitable relief and attorney's fees.

Signature of the Employee



My Agreement, and my acknowledgment of receipt of a copy of this Agreement, is indicated by my signature below.

Name of Employee: AKSHAY NANDKISHOR DESALE	Employee's Manager/Concentrix Rep: AMBESH SINGH
Date (dd/mm/yy): <u>16-10-2022</u>	Date (dd/mm/yy): <u>16-10-2022</u>
Signature of Employee: X	Concentrix Signature:
Employee ID: NA	Employee ID: <u>917022</u>

The following are Developments, in which I have any right, title, or interest, and which were previously conceived or written either wholly or in part by me, but neither published nor filed in any Patent Office:

#### Description of Documents (if applicable):

Title on Document	Date on Document	Name of Witness on Document
		·
		Signed: <u>NA</u>
		NA
		Employee's Full Name
		Date: <b>NA</b>

(It is in your interest to establish that any of the above were made, conceived, or written before your employment by Concentrix. You should not disclose them in detail but identify them only by the titles and dates of documents describing them. If you wish to draw interest of Concentrix in any of them, you may contact the Intellectual Property and Licensing Department, which will provide you with instructions for submitting them to Concentrix.)





(For Unexempted /Exempted Establishments)

#### NOMINATION AND DECLARATION FORM

(Declaration and Nomination Form under the Employees' Provident Funds and Employees' Pension Scheme) (Paragraphs 33 and 61 (1) of the Employees' Provident Funds Scheme, 1952 and paragraph 18 of the Employees' Pension Scheme, 1995)

1	Name (in Block Letters)	:	Akshay Nandkishor Desale	
2	Father's/Husband's Name	:	Nandkishor Patil	<u>l</u>
3	Date of birth	:	<u>04-05-1997</u>	
4	Sex	:	MALE	
5	Marital Status	:	<u>Single</u>	
6	Account No. (PF/EPS Number)	:		
7	Address (Residential)	:	Permanent :	1526,BLOCK C,122001,SUKHARALI, SECTOR 17 ,GURUGRAM,Haryana,122007
			Temporary :	1526,BLOCK C,122001,SUKHARALI, SECTOR 17 ,GURUGRAM,Haryana,122007

### PART A (EPF) 扰

I hereby nominate the person(s)/cancel the nomination made by me previously and nominate, the person(s) mentioned below to receive the amount standing to my credit in the Employees' Provident Fund, in the event of my death:

member		accumulations is Provident Fund to be paid to each nominee (%)	relationship and address of the guardian who may receive the amount during the minority of nominee
(2)	(3)	(4)	(5)
Mother	45 Years	100%	
	(2)	(2) (3) Mother 45	Fund to be paid to each nominee (%)(2)(3)(4)Mother45

1\* Certified that I have no family as defined in para 2(g) of the Employees' Provident Funds Scheme, 1952, and should I acquire a family hereafter, the above nomination should be deemed as cancelled.

2 \* Certified that my father/mother is/are dependent upon me. 3. \* Strike out whichever is not applicable.



Signature or thumb impression of the subscriber

Note: - A Fresh nomination shall be made by the member on his marriage and any nomination made before such marriage shall be deemed to be invalid

# If Married -> Spouse, Children (married or unmarried), his/her dependent parents, deceased son's widow and children. If unmarried then Parents, Brother, Sister or any other person(s).

## Part B (EPS) (Para 18) \$

I hereby furnish below particulars of the members of my family who would be eligible to receive widow/children pension in the event of my death.

S. No.	Name of Address of the family member Name	Address	Date of Birth	Relationship with member
(1)	(2)	(3)	(4)	(5)
1 2	Lata Nandkishor Patil	1526,BLOCK C,122001,SUKHARALI, SECTOR 17 ,GURUGRAM,Haryana,122007	45 Years	Mother
3				
4				

\* \*Certified that I have no family as defined in pare 2 (vii) of Employee's Pension Scheme, 1995 and should acquire a family here after I shall furnished particulars thereon in the above form.

I hereby nominate the following persons for receiving the monthly widow pension (admissible under para 16 2(a) (i) and (ii) of Employees' Pension Scheme, 1995 in the event of my death without leaving any eligible family member for receiving Pension.

Name and address of the Nominee,	Date of Birth	Relationship with the member
(1)	(2)	(3)

Dated the: 16-10-2022



Signature or thumb impression of the subscriber

**\*\*Strike out whichever is not applicable.** 

#### **CERTIFICATE BY EMPLOYER**

Certified that the above declaration and nomination has been signed thumb impressed before me by Shri/Smt/Kum <u>Akshay</u> <u>Nandkishor Desale</u> employed in my establishment after he/she has read the entries have been read over to him/her by me and got confirmed by him/her.

Place: Gurgaon	Ambesh Singh
Dated the: 16-10-2022	<u>917022</u>
	XX
	Signature of the Employer or other authorized Officer of the establishment
	Designation Associate People Solutions
	Name & Address of the Factory/Establishment or Rubber Stamp there of
	, I
\$ - Applicable if Married -> To Spouse and Children (inclusion)	ude children adopted legally before death in service.
\$ - Applicable to both Married and unmarried - (1) M	arried To any person(s) other than spouse and children

(2) Unmarried ----- To any person(s) other than spouse and children. (2) Unmarried ----- To Parents, Brother, Sister or any other person(s). (See Sub Rule(I) of Rule 6)

1.

Car

C



#### NOMINATION

To Concentrix Daksh Services India Pvt. Ltd. Ground Floor DLF SEZ Building 14 Tower D Gurgaon-122002

(Give here name of description of the establishment with full address)

### ShrivSmL/Kumari AKSHAY NANDKISHOR DESALE

(NAME IN FULL)

whose particulars are given in the statement below; 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 the amount has become payable 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).

 I hereby certify that the person(s) mentioned is area number(s) of my family within the meaning of clause (h) of section (2) the payment of gratuity Act, 1972.

- I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said Act.
- a) My father/mother/parents is/are not dependent on me.
   b) My husband's father/mother/parents is/are not dependent on my husband.
- 6. Nomination made herein invalidates my previous nomination

Name in full with fill address of nominee(s)	Relationship with the employee	Age of nominee	Proportion by which the gratuity will be shared
Lata Nandkishor Patil 1526,BLOCK C,122001,SUKHARALI,	Mother	45 Years	100%
SECTOR 17 2.,GURUGRAM,Haryana,122007			
3.			
4.			
as on 16-10-2022	5		

#### NOMINEE(S)

P.T.O.

1.	Name of employee in full	AKSHAY NANDKISHOR DESALE			
2.	Sex	MALE			
<ol> <li>Religion :</li> <li>Whether ummarried/married/widow/widower :</li> </ol>		HINDU SINGLE			
<ol> <li>Department/Branch/Section/Where employed :</li> <li>Post held with Ticket or Serial No., if any :</li> </ol>		REPRESENTATIVE, OPERATIONS			
7.	Date of appointment	17-10-2022			
8.	Permanent Address	1526,BLOCK C,122001,SUKHARALI, SECTOR 17 ,GURUGRAM,HARYANA.122007			
		Sub-division State			
Pla Da	te GURGAON 16-10-2022	Signature/Thumb impression of the employee			
	(Declaration I	by withnesses)			
No	mination signed/thumb impressed before me.				
	me in full and full address of witness Bharat Sharma: Ground Floor DLF SEZ Building 14 Towe Gurgaon-122002	r D 1.			
2.	Rajesh Kumar: Ground Floor DLF SEZ Building 14 Tower Gurgaon-122002	D 2.			
Pla Da	16 10 0000				
	CERTIFICATE	BY EMPLOYER)			

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

XX

Employer's Reference No. if any

AMBESH SINGH 917022 ASSOCIATE PEOPLE SOLUTIONS Signature of the employer/officer authority Designation Name & address of the establishment rubber stamp thereof

Signature of the employee

X

# ACKNOWLEDGEMENT BY THE EMPLOYEE

Formed the duplicate copy of nomination in Form 'F' filled by me and duly certified.

16-10-2022

Date .....

Note : Strick out the word/paragraph not applicable.

Available At : (NBS) NAND BOOK STALL Main Post Office Chowk, Gurgaon: Ph. 328970

#### FORM-I NOMINATION AND DECLARATION FORM (See rule 3)

1.Name of person making nomination (in block letters)	AKSHAY NANDKISHOR DESALE	
2.Father's/Husband's Name	NANDKISHOR PATIL	
3.Date of Birth	04-05-1997	
4.Sex	MALE	
5.Marital Status	SINGLE	
6.Permanent Address	1526,BLOCK C,122001,SUKHARALI, SECTOR 17 ,GURUGRAM,Haryana,122007	
7.Temporary Address	1526,BLOCK C,122001,SUKHARALI, SECTOR 17 ,GURUGRAM,Haryana,122007	

I hereby nominate the person(s)/cancel the nomination made by me previously and nominate the person(s) mentioned below to receive any amount due to me from the employer, in the event to my death.

х

Name of the nominee/nominees	Address	Nominee's relationship with the member	Date of Birth	Total amount of share of accumulations in credit to be paid to each nominee	If the nominee is minor, name, relationship and address of the guardian who may receive the amount during the minority of nominee.
Lata Nandkishor Patil	1526,BLOCK C,122001,SUKHARALI, SECTOR 17 ,GURUGRAM,Haryana,122007	Mother	45 Years	100%	

1 Certified that I have no family, and should I acquire a family (Spouse, Children) hereafter, the above nomination shall be deemed as cancelled. 2 Certified that my father/mother is/are dependent upon me.

3 \*Strike out whichever is not applicable.

4 \*\*Family means Dependent Parents / Spouse / Children - As per Payment of Wages Act, 1936

X Signature or the thumb impression of the employed person

#### **CERTIFICATE BY EMPLOYER**

Certified that the above declaration and nomination has been signed/thumb impressed before me by

Shri/Smt./Kum AKSHAY NANDKISHOR DESALE employed in my establishment after he/she has read the entry/entries have

been read over to him/her by me and got confirmed by him / her.

ΧХ

Амвезн Singh 917022 Associate People Solutions Signature of the employer or other authorised officer of the establishment and Designation

Place: GURGAON

Date : 16-10-2022

Name and Address of the Factory/Establishment and rubber stamp thereof.

CORP/ONB/ART/ONBP/NFM/1.2



### TRANSPORT RULES

I, <u>Akshay Nandkishor Desale</u>, agree and acknowledge that I have been provided transport facilities by Concentrix Corporation (hereinafter, "Concentrix") for commuting to and from the office. I hereby confirm that I have read and understood the below rules relating to the transport facilities and undertake to follow these rules. In addition, I shall follow all other directives issued by the Company from time to time with respect to the Company transport facilities. All other applicable rules and regulations of the Company shall continue to apply to my use of the transport facilities.

I confirm that I shall adhere to all rules applicable to the transport facilities. A current copy of these rules has been reproduced below.

"As an employee of Concentrix, you are expected to: -

- Be present at the designated place and time for boarding your cab.
- Board and De-Board the cab in a safe manner and only after the vehicle has come to a complete halt.
- In case of "First Female Boarding and Last Drop" (FFBLD) scenarios (i.e. if you are a female employee who is being picked up first or being dropped last on a route, between 7 p.m. and 7 a.m. (West Region i.e. Pune & Mumbai FFBLD window timing is 8:30 PM to 7 AM) DO NOT, under any circumstances, board without a male employee / Security guard being present, demand that a Security Guard be present in the cab. It is a serious violation of Concentrix Policy, it also jeopardizes employee safety. This rule is valid despite any instructions you may receive from any party, including your reporting manager.
- Note down and carry with you the Centralized Emergency Helpdesk Contact

Numbers for all the Legacy CNX location:

#### Sahayata - 1800-123-7752 / 1800-419-0654 (2nd Option)

- Vizag: 9160758892
- Hyderabad: 9515101071
- Chennai: 9790998999
- Bangalore: Millennium Tower, PTP 9743800076 / Manyata (MTP) 9901442338 /
- PSN & BCPV-9945680680 /Ecospace- 9743800075
- NCR/Chandigarh: 0124-4717444
- Noida: 0120-3817819
- Mumbai: 022-40605777
- Pune: 8308995441
- Kolkata: 9830370700 / 033-66344217

Kindly feed the Toll-Free No. 1800 200 1988 if you are in Pune, NCR/ Chandigarh / Bangalore.

Numbers for all the New CNX location:

#### Transport Helpline -Toll free no: 1800-208-1000 (Except Hyderabad)

#### **Emergency numbers:**

- Hyderabad- 9515101071(emergency & Helpline)
- Bangalore-9739080080
- Gurgaon 9999256000
- Thane -9833809888
- Pune -9923000770

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- Always keep the doors of a moving cab locked.
- Always wear seatbelts, especially if you are traveling on the front seat.
- Always treat your driver with respect. Do not be rude to the driver or provide instructions- he is an employee of someone else.
- Confirm the authenticity of the cab before boarding it.
- If you are a Cab Leader (i.e. if you are the first to be picked up or the last to be dropped, ensure that all cab users fill up and sign the Cab Reporting / Departure Slip. As a Cab Leader do take responsibility for safe conduct of co passengers, especially female colleagues. At the time of drop Cab Leader needs to make sure that female employee should not be dropped last or picked up first in absence of security Guard.
- Assist the driver in following traffic rules.
- If the driver engages in rash driving while driving, stop the cab immediately and contact the Centralized Emergency Helpdesk.
- If the driver is feeling sleeping during driving, stop the cab immediately and contact the Centralized Emergency Helpdesk.
- Wear & Display your id card while boarding the cabs.
- Call up Centralized Emergency Helpdesk and your Manager if you notice or are subjected to any suspicious or inappropriate behavior during the journey.

This would include but is not limited to the following:

- ✓ Personal / intrusive questions
- $\checkmark$  Questions / comments of sexual nature
- $\checkmark$  Threatening behavior of any sort
- $\checkmark$  Staring/ inappropriate visual or facial behavior
- ✓ Inappropriate physical contact
- ✓ Requests for money or financial assistance
- ✓ Any other behavior that you consider unsafe or that merits the attention of the Transport Department
- If the driver threatens you, report the matter to the Emergency Helpline.
- Keep the FM/ Music at a low volume.
- Cabs will be utilized for official duties only.
- If the driver asks for money, report the matter to the Emergency Helpline.
- Report any service lapse or traffic violation to the Emergency Helpline.
- Don't board the cab if the driver does not have a visibly seen and valid ID Card, or if you believe that it is another person.
- Don't delay departure of the cab it leads to penalty to the driver and to his vendor.
- Don't get into an argument with the driver / vendor's supervisor. Instead, report the matter to the Transport Executive.
- Don't take any personal favors from drivers or become familiar with them.
- Don't display unethical behavior
- Do not indulge in falsification of log sheets
- Don't consume alcohol or any other contraband substances while traveling in the cab. It is a violation of transport policy as well as the law.
- Don't smoke inside the cab –you will be fined. Don't carry hazardous materials / Unethical substances in the cab. It is a violation of the law.
- Don't fall asleep if you are on the front seat.
- Women employees are NOT permitted to sit on the front seat it is a violation of Company policy.
- Don't try to drive the cab under any circumstances. It is a violation of the Company Policy.
- Don't allow non- Concentrix employees to travel in the cab.
- If you carry / wear expensive items while traveling in the cab, you do so at your own risk.

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- Don't divulge personal information while traveling in the cab do NOT reveal your cell number to anyone you do not know.
- Don't request the driver for a change of route it is strictly prohibited.
- Don't ask for unscheduled stops it has safety implications and is violation of Company policy.
- Do not deviate the cab from the scheduled route it will result in serious action against defaulters.
- Do not request drivers to pick up or drop from locations other than specified in the routes
- Do not behave or appear in such a manner that encourages an unwarranted approach from the driver or others.
- Do not discuss / disclose any confidential business information."
- Employee will login / logout on driver device on their own and where ever applicable will sign the CRS.
- Do not engage yourself with your co passengers for any kind of social/ personal/controversial topics which makes
  negative impression and tends to create any unwanted issue. Employees are responsible for the safety of their personal
  belongings.

I confirm that I have read the above and agree to comply with them. I understand and acknowledge that any breach of these may attract disciplinary action as the Company deems fit.

#### Name: Akshay Nandkishor Desale

Signature: \_\_\_\_\_

Date: 16-10-2022

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REQUISITION FOR "CONCENTRIX EMPLOYEE" PHOTO ID BADGE							
`TO: Security Control Room		Date: 16-10-2022		Version 3.2			
EMPLOYEE DETAILS				РНОТО			
FULL NAME (As Per WD)	Akshay Nandkishor Desale						
EMPLOYEE ID	NEW JOINEE	YES / NO					
REASON	LOST						
	UNUSABLE						
DATE OF JOINING	17-10-2022						
	AMAZON						
	_/to/ red Term Hire (FTH) Specify Duration		(White Back	ground Passport Size Photo Only)			
HUMAN RESOURCE (HR) REPRESEN *Applicable for New Joinee, Extensi NAME EMPLOYEE ID							
SIGNATURE							
NAME EMPLOYEE ID			PEN	ick mark against icons below) //ERA / NON-CAMERA) STRICTION)			
FOR ACCESS CONTROL STAFF							
BRT REQUEST #		DATE OF RECEIPT :	//				
LOCATION / SITE	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						
		Signature :					
			(ACCESS CONT	ROL STAFF)			
his / her name in the authorization 4. This form has to be submitted a form. 5. Access to any Internal Secured Ar	s to obtain necessary approvals fro Mobile, and Laptop) applies to en list. t the respective location Security ea (ISA) can be requested via ISA/	om all businesses of location a nployee Base location only. Fo Control Room. Badge will be c PSCA Online Tool as per the pr	nd share with Secu r all other building elivered within 7				
6. Please report loss of badge to Security / Control Room (SCR) immediately. 7. If you have lost or misplaced your ID badge, necessary deduction will be done as per policy from your salary through payroll to process replacement badge.							

	ONBOARDING CHECKLIST						Col	NCENTRIX™		
Name of Candidate:	Akshay Nandkishor Desale									
Но	Pis Note: All documents must be signed by the employee with Name and Date. However, Onboarding SPOC need not sign all documents, common sign off on checklist would suffice and would mean that all document marked on the checklist have been checked and verified by the HR SPOC									
Serial No.	Documents Undergraduate: If the person is undergraduate or pursuing graduation, then prov	required		formal educa	tion and can	atehih			arding SPOC	EDC SPOC/Top X SPOC
	should be 18 years of age.							L Yes	s 🔲 NA	_
1 EDUCATIONAL CERTIFICATES	For Final Year Result Awaited: Proof of 12 years of formal education and 1st & 2r years with no backlogs.	nd year mark	sheets or co	onsolidated m	ark sheet for	both		Tes Yes	B 🗋 NA	
(Self Attested) Internet Mark sheets	Graduate: In case of Degree any document issued by the university / institute / fr either scores / grades / "PASS" status with the duration clearly mentioned. The s completion and correctness. No 10th or 12th required.							☐ Yes	NA	-
are also accepted (Documents to be checked through	OR In case of 3 years (or more) Diploma, he/she needs to provide Diploma certificate education. Only 12th class certificate required along with Diploma	e / mark shee	ts for 3 years	or proof of '	15 years of fo	rmal		∏ Yes		
Website, if reqd),	Education Document with Roll/Registration Number has been attached								NA	Check not to be done by EDC
	In addition to above any Professional Qualification (Post Graduation Certificate / Provise Degree certification to be attached if completed / passed	sional Certifica	ate) or any oth	er Profession	al / Diploma /			🗌 Yes	NA	
	Name of the Company (To be Entered by Onboarding SPOC) - All companies re	ORDER REC	ience in Appl QUIRED)	ication Form	/ Prospective	e Employee D	etail's shoul	d be ment	ioned here (NO	
2 WORK EXPERIENCE CERTIFICATES (Self Attested) (For employments as declared by the applicant in the Prospective	Any document issued by the company with Joining and Relieving dates can be taken. List of options for both joining and relieving dates are given below:	Company Name 1	Company Name 2	Company Name 3	Company Name 4	Company Name 5	Company Name 6			
Employee Detail's /Application Form) Experience Checking	Proof to be collected for DOJ Note: Refer to FAQ for Document Types.		1		1		1			
guidelines For CL 12 & CL 11: Experience documents to be checked upto	<ol> <li>Any official document issued by the company on a Letter Head with Authorized Signatories mentioning DOJ (Pls mention the document name) or in case it is not on a Letterhead then it should have signatures and stamp from a Company Official. Note: Refer to FAQ for Document Types.</li> </ol>	Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes			
1 year of employment prior to joining	t									
	Proof to be collected for Last Working Day/Last Day in Organization the Service/ submitted or the last working date is not mentioned clearly in these documents -							1		
Private Limited or Concentrix Services	FAQ for Document Types.						1	-		
India private limited or Concentrix Technologies India Private Limited or Convergys India Services Pvt Ltd as	2) Any official document issued by the company on a Letter Head with Authorized Signatories mentioning LWD / LDO / Date of relieving / Contract End Date is mentioned (Please mention the document name) Note: Refer to FAQ for Document Types.	∏ Yes	TYes 🗌	☐ Yes	☐ Yes	☐ Yes	☐ Yes			
applicable). For CL 10 to CL 5: up										
to 3 years of employment prior to joining Concentrix	Other Alternatives for LWD / LDO	1	1	1	1	1	1			
1. JAF/Application form /Prospective Employee Detail's	<ol> <li>Any Salary Slip of the last 3 months from the LWD along with Self Declaration of employment – Refer Artifacts</li> </ol>	Tes Ves	Tes Ves	T Yes	Tes Ves	Tes Ves	☐ Yes			
would be the primary source of checking employees experience by the EDC team. 2. Experience	Any Bank Statement of the last 3 months from the LWD / Pass Book entry mentioning the Name of the Organization/candidate or Employee ID along with Self Declaration of employment Refer Artifacts for Form (Name of candidate/Employee ID/Name of Company needs to be	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes			
documents to be collected and checked for the	highlighted by the SPOC)									
number of years indicated as								-		
experience in the Application Form / Prospective	Proof to be collected for (DOJ, LWD / LDO OR BOTH)							-		
Employee Detail's, 3. In case of any cutting related to work experience on the Application form Prospective Employee Detail's, resulting in salary	to the relevant people department of the concerned company from official email id with acknowledgment from Company's official ID as "Accepted/Received".	☐ Yes	☐ Yes	☐ Yes	∏Yes	☐ Yes	☐ Yes			
change, file would be sent back to the recruiter to issue an addendum with revised Compensation. 4. Any other correction on the	email ID to ficial Email ID with acknowledgment from Company's official ID as "Accepted/Received" along with Any official document issued by the company on a Letter Head with Authorized Signatories mentioning DOJ (if DOJ not mentioned in the email/artifacts).									
Application Form / Prospective Employee Details car be corrected and signed by the	Rehire Check Form (For Concentrix Rehire Candidate)	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes			
candidate & recruiter with recruiters EMP ID.	Note: Refer to FAQ for Document Types.									
Please note: The objective of the exercise is to have proof of employment of the candidate with that organization clearly indicating the DOJ and LWD/LDO. 1. Therefore any one or combination of the above listed documents must be collected as a proof/artifact for DOJ or Last Day in organizations.										
2. Respective HR onl	boarding Spoc must check the authenticity/correctness of the document by valida lation will be done by EDC team to ensure complete set of documents have been submitted	ting them ag	ainst original	ร		s documents s	ubmitted.			
3	Photographs – 02 Passport Size Photographs of Self (most recent)								Yes	Chook not to be down
4	No Hire University / Company Check conducted							D Y		Check not to be done by EDC
						(	CNXAL	L/ON	IB/ART/0	ONBP/JCL/4.1

#### ONBOARDING CHECKLIST

(	6	_
C	ONCENTRIX	тм

#### Name of Candidate: Akshay Nandkishor Desale

Serial No.	Clidate:         AKSNAY NANCKISNOF Desale           Documents required	Onboarding SPOC	EDC SPOC/Top X SPOC
5 PHOTO IDENTIFICATION PROOF DOCUMENTS (Self Attested)	Any Photo Id proof issued by Govt Body (PIs mention the document name)	□Yes □NA	
	<ol> <li>Photo copy of PAN Card / Internet Copy with PAN number (In case PAN card is not available, then OPTION 2 needs to be filled)</li> <li>Note: Pan card copy "Will be Accepted" as a DOB proof but Pan Card Internet Copy "Will Not Be Accepted" as DOB proof</li> </ol>	Yes No	
Any ONE of the 2 options	2) PAN Application acknowledgement receipt along with PAN Undertaking	Yes NA	
7 Passport (Mandatory requirement )	1) is passport available? (Note: in case the employee is not able to submit, he needs to be informed of the timeline by when passport has to be submitted as per passport process - HR Onboarding SPOC responsible).	∏Yes ∏No	CL 12 to CL 11: EDC SPO to check copy of the passport, if "YES" is ticke
for CL 10 and above) Any ONE of the 3 options In case passport is provided, the same can be used as DOB proof.	2) CL 10 and above employees, Passport is a mandatory requirement: - Does the employee have a valid passport? 3) - If "No" has been selected in the above point, Is the passport application receipt submitted by the candidate? OR - Is the passport application status available online?	□Yes □No	in point 1 CL 10 and above: EDC SPOC to only check for a passport or applied for status, else employee ID should not be created
8	Photocopy of Aadhaar Card / E-Aadhaar Copy with number		
	Mandatory Joining Documents		
9	Joining Report	Yes NA	
9 10	Joining Report Agreement Regarding Confidential Information, Intellectual Property, and Other Matters (NDA)	Yes NA	
10	Composite Declaration Form – 11		
12	PF Form 2 (Revised) - 1 Copy (In case of any hiring is not done through One Touch it should have 2 copies of PF Form 2)		
12	Gratuity form (Form 'F')		
10	Form I (Nomination & Declaration)		
15	Name mentioned in Application Form / Prospective Employee Detail's Form should match with the Aadhaar Card		
	Non - Mandatory Joining Documents (if applicable)		
16	ESI (1copy) & one postcard size photographs (HEAD TO TOE), in case require dependent spouse /children / parents to be covered, then the postcard photograph should be along with them. Note: The photograph should cover the ""Full Body "" preferably with white background Only Passport Size Photograph required (For Mumbal, Thane, Pune & Vadodra )	Yes 🗆 NA	
17	Physically challenged (PWD) and Salary equal to or less than Rs. 25000/-; If yes then ESI form to be filled. If No, then please tick NA.	Yes 🛛 NA	
18	Foreign National Proof Document (Work permit \ Visa \ SSN)	Yes 🛛 NA	
19	Joining Bonus (If Applicable)	Yes 🛛 NA	Check not to be done EDC
20	PROPRIETARY INFORMATION AND INVENTIONS AGREEMENT	Yes 🛛 NA	
21	CONFLICT OF INTEREST DISCLOSURE FORM	Yes 🛛 NA	
22	COEBC-Receipt of Acknowledgement	Yes 🛛 NA	
	Name of Onboarding SPOC: Ambesh Singh		
Certify that photocopies have been verified with originals (Onboarding SPOC)	Date (dd/mm/yy): 16-10-2022		
	Employee ID of Onboarding SPOC: 917022		
	Signature:		
			/ONBP/JCL/4.

#### CONFLICT OF INTEREST DISCLOSURE FORM

#### <u>Akshay Nandkishor Desale</u>

Name (please print)

Date 16-10-2022

#### **Gurgaon AMAZON**

Location and Department

#### **Representative**, Operations

Job Title

It is the policy of Concentrix Corporation and each of its subsidiaries and affiliates (the "Company") to address how issues of actual, potential and perceived conflicts of interest involving employees of the Company should be identified, disclosed and managed. This form is designed to identify and disclose such conflicts in an effort to properly manage them.

I have read the Company Code of Ethical Business Conduct and understand that as an employee of the Company it is my obligation to act in a manner which promotes the best interests of the Company and to avoid conflicts of interest when making decisions and taking actions on behalf of the Company.

My answers to this disclosure form are correctly stated to the best of my knowledge and belief. Should a possible conflict of interest arise in my responsibilities to the Company, I recognize that I have the obligation to notify the appropriate designated contact (Manager, People Solutions, or Legal), and to abstain from any participation in the matter until the Company can determine whether a conflict exists and how that conflict should be resolved. If any relevant changes occur in my affiliations, duties, or financial circumstances, I recognize that I have a continuing obligation to file an amended "Conflict of Interest Disclosure Form" with the appropriate contact referenced above.

Signature

Date 16-10-2022

1. Are you or a member of your immediate family an employee or consultant of a customer or vendor that presently has material business dealings with either Concentrix Corporation or any Concentrix subsidiary, (collectively the "Company") or which might reasonably be expected to have material business dealings with the Company in the coming year? *Immediate family* is defined as: spouse, parents and grandparents, children and grandchildren, brothers, sisters, mother-in-law and father-in-law, brother-in-law and sister-in-law, daughter-in-law and son-in-law, and adopted and step members.

□Yes □No

If yes, please list the name of the customer or vendor, the position held, and the nature of the business which is currently being conducted with the Company or which may reasonably be expected to be conducted with the Company in the coming year:

2. Do you or does any member of your immediate family have a material financial interest, direct or indirect, in a customer or vendor which currently has material business dealings with the Company or which may reasonably be expected to have such business dealings with the Company in the coming year?

□Yes □No

If yes, please list the name of the customer or vendor, the nature of the interest and the name of the person holding the interest, and the nature of the business which is currently being conducted with the Company or which may reasonably be expected to be conducted with the Company in the coming year:

3. Have you or an immediate family member accepted gifts, gratuities, lodging, dining, or entertainment that might reasonably appear to influence your judgment or actions concerning the business of the Company?

□Yes □No

If yes, please provide details below:

4. Are you aware of any other facts or circumstances that might reasonably appear to be actual, potential or perceived conflicts of interest involving employees of the Company?

□Yes □No

If yes, please provide details below:



#### Receipt and Acknowledgement

I have received a copy of our Company's Code of Ethical Business Conduct and have read it carefully. I understand all of the guidelines, practices, and policies and agree to abide by them.

I understand and agree that if I violate the guidelines, practices, and policies in the Code of Ethical Business Conduct that I can be disciplined for my conduct and may even be terminated.

I understand that our Company reserves the right to change, amend, or delete any or all of the information contained in this Code of Ethical Business Conduct at any time as dictated by circumstances of the business.

I further understand that signing this Receipt and Acknowledgment form does not, nor is it intended to, confer any rights or benefits or employment, or constitute an assurance of continued employment or employment other or employment other than at will.



Date: 16-10-2022

Printed Name: Akshay Nandkishor Desale

Employee Number: \_\_\_\_\_

Company: Concentrix

Locations: Gurgaon

Waivers of any provision of the Code are generally not permitted and, in any event, may be granted only by the Board of Directors in writing and must be disclosed in accordance with applicable law. This Code of Ethical Business Conduct may be amended from time to time at our Company's discretion. The current version of the Code will be posted and maintained on our Company's intranet sites and can be obtained from Human Resources or the Legal Department.

Concentrix Corporation Code of Ethical Business Conduct



#### PROPRIETARY INFORMATION AND INVENTIONS AGREEMENT

The following Agreement confirms certain terms of my employment with Concentrix (which includes Concentrix Daksh Services India Private Limited or Concentrix Services India Private Limited or Concentrix Technologies India Private Limited or Convergys India Services Private Limited as applicable) which is a material part of the consideration for my employment by the Company and the compensation received by me from the Company from time to time. The headings contained in this Agreement are for convenience only, have no legal significance, and are not intended to change or limit this Agreement in any matter whatsoever.

#### A. <u>Definitions</u>

#### 1. <u>The "Company"</u>

"Company" means Concentrix (which includes Concentrix Daksh Services India Private Limited or Concentrix Services India private limited or Concentrix Technologies India Private limited or Convergys India Services Private Limited as applicable) and shall mean and include all its subsidiaries, or affiliated companies.

I recognize and agree that my obligations under this Agreement and all term of this Agreement apply to me regardless of whether I am employed by or work for Concentrix or any other subsidiary or affiliated company of CONCENTRIX. Furthermore, I understand and agree that the terms of this Agreement will continue to apply to me even if I transfer at some time from one subsidiary or affiliate of Concentrix to another.

#### 2. <u>"Proprietary Information"</u>

I understand that the Company possesses and will possess Proprietary Information which is important to its business. For purposes of this Agreement, "Proprietary Information" is information that was or will be developed, created, or discovered by or on behalf of the Company, or which became or will become known by, or was or is conveyed to the Company, which has commercial value in the Company's business.

"Proprietary Information" includes, but is not limited to information about software programs, subroutines and related documentation, source and object code, algorithms, trade secrets, designs technology, know-how, processes, data, ideas, concept, techniques, inventions (whether patentable or not), works or authorship, mask works and the like, formulas, business and product development plans, customer lists, terms of compensation and performance levels of Company employees, Company customers and other information concerning the Company's actual or anticipated business, research or development, or which is generated, collected or received in confidence by or for the Company from any other person.

I understand that my employment creates a relationship of confidence and trust between the Company and me with respect to Proprietary Information.

#### 3. <u>"Company Documents and Materials"</u>

I understand that the Company possesses or will possess "Company Documents and Materials" which are important to its business. For purposes of this Agreement, "Company Documents and Materials" are documents or other media or tangible items that contain or embody Proprietary Information of any other information concerning the business, operations or plan of the Company, whether such documents, media or items have been prepared by me or by others.

"Company Documents and Material" include, but are not limited to, blueprints, drawing, photographs, charts, graphs, notebook, customer lists, computer disks and other storage media, tapes or printouts, sound recordings and other printed, typewritten or handwritten documents, sample products, prototypes and models.



#### B. Assignment of Rights

All Proprietary Information, and all patents, patent rights, copyrights, trade secret rights, trademark rights and other rights (including, without limitation; intellectual property rights) anywhere in the world in connection with Proprietary Information, is and shall be the sole property of the Company. I hereby assign to the Company any and all rights, title and interest I may have or acquire in such Proprietary Information.

At all times, both during my employment by the Company and after its termination, I will keep in confidence and trust and will not use or disclose any Proprietary Information or anything relating to it without the prior written consent of an officer of the Company, except as may be necessary in the ordinary course of performing my duties to the Company.

#### C. Maintenance and Return of Company Documents and Materials

I agree to make and maintain adequate and current written records, in a form specified by the Company, of all inventions, trade secrets and works of authorship assigned or to be assigned to the Company pursuant to this Agreement. All Company Documents and Material are and shall be the sole property of the Company.

I agree that during my employment by the Company, I will not remove any Company Documents and Material from the business premises of the Company or deliver any Company Document and Materials to any person or entity outside the Company, except as I am required to do in connection with performing the duties of my employment. I further agree that, immediately upon the termination of my employment by me or by the Company for any reason, or during my employment if so requested by the Company, I will return all Company Documents and Material, apparatus, equipment and other physical property, or any reproduction of such property, any third party information/ Customer related Information whether or not containing confidential Information, including, but not limited to diskettes, and other storage media, drawings, notebooks, reports, and other documents excepting only (i) my personal copies of records relating to my compensation; (ii) my personal copies of any material previously distributed generally to stockholders of the Company; and (iii) my copy of this Agreement.

#### D. <u>Disclosure of Inventions to the Company</u>

I will promptly disclose in writing to my immediate supervisor or to such other person designated by the Company all "Inventions," which includes, without limitation, all software programs or subroutines, source or object code, algorithms, improvements, inventions, works of authorship, trade secrets, technology, designs, formulas, ideas, processes, techniques, know-how and data, whether or not patentable, made or discovered or conceived or reduced to practice or developed by me, either alone or jointly with others, during the term of my employment.

I will also disclose to the President of the Company all Inventions made, discovered, conceived, reduced to practice, or developed by me within six (6) months after the termination of my employment with the Company which resulted, in whole or in part, from my prior employment by the Company. Such disclosures shall be received by the Company in confidence (to the extent such Inventions are not assigned to the Company pursuant to Section (E) below) and do not extend the assignment made in Section (E) below.

Signature of Employee

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CNXALL/ONB/ART/ONBP/PIAIA/1.0



E. Rights to New Ideas

#### 1. Assignment of Inventions to the Company

I hereby assign to Concentrix my entire right, title, and interest in any idea, concept, technique, invention, design, computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Inventions"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Inventions are patentable, subject to copyright protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of Concentrix or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of Concentrix or its subsidiaries.

The above provisions concerning assignment of Inventions apply to Inventions created while I am employed by Concentrix whether in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering).

In connection with any of the Inventions assigned as above: (a) I will promptly disclose them in writing to the Concentrix Law Department; and (b) I will, on Concentrix's request, promptly execute a specific assignment of title to Concentrix or its designee, and do anything else reasonably necessary to enable Concentrix or such designee to secure a patent, copyright or other form of protection therefore in the India and in other countries. In addition, I agree to promptly notify the Concentrix Law Department in writing of any patent or patent application in which I am an inventor, but which is not assigned as detailed under List of Inventions herein below and which discloses or claims any Invention made, conceived, or written while I am employed by Concentrix.

Concentrix and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Invention which is subject to this Agreement, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Inventions.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by Concentrix and are for the benefit of Concentrix and its subsidiaries, licensees, successors, and assigns.

#### 2. Works Made for Hire

The Company shall be the sole owner of all patents, patent rights, copyrights, trade secret rights, trademark rights and all other intellectual property or other rights in connection with Inventions. I further acknowledge and agree that such Inventions, including, without limitation, any computer programs, programming documentation, and other works of authorship, are "works made for hire" for purposes of the Company's rights under copyright laws. I hereby assign to the Company any and all rights, title and interest I may have or acquire in such Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process or machine a prior Invention owned by me or in which I have interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, sublicensable, worldwide license to make, have made, modify, use, market, sell, and distribute such prior Invention as part of or in connection with such product, process or machine.



#### 3. Cooperation

I agree to perform, during and after my employment, all acts deemed necessary or desirable by the Company to permit and assist it, at the Company's expense, in further evidencing and perfecting the assignments made to the Company under this Agreement and in obtaining, maintaining, defending and enforcing patents, patent rights, copyrights, trademark rights, trade secret rights or any other rights in connection with such Inventions and improvements thereto in any and all countries. Such acts may include, but are not limited to, execution of documents and assistance of cooperation in legal and proceedings. I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents, as my agents and attorney-in-fact to act for and on my behalf and instead of me, to execute and file any documents, applications or related finding and to do all other lawfully permitted acts to further the purposes set forth above in the Subsection 3, including, without limitation, the perfection of assignment and the prosecution and issuance of patents, patent applications, copyright applications and registrations, trademark applications and registrations or other rights in connection with such Inventions and improvements thereto with the same legal force and effect as if executed by me.

#### 4. Assignment or Waiver of Moral Rights

Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) include all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as "moral rights" (collectively "Moral Rights"). To the extent such Moral Rights cannot be assigned under applicable law and to the extent the following is allowed by the laws in the various countries where Moral Rights exist, I hereby waive such Moral Rights and consent to any action of the Company that would violate such Moral Rights in the absence of such consent.

#### 5. List of Inventions

I have attached hereto as <u>Exhibit A</u> a complete list of all inventions or improvements to which I claim ownership and that I desire to remove from the operation of this Agreement, and I acknowledge and agree that such list is complete. If no such list is attached to this Agreement, I represent that I have no such inventions or improvements at the time of signing this Agreement.

#### F. Non-Solicitation of Company Employees

During the term of my employment and for one (1) year thereafter, I will not encourage or solicit any employee of the Company to leave the Company for any reason or to accept employment with any other company. As part of this restriction, I will not interview or provide any input to any third party regarding any such person during the period in question. However, this obligation shall not affect any responsibility I may have as an employee of the Company with respect to the bona fide hiring and firing of Company personnel.

#### G. Company Authorization for Publication

Prior to submitting or disclosing for possible publication or dissemination outside the Company any material prepared by me that incorporates information that concerns the Company's business, I agree to deliver a copy of such material to an officer of the Company for his or her review. Within twenty (20) days following such submission, the Company agrees to notify me in writing whether the Company believes such material contains any Proprietary Information or Inventions, and I agree to make such deletions and revisions as are reasonably requested by the Company to protect its Proprietary Information and Inventions. I further agree to obtain the written consent of the Company prior to any review of such material by persons outside the Company.



#### H. Duty of Loyalty

I agree that, during my employment with the Company, I will not provide consulting services to or become an employee of, any other firm or person engaged in a business in any way competitive with the Company, without first informing the Company of the existence of such proposed relationship and obtaining the prior written consent of my manager and the Human Resource Manager responsible for the organization in which I work.

#### I. Former Employer Information

I represent that my performance of all the terms of this Agreement and as an employee of the Company does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by me in confidence or in trust prior to my employment by the Company, and I will not disclose to the Company or induce the Company to use any confidential or proprietary information or material belonging to any previous employer or others. I have not entered into and I agree I will not enter into any agreement, either written or oral, in conflict herewith or in conflict with my employment with the Company. I further agree to conform to the rules and regulation of the Company.

#### J. <u>Severability</u>

I agree that if one or more provisions of this Agreement are held to be unenforceable under applicable law, such provisions shall be excluded from this Agreement and the balance of the Agreement shall be interpreted as if such provision were so excluded and shall be enforceable in accordance with its terms.

#### K. Authorization to Notify New Employer

I hereby authorize the Company to notify my new employer about my rights and obligations under this Agreement following the termination of my employment with the Company.

#### L. <u>Entire Agreement</u>

This Agreement sets forth the entire agreement and understanding between the Company and my relating to the subject matter herein and merges all prior discussions between us, including but not limited to any and all statements made by any officer, employee or representative of the Company regarding the Company's financial condition or future prospects. I understand and acknowledge that, except as set forth in this Agreement and in the offer letter from the Company to me, (i) no other representation or inducement has been made to me, (ii) I have relied on my own judgement and investigation in accepting my employment with the Company, and (iii) I have not relied on any representation or inducement made by any officer, employee or representative of the Company. No modification of or amendment to this Agreement nor any waiver of any rights under this Agreement will be effective unless in a writing signed by the President of the Company and me. I understand and agree that any subsequent change or changes in my duties, salary or compensation will not affect the validity or scope of this Agreement.

#### M. Effective Date

This Agreement shall be effective as of the first day of my employment with the Company and shall be binding upon me, my heirs, executor, assigns and administrators and shall inure to the benefit of the Company, its subsidiaries, successors and assigns.



#### N. Governing Law

Although I may work for the Company outside of India, I understand and agree that this Agreement shall be interpreted and enforced in accordance with the laws of India.

I recognize that any violation of my obligations described herein can result in disciplinary action, including dismissal from /Company, and any other appropriate relief for Company including money damages, equitable relief and attorney's fees as the Company may deem fit.

I HAVE READ THIS AGREEMENT CAREFULLY AND I UNDERSTAND AND ACCEPT THE OBLIGATIONS WHICH IT IMPOSES UPON ME WITH OUT RESERVATION. NO PROMISES OR

REPRESENTATIONS HAVE BEEN MADE TO ME TO INDUCE ME TO SIGN THIS AGREEMENT. I SIGN THIS AGREEMENT VOLUNTARILY AND FREELY.

<u>16-10-2022</u> Date

Х

Employee Signature

<u>Akshay Nandkishor Desale</u> Employee Name (Please Print)



#### EXHIBIT A

- 1. The following is a complete list of all inventions or improvement relevant to the subject matter of my employment by the Company that have been made or discovered or conceived or first reduced to practice by me or jointly with others prior to my employment by the Company that I desire to remove from the operation of the Company's Proprietary Information and Inventions Agreement:
  - \_\_\_\_ No Inventions or improvements.
  - See below: Any and all inventions regarding:
  - Additional sheets attached.
- 2. I propose to bring to my employment the following material and documents that I obtained during the period of my prior employment. These materials and documents are not the property of any third party and are not subject to any restrictions under any non-disclosure agreement or other agreement limiting their use.

No materials or documents

See below:



<u>16-10-2022</u> Date

#### EMPLOYEES' PROVIDENT FUND ORGANIZATION 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	Akshay Nandkishor Desale
2.	Father's Name 🗹 Spouse's Name	Nandkishor Patil
	(Please tick whichever is applicable)	
3.	Date of Birth: ( DD / MM / YYYY )	04-05-1997
4.	Gender: (Male/Female/Transgender)	MALE
5.	Marital Status: (Married/Unmarried/Widow/Widower/Divorcee)	Single
6	(a) Email ID:	akshaydesale2018@gmail.com
	(b) Mobile No.:	
		8668286875
7	Whether earlier a member of Employees' Provident Fund Scheme, 1952	Yes / No
8	Whether earlier a member of Employees' Pension Scheme, 1995	Yes / No
	Previous employment details: [if Yes to 7 AND/OR 8 above]	
	a) Universal Account Number:	
9	b) Previous PF Account Number:	
	c) Date of exit from previous employment: (DD/MM/YYYY)	
	d) Scheme Certificate No. (if issued)	
	e) Pension Payment Order (PPO) No. (if issued)	
	a) International Worker:	Yes / No
10	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)	
	a) Bank Account No. & IFC Code	
11		
	b) AADHAR Number	440160274866
	c) Permanent Account Number (PAN), if available	

#### 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/e-KYC 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: 16-10-2022 Place: Gurgaon



Signature of Member

#### **DECLARATION BY PRESENT EMPLOYER**

The member Mr./Ms/Mrs. ..... and has been allotted PF Number

In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995: R

> (Post allotment of UAN) The UAN allotted for the member is ..... Please Tick 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

C. 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 E-sign/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.



#### SELF-TRANSPORT UNDERTAKING

#### DECLARATION FOR NOT AVAILING COMPANY TRANSPORT

I am aware that I may avail of free company-provided transport and security facilities for travel between my residence and workplace, if I am required to work from office between 7.00 PM and 7.00 AM for any reasons whatsoever.

However, for personal reasons, and on my own volition, I hereby declare that I will not avail company-provided transport but will make my own arrangements for transport between 7:00 PM and 7:00 AM. (In Maharashtra i.e. Pune & Mumbai timing between 8:30 PM to 7 AM)

I am aware of, and fully understand the risks involved with not using Company-provided transport during the above hours. I have considered these risks and have taken the decision to make my own transport arrangements, keeping in mind my convenience and personal preferences.

I understand and acknowledge that I will be responsible for my safety and security once I leave the Company premises and while commuting to and from office. I am voluntarily making my own transport arrangements and I will be responsible for the consequences thereof. I understand and acknowledge that Concentrix (which includes Concentrix Daksh Services India Private Limited or Concentrix Services India Private Limited or Concentrix Technologies India Private Limited or Convergys India Services Private Limited as applicable) will have no liability whatsoever arising out of this and I waive any claims that I may have against Concentrix in this respect.

I am aware that I may avail of the transport and security facility provided by Concentrix at any point of time, by suitably notifying the transport operations team of Concentrix.

Thanking you

Your's sincerely,

Employee Name: Akshay Nandkishor Desale

EMP ID /Applicant ID:

Designation: Representative, Operations



**Employees's Signature** 

Date: 16-10-2022

I have read, understood, and acknowledge and agree with the above declaration in its entirety.

Dear Manager,

I am employed with Concentrix Daksh Services India Private Limited.

I will abide by the company policies, processes and guidelines.

However, if I will be part of any internal/domestic inquiry during my tenure in the organization, the investigation team may inspect my system, mobile details or anything that supports during the investigation to decipher the truth in the interest of company.

I hereby declare that I shall share the required data and details on my own accord and without any pressure from the company.

I have read, understood and acknowledge and agree with the above declaration in its entirety.

Thanking You,

Employee Name: Akshay Nandkishor Desale

Date : 16-10-2022

Signature: \_\_\_\_\_

1. I **Akshay Nandkishor Desale**, working with Concentrix (which includes Concentrix Daksh Services India Private Limited or Concentrix Services India Private Limited or Concentrix Technologies India Private Limited or Convergys India Services Private Limited as applicable)), declare and confirm as follows: I understand and agree that, as part of the ongoing attendance process, Concentrix is authorized to collect my biometric information (fingerprints), for the purposes of verifying and validating my identity and map the same to hours productivity analysis and reporting. I understand and agree that Biometric Swipe in and Swipe Out data will be used as my attendance input for Payroll computation and payment.

2. I hereby provide my explicit consent for Concentrix to collect, retain, handle and otherwise process such biometric information for attendance, verification and similar authentication purposes, during the course of my employment with Concentrix.

3. I understand and agree that Concentrix may authorize third parties to collect, store, handle, process, or otherwise use such biometric information for the purposes contemplated under this consent form (including for any purposes related to, incidental to or necessary to accomplish such purposes) and has provided me with the necessary information relating to the same. I explicitly consent to Concentrix disclosing or transferring my biometric information to such third parties, whether located in India or outside India. I understand that Concentrix shall require such third parties to follow levels of data protection similar to that followed by Concentrix, or as required by applicable law. The name and address of any such third parties that handle my biometric information shall be provided to me on request.

4. I understand that I may seek to review the biometric information provided by me and retained by Concentrix.

5. I understand that if I have any queries or grievances related to the biometric information provided by me, I may contact my HR partner.

6. I further understand that this authorization and consent is provided solely for the purpose as specified above. I understand that Concentrix shall treat my biometric information disclosed to it as confidential. Concentrix shall use appropriate security standards to keep my biometric information confidential.

Date: <u>16-10-2022</u>



Signature of Employee: \_\_\_\_\_

### <u>Undertaking</u>

I <u>Akshay Nandkishor Desale</u>, (S/O) (D/O) <u>Nandkishor Patil</u> having his/her permanent residing address at <u>1526,BLOCK C,122001,SUKHARALI, SECTOR 17</u>,<u>GURUGRAM,Haryana,122007</u>, working with **Concentrix Daksh Services India Private Limited** hereby execute this undertaking in relation to the awareness session having complete understanding about the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act ("Act "), 2013.

I further undertake that I have gone through the complete session and have understood the information provided to me.

Signed by

Name - <u>Akshay Nandkishor Desale</u>

Designation - <u>Representative</u>, Operations

Date - <u>16-10-2022</u>



#### **OFFER LETTER**

Date: 27<sup>th</sup> September, 2021

To Mr. Sandip Prabhakar Bari,

We at Fission Computer Labs Private Limited ("Company"), are pleased to appoint you as **Associate Software Engineer-Trainee** in our organization with effect from **29**<sup>th</sup> **September**, **2021**. This Appointment Letter is extended to formally welcome you to join the growing family of Fission Labs.

You are required to report at **Fission Computer Labs Private Limited**, **Plot No 703/ A, 3<sup>rd</sup> Floor, Road No 36, Jubilee Hills, Hyderabad- 500033**, on or before 29<sup>th</sup> September,2021; failing which this offer shall lapse automatically.

We, at Fission Labs, believe in the process of building an organization, where professionals can contribute to our sustained success and growth. We hope that your career here will be a gratifying one. Upon accepting this offer, you would be required to execute the Appointment Letter (attached herewith) and shall be bound by the terms thereof. Kindly return the duplicate copy of this Offer Letter, duly signed, as an acknowledgement of your acceptance of the Appointment Letter.

You are required to submit the following documents at the time of reporting for joining:

- a. Certificates in proof of your educational qualifications;
- b. Certificate in proof of your Date of Birth;
- c. Relieving letter from your current employer;
- d. Latest pay slip of your recent employment;
- e. Three passport size photographs;
- f. Copy of PAN Card; and
- g. Copy of passport, if available





For any questions or clarifications regarding this offer, please contact Ms. Nishita Algubelli at nishita@fissionlabs.in.

With best wishes and looking forward to a mutually fruitful association,

Yours truly,

For Fission Computer Labs Pvt. Ltd

I accept the terms and conditions hereunder:

Name: Nishita Algubelli

Name:

Designation: HR & TA Director

Place:





27<sup>th</sup> September, 2021

Mr. Sandip Prabhakar Bari,

#### **Appointment Letter**

Dear Sandip,

We, at Fission Computer Labs Private Limited ("Company"), are pleased to appoint you as "Associate Software Engineer-Trainee" on a probationary basis (for a period of Six months) in our organization with effect from 29<sup>th</sup> September, 2021. Your services shall be confirmed as "Associate Software Engineer" subject to successful completion of probation of Six (6) months with our Company, unless extended or reduced for such further period as the Company may specify ("Probation Period"). You will be placed at Hyderabad, Telangana. The terms and conditions of this position will be as follows:

#### 1.0 Appointment

- 1.1 The Company hereby employs you and you hereby accept employment with the Company on a probationary basis, as its **Associate Software Engineer-Trainee** pursuant to and in accordance with the terms and conditions set forth in this Appointment Letter.
- 1.2 You shall render services to the Company at such times and such other places as may be required by the Company in its sole discretion. In such an event, you will be governed by the terms and conditions of services as applicable at the new placement.
- 1.3 You represent that you are not a party to any agreement that restricts your right or ability to freely carry out the services hereunder.
- 1.4 The terms of employment relating to compensation, working hours, leaves and holidays, notice period, etc. apart from the terms mentioned below shall be as per the Company policies. These could be revised at regular intervals as per the compensation policy and will be communicated to you accordingly.

#### 2.0 <u>Remuneration</u>

2.1 You will be paid a consolidated salary of 3,00,000/-(Three Lakh Rupees Only) CTC per annum. The CTC is inclusive of PF contribution, professional tax and gratuity and the break-up will be shared with you.



- 2.2 The salary shall be paid in accordance with the Company's regular payroll practices, from time to time. Statutory deductions as required by law, such as Professional Tax, Provident Fund and TDS will apply for the bonus or variable pay component too, if applicable to you.
- 2.3 The Company will review your performance on a periodic basis and may, in its sole discretion, revise your salary to reflect your performance on an annual basis.

#### 3.0 <u>Code of Conduct</u>

- 3.1 During the period of employment, you shall at all times act honestly, faithfully, diligently and efficiently for the growth of the Company. You shall honour your obligations under this Appointment Letter and any other agreement that you may be required to sign with the Company.
- 3.2 Your conduct shall be in conformity with the code of conduct, as in force from time to time. Further, you shall carry out the instructions in letter and spirit, given by your superiors and shall not disobey any instructions given.
- 3.3 You shall not indulge in any unethical practices like "go slow" or non-cooperation etc.
- 3.4 You would be required to apply and maintain the highest standards of professional and personal conduct and integrity and comply with all the policies and procedures of the Company including but not limited to policies related to Confidential Information (*defined hereinafter*). These policies are updated on a periodical basis and may be introduced from time to time. As and when this happens, you will be notified and you will be required to comply with the same.
- 3.5 Should the need for disciplinary action be deemed necessary, this will be taken in accordance with the Company's policies and procedures.

#### 4.0 Leave Policy

- 4.1 You are entitled to leaves and such other holidays as declared by the management of the Company, which shall be available on the internal portal of the Company, as modified from time to time and notified to the employees.
- 4.2 There is no leave during the Probation Period, except in case of emergencies, in which case you are required to take approval from your reporting manager.
- 4.3 You may be called for work on holidays if the exigencies of work so requires. In view of your position, it may be necessary for you to attend to your duties at odd hours and be available for shifts.



4.4 Any leave not sanctioned in advance will be treated as unauthorized absence and will attract loss of pay or may even lead to termination, if such leave extends beyond a period of 2 days. Leave is not a matter of right and must be applied in advance.

#### 5.0 <u>Term, Termination & Notice Period</u>

- 5.1 The term of this Agreement shall commence on your date of joining the Company and will continue until terminated by the Company or by you in accordance with this Agreement (the "**Term**").
- 5.2 In the event of your termination during the Probation Period, you will be required to give thirty (30) days' prior notice in writing. Similarly, if the Company wishes to terminate your services during the Probation Period, for any reason whatsoever, it may terminate upon giving a notice in writing and you shall not be entitled to any payment or compensation apart from the salary accrued till the effective date of your termination.
- 5.3 Upon the expiry of the Probation Period, (A) the Company may terminate this Agreement and your employment with the Company at any time, without assigning any reason upon giving two (2) months' notice in writing or payment of two (2) month salary in lieu thereof; provided, however, that if you are working on an assignment, the Company may demand that you should complete the notice period as a condition for relieving you; (B) you may terminate this Agreement and your employment with the Company at any time, without assigning any reason upon giving two (2) months' notice in writing. However, you shall not be entitled to terminate on payment of two months' salary in lieu of notice, except at the discretion of the Company. You will not be entitled to any leave during notice period, unless authorized by the Company in case of

emergencies.

5.4 You have been offered the position on the good faith that all the information and documents provided by you at the time of employment are true and correct. If any information so provided is found to be false or fabricated, or if your services are terminated for material breach of the terms herein, including but not limited to confidentiality obligations and intellectual property policy, your services may be terminated by the Company with immediate effect by giving you a written notice of termination without any liability to pay any compensation.

#### 6.0 <u>Confidentiality</u>

6.1 You shall keep confidential and retain in strictest confidence, any and all Confidential Information (hereinafter defined) of the Company, and shall use such Confidential Information only in furtherance of the performance of your duties.



- 6.2 All information, whether oral or written, transmitted or otherwise provided by or on behalf of the Company to you during your employment with the Company, and that should reasonably have been understood by you to be proprietary and confidential to the Company, including the confidential information of the Company's associates, affiliates, holding or subsidiary companies, and clients shall be treated as "**Confidential Information**".
- 6.3 At all times you will maintain absolute confidentiality about all matters relating to the business of the Company. You will not disclose any information or part with any documents to any external party whilst in the employment of the Company or thereafter.
- 6.4 All Confidential Information is and shall remain the property of the Company, or in the case of information that the Company receives from a third party which the Company is obligated to treat as confidential, then the property of such third party.
- 6.5 You shall not make or cause, directly or indirectly, to be made, any public statement, public announcement, press release or other disclosure to the press which is intended, or could reasonably be expected, to have a detrimental effect on the Company or its businesses or operations, public image or reputation or its relations with customers, clients, partners, suppliers, employees, lenders or other business associates.
- 6.6 You shall not discuss or reveal to anyone (directly or indirectly in any form or manner) any details of your engagement with the Company, including without limitation, nature of work, names or other details regarding the Company's clients, work processes and procedures, technology, compensation to you, payments and terms thereof by clients.

#### 7.0 Intellectual Property

- 7.1 Any work done or created in the course of or as a result of your employment with the Company ("Work Product") will be deemed to be "work made for hire". All Work Product, including all intellectual property rights contained therein ("Intellectual Property"), created, developed, co-developed, obtained or conceived of by you during the period you serve the Company, and all business opportunities presented to you during such period, shall be owned by and belong exclusively to the Company. You shall: (i) promptly disclose any such Work Product, Intellectual Property or business opportunity to the Company; and (ii) promptly execute and deliver to the Company, without additional compensation, such instruments as the Company may require from time to time evidencing its direct or indirect ownership of any such Work Product, Intellectual Property or business opportunity.
- 7.2 Any material you submit to Company shall be transferred along with the attendant Intellectual Property.



- 7.3 All material/ content created or reviewed by you and provided by the Company to you to render services while in service is the sole property of Company. The ownership of the same belongs exclusively to Company along with all the associated intellectual property rights. You agree and acknowledge that any material developed or created by you during your service shall be transferred by way of assignment in favor of the Company.
- 7.4 You shall not use any intellectual property of the Company for any purpose commercial or non-commercial, without the prior written consent of Company.

#### 8.0 <u>NON-COMPETE</u>

- 8.1 You agree that you shall not during the tenure of this Agreement, and for a period of two years after the date of termination of Employment Agreement, directly or indirectly, "compete" (as the scope of that term is defined herein) with the Company in any business in which the Company is engaged. The scope of the term "compete" as used herein shall encompass any and all competitive activities and is limited to those actual contractors/ and/or potential contractors/Clients of the Company to whom the Company has actually had some business/commercial dealings or has been involved with some potential business opportunity, during the period of time when you were employed by the Company or was engaged by the Company before execution of this Agreement.
- 8.2 You shall not: (i) enter into any business relationship with or cause or influence any person or organization to diminish commercial dealings with the Company, (ii) engage in any activity or take any action which may divert from the Company any business opportunity, (iii) compete with the Company by offering, soliciting or accepting any engagement other than through the Company, or (iv) own, manage, operate, control or be employed by or participate in the ownership, management, operation or control of any business similar to that of the Company.
- 8.3 For the term of this Agreement, you shall not, directly or indirectly, sponsor/ promote any other company or engage in any activities and/or business, that would be in direct or indirect competition with the business of the Company or engagement in or receipt of any financial benefit from any Covered Activity as defined herein below as well as potential activities linked to the Covered Activity, whether as an employee, proprietor, partner, promoter, shareholders, investor, director, officer, employee, consultant or agent or otherwise. You shall ensure that, for the Term of the Agreement, all ventures/ investments of you or any of your Affiliates in any entity primarily engaged in the business shall be implemented only through the Company and with prior written consent of the Board.





For the purposes of this Agreement, 'Covered Activity' shall mean direct or indirect participation, whether or not for compensation, in the ownership, management or control of, or the provisions of advisory, consulting or any other services to any business or entity engaged in a business or activity identical or similar to or that directly or indirectly competes with the current business of Company or any business or activities that may be commenced by Company.

8.4 In the event of a breach of this Clause 1.5, you agree that the Company may sustain substantial damages as to which you will be personally liable, including but not limited to actual, special, exemplary, consequential, punitive and any other damages permitted under applicable law. You recognize that a remedy at law for a breach of this provision will not be adequate, and for its protection, the Company shall have the right to obtain on behalf of the Company, in addition to any other relief and remedies available to it, injunctive relief, whether mandatory or restraining, to enforce such provision. In the event that this provision is violated and you are subjected to a preliminary or permanent injunction, the duration of the limitation embodied herein above shall be extended to for such period from the effective date of such injunction, less any period between the termination of this Agreement hereunder and the effective date of such injunction during which you prove that you were not in any violation of this provision, it being the intent of this Clause to ensure 2 (two) years of actual freedom from competition / interference from you.

You shall observe all obligations imposed upon you as applicable by law and in your capacity shall similarly be subject to all of the restrictions set forth in this Agreement.

8.5 The provisions of this Clause shall survive the termination of this Agreement and the ending of the employment relationship hereunder.

#### 9.0 Anti-Disparagement

- 9.1 You agree that you will not, under any circumstances, intentionally and maliciously, disparage, criticize or denigrate the talents, skills, products, prospects, abilities, services, integrity, or character of the Company, the promoters of the Company, or the senior management of the Company in a manner that causes, in the sole and absolute discretion of the Company, material harm to the Company or such persons.
- 9.2 You further agree that you will not, directly or indirectly, at any time after the date hereof, contact any past, present or prospective investor, lender, client, supplier, employee,



### FISSION

agent or representative of the Company with the intent, purpose or effect of intentionally and maliciously injuring the reputation of the Company.

### 10.0 Employment Dispute Resolution

10.1 In the event of a dispute, the parties will attempt to resolve any personal grievance or employment relationship problem as close to the point of origin as possible and in consonance with the Company policy on employment dispute resolution.

### 11.0 Injunctive Relief

- 11.1 You hereby agree that the restrictions stated in this Appointment Letter are reasonable in both scope and duration and that it is impossible to measure in money the damages
- 11.2 Which will be sustained by the Company, its successors or assigns if you breach the terms herein. Accordingly, you agree that if you breach or default in the performance of any of your obligations stated in this Appointment Letter, then, in addition to any and all other rights and remedies available to the Company, at law, in equity or otherwise, the Company will be entitled to the entry of injunctive relief.

### 12.0 Defaults

12.1 If any action is brought to enforce the Company's rights or obligations under this Agreement, if the Company is the prevailing party in such action, then Company will be entitled to reimbursement from you all of its costs and expenses incurred in bringing or defending such action, including, without limitation, court costs and reasonable attorneys' fees and expenses. You acknowledge and agree that all of the Company's rights and remedies set forth in this Agreement are cumulative and are in addition to all other rights and remedies available to the Company, at law, in equity or otherwise.

### 13.0 Miscellaneous

- 13.1 This Appointment Letter will be governed by, construed in accordance with and interpreted under and consistent with the laws of India without regard to the choice of law provisions thereof. You agree that the courts in Hyderabad shall have the exclusive jurisdiction over all disputes arising under this Appointment Letter.
- 13.2 Any notice required to be sent under this Letter shall be in writing and shall be delivered personally or sent by email or by registered mail with acknowledgement due. Such notices shall be addressed to the Party in case of the Company, to the HR Manager, at the registered office of the Company, and in case of employee, to the current address of the employee as recorded in the registers of the Company and/or the official and personal email of the employee. Notices will be deemed given when hand delivered if by hand

Plot No.703/A, 4<sup>th</sup> Floor, Road No.36 | Jubilee Hills, Hyderabad 500 033 | T +91 8008169933





delivery, or within three business days, if sent by registered mail, and when received by the other Party in case of email.

- 13.3 If any provision contained herein is held to be invalid or unenforceable by a court of competent jurisdiction, then such court will modify such invalid or unenforceable provision so as to be valid and enforceable.
- 13.4 The waiver by the Company of your breach of or default with respect to any provision of this Appointment Letter will be effective only if in writing and signed by the Company and will be limited to the breach or default described therein; no such waiver will be deemed a waiver of any other, similar, prior, continuing or subsequent breach or default.
- All of the covenants, agreements and obligations contained in clause 5.4 (*Confidentiality*), clause 7.0 (*Intellectual Property*), clause 8.0 (*Non-competition* & *Non-solicitation*), clause 9.0 (*Anti-disparagement*) and clause 11.0 (*Injunctive Relief*) shall survive termination of this Agreement.

### For FISSION COMPUTER LABS PRIVATE LIMITED

Name: Ms. Nishita Algubelli

Title: HR & TA Director

Seal:

I hereby accept this position and all the terms and conditions mentioned in the letter and the Employment Agreement.

Name:

Date:





### APPOINTMENT LETTER

### 31st July 2019

### YOGITA MADHUKAR PATIL

Resume Id # 2228031

### Dear YOGITA MADHUKAR

This is with reference to discussion you had with us recently. We are pleased to offer you the position of an ASSOCIATEON the following terms:

### 1. Place of Employment and Timing.

- 1.1 Your initial place of work will be at Pune However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
- 1.2 You will be expected to attend office except when traveling on business during working hours/shifts as may be decided by the Company.

### 2. Compensation and Benefits.

- 2.1 Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of Rs 57400 Fifty Seven Thousand Four Hundred Rupees. Other allowances / reimbursements as due to you are detailed in Annexure II.
- 2.2 You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
- 2.3 You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
- 2.4 Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.
- <u>Reimbursement of Expenses</u>: The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.
- Leaves: You shall be entitled to reasonable periods of leave as per company policy (to be taken by agreement with the Company) with full pay. Entitlement & accumulation of the leave will be as per company policy.
- 5. <u>Term:</u> Employment period shall commence on 31st July 2019 and you will be on probation for a period of six months from the date of your joining the company. During this time, your appointment is terminable by one month's notice by either party or one month's salary in lieu thereof

Deistered Office: Wipro Limited Scanned with Cather Scanner

T : +91 (80) 2844 0011 F : +91 (80) 2844 0054 E : Info@wipro\_com Sensitivity: Internal & Restricted W : wipro.com C : L32102KA1945PLC020800

NEXA

## APPOINTMENT LETTER

## Dear Mr. DEVARE P ASHOK

Following to our recent discussions with the management, we are pleased to offer you the position

of Relationship Manager with our organization. If you join our organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

providing you with every opportunity to learn grow and stretch to the highest level of personal accountability in all the products, actions, advice and results that you provide as a representative of our organization. In return, we are committed to As a member of our team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your your ability and potential. We are confident you will find this new opportunity both challenging and rewarding The following points outline the terms and conditions we are proposing.

Inh Title	: Relationship Manager
Job Description	· Sales of NEXA Products(BALENO, IGNIS, CIAZ, S-CROSS)
in the second se	: Demonstration of NEXA Products at events and
exhibitions.	
	: Daily Reporting for generated enquines.
	. Field and vold vieite for enquiry generation.

Liein ann

# Joining date: 19 NOV 2018.

We are all looking forward to work with you in an atmosphere that is successful and mutually challenging and rewarding for both.

NOTE; 1-first 3 months' probation period.

2-After joining cannot leave the job for next six month.

NEXA, Ajanta Road Manraj Automobiles Pvt. Ltd. Plot No. P-93, Ajanta Road, MIDC, Jalgaon Tel. - 0257 - 2212141, 42, 43.





Date: 13<sup>th</sup> September, 2021

Mr/Ms. Abhishek Vivek Dubey

S/o/D/o Sh. Vivek Ramchandra Dubey

Subject: Offer Letter

# Dear Mr/Ms. Abhishek Vivek Dubey

of employment will be valid up to 31st Oct, 2021 with effect from the date of joining and can be We are pleased to offer you a position of Field Engineer at Khandwa in our project. The tenure extended / renewed based on satisfactory performance. Your CTC would be Rs. 24486/- p.m. You are required to report for Joining by 14th September, 2021 at RailTel Corporation of India This has reference to your application and subsequent interviews for a position in our Company. Limited office. You may please note that you are being deputed to our Client RailTel Corporation of India Limited for their ongoing project/work at Khandwa or at any other location as per requirement of RailTel and you shall report to HR, RailTel Mumbai.

appointment. In case, the information provided by you is found incorrect, your offer of testimonials, and other particulars mentioned in your application at the time of offer of appointment shall be deemed to be cancelled, and salary paid (if any) will be recovered from Your offer of appointment would be further subject to verification of your credentials, you. You are required to deposit an interest free refundable security of Rs. in form of DD in favour of "XEAM Ventures Pvt. Ltd" payable at Chandigarh for the provision of recovery of any loss of the government property made by you or any penalty due to your negligence during the service period. Your security will be refunded upon receipt of your Full and Final document along with no dues certificate from the concerned department/reporting officer.

with aforementioned project / work. In addition to the terms mentioned in this offer letter, any other term which shall be added later on based on the requirement of the project, same will be Notwithstanding this, in the event of the project / work for which you are being employed comes to an end before the aforementioned period, this contractual employment shall be co-terminus treated as accepted by you. However, depending upon the aforementioned project/work, the company reserves its right to upon the exigencies relatable to the work for which you are hereby engaged. In that event, the extend your temporary offer of appointment for such period as may be necessary depending Company shall in writing extend your temporary assignment on the terms as may be indicated in such letter and in the event of your acceptance of such extension of the assignment, you shall be governed by all terms and conditions as may be indicated therein.

CIN : U72300PB2004PTC040188 XEAM Vantures Private Limited

India E 202, Phases 33, Industrial Area, Mohal (Coundigarh), USA 5716 Consu AVE STE #110 Westatue Village, CA- 91382 www.coamventures.com Registered Office

Some of our Branches of Sector 380, Chandrest ra, Vipol Khand 2, Dethill int. Bet Floor 506 Amerik Approximation Luctioners in 95, 102, 161 Floor Jonantin Chandigars.

Kolkats, Possar Court, Sata No. 1, 5th Poor, Ropert No. Jaipur. 1831, Lans No. 9, Dere Negar, Miczu Piller No. 191, Bhooat: a Fré-poit 212, 2011 Fr

01-751014 s No 206, 216 Floor, Con



Citrap

**Appointment Letter** 

Date :- 18/11/2020

To, Mangal Indal Rathod. At-Shankarpura,Post- Samrod Tal-Jamner,Dist- Jalgaon.

### Dear Mr.Mangal Rathod,

With reference to your application and subsequent interview with us, we are pleased to appoint you as Designation of **Production Supervisor** in our organization on the following terms and conditions.

Date of Joining :- You Have Joined us on 19 Nov 2020. Salary 11500/PM.

Probation/Confirmation :- You Will be on Probation Period for Six months based on your Performance your service will be confirmed with the company.

During the probation period your services can be terminated with seven days notice on either side and without any reasons whatsoever. If your Services found satisfactory during the probation period.

You will be confirmed in the present position and there after service can be terminated on one month notice on either side.

For,

Laxmi Rubber Products Py Jalgaon. H.R Manger



### Fwd: Interview Result at BYJU's

1 message

Lalit Ingale <ingalelalit007@gmail.com> To: tpogcoej@gmail.com Godavari College of Engineering, Jalgaon ( Maharashtra) <tpogcoej@gmail.com>

Tue, Feb 23, 2021 at 9:44 PM

------Forwarded message ------From: Indu madaan <indu.madaan@byjus.com> Date: Tue, 23 Feb, 2021, 19:29 Subject: Interview Result at BYJU's To: <ingalelalit007@gmail.com>



Dear Lalit Ingale,

Congratulations!! We are thrilled to inform that you have been selected for the position of **Business Development Trainee** at **BYJU'S – The Learning App**.

Please reply to this mail to acknowledge and confirm your offer.

### Joining Details:

Date of Joining: 03/02/2021

**Role Location : Aurangabad** 

Sales Circle Location : Jalgaon

BDT Training Location : Bengaluru (or WFH)

Joining Location Address: Bangalore: 6th Floor, Tower D, IBC Knowledge Park, Banerghatta Road, Bangalore 95 (or WFH)

Fixed CTC during training (not inclusive of incentives): INR 3 LPA

Annual CTC post successful completion of Training: INR 10 LPA (7 LPA fixed + 3 LPA variable) for the role of BDA - Direct Sales or INR 8 LPA (5 LPA fixed + 3 LPA variable) for the role of BDA - Inside Sales

**Details of Business Development Trainee Program:** You will be undergoing Byju's Sales Training for a minimum duration of 6 weeks with an option with the company to extend it upto a maximum of 2 weeks. The first 2 weeks of this training will be classroom training followed by 4 weeks of "On-the-Job Training", both conducted out of the BDT Training Location. You will be assessed and monitored during this training program. We are also happy to inform you that additional performance incentives will be applicable during your training period.

Upon successful completion of the training and post your conversion you will be confirmed as BDA - Direct Sales (at 10 LPA) or BDA - Inside Sales (at 8 LPA). Once you have become a BDA, you will be posted in the Role Location and will be working out of the Sales Circle Location assigned to you.

### Further details:

Few information regarding your training and onboarding are given below:

1. All your original academic documents are required for verification. You can find the list of documents to upload and submit within the offer letter itself.

2. Please note that without completing the above registration and receiving the offer letter, your onboarding would not happen.

3. You need to have a working broadband connection and laptop at all times during the Training period. Please note that this is a core requirement for you to take part in the Training. Training can't happen without fulfilment of this requirement.

4. Your training performance will be thoroughly evaluated during your 8 weeks with us as that will be an incubation period for your new role.

5. Business formals or business casual attire is mandatory during work hours.

### About Byju's:

BYJU'S is world's most valuable ed-tech company and the creator of India's most personalised K12 learning app which offers highly adaptive, engaging and effective learning programs for students in classes 4-12 (K-12) and competitive exams like JEE, NEET, CAT, IAS, GRE and GMAT. Launched in 2015, BYJU'S has become the most loved and preferred learning app for students across age groups.

Started by teacher and visionary, Byju Raveendran and his top set of students, BYJU'S aim is to make quality learning accessible, effective, and personalised for everyone. The BYJU'S way of learning provides students a learning platform where they can learn, engage and be excited about charting their own path to discover the world. The learning app brings together the best teachers, technology, content, media for creating a seamless, world-class learning experience for each and every type of learner. Today, BYJU'S has over 33 million registered students and 2.2 million annual paid subscriptions. With an average time of 64 minutes being spent by a student on the app every day from 1700+ cities, the BYJU'S app is making learning enjoyable and effective.

Delivering world class learning experiences, BYJU'S is making learning contextual and visual, and not just theoretical. The app has been designed to adapt itself to the unique learning style of every student, as per the pace, size and style of learning. The learning app is paving the way for new-age, geography-agnostic learning tools that sit at the cross section of mobile, interactive content and personalised learning methodologies.

Till date BYJU'S has raised over USD 700 million from a strong and diverse investor set like - Chan-Zuckerberg Initiative, Naspers, CPPIB, General Atlantic, Tencent, Sequoia Capital, Sofina, Verlinvest, IFC, Aarin Capital, TimesInternet and Lightspeed ventures.

At BYJU'S, we are driven by the motto to encourage students to learn on their own and keep their child-like curiosity alive. So get ready to be a part of the growing family at BYJU'S and be a **BYJUite** officially. We hope your journey with us takes you to greater heights creating the best of memories and milestones along the way.

Please visit https://youtu.be/2XeGI5RHypQ for a better insight into the job.

**<u>Registration Details</u>**: As an initial step of on-boarding formalities, you are required to fill the registration form using the link below. Please follow the below steps to complete registration and to view the offer letter (post offer release).

Step1: Register using the below-mentioned link

Step2: Complete your details in 'Application Page'

Step3: Complete the 'My Candidate Profile' page with education details with documents and previous employment information.

Step4: After filling please 'SAVE' the page and Click 'I am Done' and you will be receiving your Offer Letter.

Registration Link: Please click here to register.

Regards,

Team BYJU's



### LIFE AT BYJU'S

Click here to know what it means to be a part of the growing BYJU'S family.

### **AWARDS**





Godavari College of Engineering, Jalgaon (Maharashtra) <tpogcoej@gmail.com>

Fwd: Interview Result at BYJU's

2 messages

krishna suryawanshi <ksuryawanshi02@gmail.com> To: tpogcoej@gmail.com Wed, Feb 24, 2021 at 6:03 PM

------ Forwarded message -------From: krishna suryawanshi <ksuryawanshi02@gmail.com> Date: Wed, Feb 24, 2021, 2:51 PM Subject: Re: Interview Result at BYJU's To: Divya Pipalwa <divya.pipalwa@byjus.com>

Thank you for your offer of Business Development Trainee at BYJU'S – The Learning App. I am delighted to formally accept the offer, and I am very much looking forward to joining the team . Thank u

On Wed, Feb 24, 2021, 1:13 PM Divya Pipalwa <divya.pipalwa@byjus.com> wrote:



Dear Krishna A Suryawanshi,

Congratulations!! We are thrilled to inform that you have been selected for the position of **Business Development Trainee** at **BYJU'S – The Learning App**.

Please reply to this mail to acknowledge and confirm your offer.

Joining Details:

Date of Joining : 03/02/2021

**Role Location : Nashik** 

Sales Circle Location : Nashik

BDT Training Location : Bengaluru (or WFH)

Joining Location Address: Bangalore: 6th Floor, Tower D, IBC Knowledge Park, Banerghatta Road, Bangalore 95 (or WFH)

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### 1/6/22, 12:31 AM

### Gmail - Fwd: Interview Result at BYJU's

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At BYJU'S, we are driven by the motto to encourage students to learn on their own and keep their child-like curiosity alive. So get ready to be a part of the growing family at BYJU'S and be a **BYJUite** officially. We hope your journey with us takes you to greater heights creating the best of memories and milestones along the way.

Please visit https://youtu.be/2XeGI5RHypQ for a better insight into the job.

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Registration Link: Please click here to register.

Regards,

Team BYJU's



### LIFE AT BYJU'S

**Click here to know** what it means to be a part of the growing BYJU'S family.

### **AWARDS**



Education Vccircle India's Hottest Business **Company Of** Awards aders Award (2016) Year 2016



Winner of Google Play's "Best Self Improvement" app in India 2016



SuperBrands perStartUps 2017

Winner of



Winner of ASSOCHAM SMEs Excellence Award for Start-up of the Year 2016

Deloitte. Winner of Deloitte Technology Fast 50 India and Fop 500 Asia Award (2012, 2013, 2014, 2015, 2016) Top 500 Asia A



Winner of CNBC TV18 Young Turks of the year award



ET Now Education Excellence Award (2013)

454

**GMA** Summit

Award 2016



**Reimagine Education** Award 2016 Overall Ed Tech winner **Gold Award for Best** Educational App

krishna suryawanshi <ksuryawanshi02@gmail.com>

Winner of Established Education App of

the Year (2017)

Wed, Feb 24, 2021 at 6:05 PM

https://mail.google.com/mail/u/0/?ik=05d8ec582a&view=pt&search=all&permthid=thread-f%3A1692579932073330298&simpl=msg-f%3A1692579932... 3/4



Offer: Computer Consultancy Ref: TCSL/DT20217595289/Bangalore Date: 24/08/2021

Mr. Mohit Sunil Chaudhari 205Chaudhari Wada, Rampeth, Jalgaon-425001, Maharashtra. Tel# -

Dear Mohit Sunil Chaudhari,

### Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be ₹3,36,877/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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### TATA CONSULTANCY SERVICES

VYDEHL RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com 1



Offer: Computer Consultancy Ref: TCSL/DT20207177128/Delhi Date: 17/11/2021

Mr. Shiva Dadhiram Pokhrel P51 Midc Bhusawal Road JalgaonP51 Midc Bhusawal Road Jalgaon,Godavari College Of Engineering, Godavari College Of Engineering, Jalgaon-425001, Maharashtra. Tel# -

Dear Shiva Dadhiram Pokhrel,

### Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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### COMPENSATION AND BENEFITS

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

### 1. House Rent Allowance (HRA)

Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

### 2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

### 3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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### TATA CONSULTANCY SERVICES



### PERFORMANCE PAY

### Monthly Performance Pay

You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore / Xperience Programme.

### CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

### OTHER BENEFITS

### Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

### 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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### TATA CONSULTANCY SERVICES

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ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

### 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### Loans

You will be eligible for loans, as per TCSL's loan policy.

### **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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### RETIRALS

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

### **TERMS AND CONDITIONS**

### 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### 5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

### 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior

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written permission of TCSL.

### 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

### 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

### 11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

### **12.Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to

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Tata Consultancy Services Limited 21 Building, 4. Parliament Street, New Delhi



serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

### 13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

### 14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **15.Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### 16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **17. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

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### 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

### 20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English

- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

\*PAN Card (Permanent Account Number) \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship) \*Passport \*NSR E-Card

### 21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

### 22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

### 23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

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### 24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

### 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

### For TATA Consultancy Services Limited

Girish V. Nandimath Global Head Talent Acquisition & AIP

Encl: Annexure 1: Benefits and Gross Salary Annexure 2: List of TCS Xplore Centres Annexure 3: Confidentiality and IP Terms



<u>Click here</u> or use a QR code scanner from your mobile to validate the offer letter

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### **GROSS SALARY SHEET**

Annexure 1

Name	Shiva Dadhiram Pokhrel	
Designation	Assistant System Engineer-Trainee	
Institute Name	te Name Others	

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children

then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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### Annexure 2

Ahmedabad	Bangalore	
TCS XP HR Lead	TCS XP HR Lead	
Tata Consultancy Services,	Tata Consultancy Services,	
Garima Park,IT/ITES SEZ,Plot # 41,	Gate 1, No 42, Think campus, Electronic City phase II,	
Gandhinagar - 382007	Bangalore - 560100,Karnataka	
BUBANESHWAR	Chennai	
TCS XP HR Lead	TCS XP HR Lead	
Tata Consultancy Services,	Tata Consultancy Services,	
Training Lab Venue:-Barabati, IRC Block, Ground Floor,	415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,	
Tata Consultancy Services Limited, (UNIT-II) - BARBATI	TNHB, Sholinganallur, Chennai, Tamil Nadu 600119	
SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.		
35, CHANDAKA INDUSTRIAL ESTATE, PATIA,		
Bhubaneswar - 751024		
DELHI – Gurgoan	DELHI – Noida	
TCS XP HR Lead	TCS XP HR Lead	
Tata Consultancy Services,	Tata Consultancy Services,	
Block C, Kings Canyon, ASF Insignia, Gurgaon -	Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th	
Faridabad Road, Gawal Pahari, Gurgaon - 122003,	floor, Glaxy Business Park, Block - C & D, Sector - 62,	
Haryana	Noida - 201 309,UP	
Guwahati	Hyderabad	
TCS XP HR Lead	TCS XP HR Lead	
Tata Consultancy Services,	Tata Consultancy Services,	
5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati -	Q City, Nanakramguda, Hyderabad	
781006,Assam		
INDORE	KOLKATA	
TCS XP HR Lead	TCS XP HR Lead	
Tata Consultancy Services,	Tata Consultancy Services Limited,	
IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,	Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New	
Village Tigariya Badshah & Bada Bangarda, Tehsil	Town, Rajarhat, Kolkata - 700160,West Bengal OR	
Hatod, Indore - 452018,	Auditorium,2nd Floor, Wanderers Building,Delta Park -	
Madhya Pradesh	Lords	
KOCHI	MUMBAI	
TCS XP HR Lead	TCS XP HR Lead	
Tata Consultancy Services,	Tata Consultancy Services,	
TCS centre, Infopark Road Infopark Campus, Infopark,	Yantra Park, Pokharan Road Number 2, TCS Approach	
Kakkanad, Kerala 682042	Rd, Thane, West, Thane, Maharashtra 400606	
NAGPUR	PUNE	
TCS XP HR Lead	TCS XP HR Lead	
Tata Consultancy Services Limited,	Tata Consultancy Services,	
Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra	
Trivandrum		
TCS XP HR Lead		
Tata Consultancy Serives,		
Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India		

TCS Confidential TCSL/DT20207177128

### TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 

Annexure 3



### **Confidentiality and IP Terms and Conditions**

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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### 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

### 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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### 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

### 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

### 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

### 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

### 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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### 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

### 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Tata Consultancy Services Limited 5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com 20



Offer: Computer Consultancy Ref: TCSL/DT20219048349/Lucknow Date: 16/12/2021

Mr. Tushar Ravindra Chaudhari 25Parvati Nagar, Near Gaurabai Hall, Jalgaon-425002, Maharashtra. Tel# -

Dear Tushar Ravindra Chaudhari,

### Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com 1



### COMPENSATION AND BENEFITS

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

### 1. House Rent Allowance (HRA)

Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

### 2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

### 3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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#### PERFORMANCE PAY

#### Monthly Performance Pay

You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

#### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore / Xperience Programme.

#### CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **OTHER BENEFITS**

#### Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

#### Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

#### Loans

You will be eligible for loans, as per TCSL's loan policy.

## **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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# RETIRALS

#### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

## Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

# **TERMS AND CONDITIONS**

## 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

## 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

## 3. Training Period

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

#### 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### 5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior

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written permission of TCSL.

# 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## 11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

# **12.Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to

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serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

#### 13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

#### **14. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

#### **15.Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

#### 16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

## 17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

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# 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

# 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## 20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English

- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

\*PAN Card (Permanent Account Number) \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship) \*Passport \*NSR E-Card

#### 21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

#### 22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

#### 23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

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#### 24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

#### 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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#### TATA CONSULTANCY SERVICES



#### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

# For TATA Consultancy Services Limited

Girish V. Nandimath Global Head Talent Acquisition & AIP

Encl: Annexure 1: Benefits and Gross Salary Annexure 2: List of TCS Xplore Centres Annexure 3: Confidentiality and IP Terms



<u>Click here</u> or use a QR code scanner from your mobile to validate the offer letter

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#### **GROSS SALARY SHEET**

Annexure 1

Name	Tushar Ravindra Chaudhari	
Designation	Assistant System Engineer-Trainee	
Institute Name	Others	

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children

then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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#### TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



#### Annexure 2

Ahmedabad	Bangalore
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Garima Park,IT/ITES SEZ,Plot # 41,	Gate 1, No 42, Think campus, Electronic City phase II,
Gandhinagar - 382007	Bangalore - 560100,Karnataka
BUBANESHWAR	Chennai
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Training Lab Venue:-Barabati, IRC Block, Ground Floor,	415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,
Tata Consultancy Services Limited, (UNIT-II) - BARBATI	TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.	
35, CHANDAKA INDUSTRIAL ESTATE, PATIA,	
Bhubaneswar - 751024	
DELHI – Gurgoan	DELHI – Noida
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Block C, Kings Canyon, ASF Insignia, Gurgaon -	Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th
Faridabad Road, Gawal Pahari, Gurgaon - 122003,	floor, Glaxy Business Park, Block - C & D, Sector - 62,
Haryana	Noida - 201 309,UP
Guwahati	Hyderabad
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati -	Q City, Nanakramguda, Hyderabad
781006,Assam	
INDORE	KOLKATA
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services Limited,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,	Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New
Village Tigariya Badshah & Bada Bangarda, Tehsil	Town, Rajarhat, Kolkata - 700160,West Bengal OR
Hatod, Indore - 452018,	Auditorium,2nd Floor, Wanderers Building,Delta Park
Madhya Pradesh	Lords
KOCHI	MUMBAI
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS centre, Infopark Road Infopark Campus, Infopark ,	Yantra Park, Pokharan Road Number 2, TCS Approach
Kakkanad, Kerala 682042	Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR	PUNE
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services Limited,	Tata Consultancy Services,
Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum	
TCS XP HR Lead	
Tata Consultancy Serives,	
Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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# TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Annexure 3



#### **Confidentiality and IP Terms and Conditions**

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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#### 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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#### TATA CONSULTANCY SERVICES



#### 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

## 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

## 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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# TATA CONSULTANCY SERVICES



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

#### 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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TATA CONSULTANCY SERVICES



#### 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

#### 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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#### TATA CONSULTANCY SERVICES



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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# TATA CONSULTANCY SERVICES



# Offer: Computer Consultancy Ref: TCSL/DT20219045672/Hyderabad Date: 18/12/2021

Mr. Sauravsing Rajendrasing Rajput Indraprast ColonyNew Plot, Kacheri Road, Near Santosh Bhuvan, Bajaj Nagar, Waluj-431133, Maharashtra. Tel# -

Dear Sauravsing Rajendrasing Rajput,

## Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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TATA CONSULTANCY SERVICES

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#### COMPENSATION AND BENEFITS

## **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

#### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### 1. House Rent Allowance (HRA)

Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### 2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### 3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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#### TATA CONSULTANCY SERVICES

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#### PERFORMANCE PAY

#### Monthly Performance Pay

You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

#### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore / Xperience Programme.

#### CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## OTHER BENEFITS

#### Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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## TATA CONSULTANCY SERVICES

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ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

#### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

#### Loans

You will be eligible for loans, as per TCSL's loan policy.

## **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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TATA CONSULTANCY SERVICES



# RETIRALS

#### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

## Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

# **TERMS AND CONDITIONS**

## 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

## 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

## 3. Training Period

You will be required to undergo class room and on the job training in the first twelve

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## TATA CONSULTANCY SERVICES

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months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

#### 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### 5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior

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TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 



written permission of TCSL.

# 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

# 11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

# **12.Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to

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## TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

#### 13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

#### 14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

#### **15.Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

#### 16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### **17. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

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# 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

# 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## 20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English

- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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TATA CONSULTANCY SERVICES

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- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

\*PAN Card (Permanent Account Number) \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship) \*Passport \*NSR E-Card

#### 21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

#### 22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

#### 23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

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## TATA CONSULTANCY SERVICES

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#### 24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

#### 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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#### TATA CONSULTANCY SERVICES



#### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

# For TATA Consultancy Services Limited

Girish V. Nandimath Global Head Talent Acquisition & AIP

Encl: Annexure 1: Benefits and Gross Salary Annexure 2: List of TCS Xplore Centres Annexure 3: Confidentiality and IP Terms



<u>Click here</u> or use a QR code scanner from your mobile to validate the offer letter

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# TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 



#### **GROSS SALARY SHEET**

Annexure 1

Name	Sauravsing Rajendrasing Rajput	
Designation	Assistant System Engineer-Trainee	
Institute Name	Others	

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children

then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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#### Annexure 2

Ahmedabad	Bangalore
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Garima Park,IT/ITES SEZ,Plot # 41,	Gate 1, No 42, Think campus, Electronic City phase II,
Gandhinagar - 382007	Bangalore - 560100,Karnataka
BUBANESHWAR	Chennai
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Training Lab Venue:-Barabati, IRC Block, Ground Floor,	415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,
Tata Consultancy Services Limited, (UNIT-II) - BARBATI	TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.	
35, CHANDAKA INDUSTRIAL ESTATE, PATIA,	
Bhubaneswar - 751024	
DELHI – Gurgoan	DELHI – Noida
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Block C, Kings Canyon, ASF Insignia, Gurgaon -	Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th
Faridabad Road, Gawal Pahari, Gurgaon - 122003,	floor, Glaxy Business Park, Block - C & D, Sector - 62,
Haryana	Noida - 201 309,UP
Guwahati	Hyderabad
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati -	Q City, Nanakramguda, Hyderabad
781006,Assam	
INDORE	KOLKATA
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services Limited,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,	Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New
Village Tigariya Badshah & Bada Bangarda, Tehsil	Town, Rajarhat, Kolkata - 700160,West Bengal OR
Hatod, Indore - 452018,	Auditorium, 2nd Floor, Wanderers Building, Delta Park -
Madhya Pradesh	Lords
КОСНІ	MUMBAI
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS centre, Infopark Road Infopark Campus, Infopark ,	Yantra Park, Pokharan Road Number 2, TCS Approach
Kakkanad, Kerala 682042	Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR	PUNE
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services Limited,	Tata Consultancy Services,
Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum	
TCS XP HR Lead	
Tata Consultancy Serives,	
Peepul Park, Technopark Campus ,Kariyavattom P.O.	
Trivandrum - 695581, India	

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# TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 

Annexure 3



#### **Confidentiality and IP Terms and Conditions**

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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#### 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

#### 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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#### TATA CONSULTANCY SERVICES



#### 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

## 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

## 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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## TATA CONSULTANCY SERVICES



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

#### 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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### 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

### 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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# Offer: Computer Consultancy Ref: TCSL/DT20219179177/Lucknow Date: 14/01/2022

Mr. Jogendra Dipak Ghodke Sai Nagar V Sector Midc JalgaonJalgaon Toll Kata, Manyarkheda Shivar, Jalgaon-425003, Maharashtra. Tel# -

Dear Jogendra Dipak Ghodke,

# Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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Tata Consultancy Services Limited

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



### COMPENSATION AND BENEFITS

# **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

### 1. House Rent Allowance (HRA)

Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

### 2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

### 3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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### TATA CONSULTANCY SERVICES



### PERFORMANCE PAY

### Monthly Performance Pay

You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore / Xperience Programme.

### CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

# OTHER BENEFITS

### Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

### 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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# TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited Iti Khand, Gomti Nagar, Lucknow 226 010 India



ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

### 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

# Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### Loans

You will be eligible for loans, as per TCSL's loan policy.

# **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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# RETIRALS

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

# Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

# **TERMS AND CONDITIONS**

# 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

# 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

# 3. Training Period

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

# 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### 5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

# 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

# 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

# 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior

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written permission of TCSL.

# 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

# 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

# 11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

# **12.Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to

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serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

### 13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

### **14. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **15.Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### 16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **17. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

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# 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

# 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

# 20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English

- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

\*PAN Card (Permanent Account Number) \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship) \*Passport \*NSR E-Card

### 21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

### 22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

### 23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

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### 24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

### 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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### TATA CONSULTANCY SERVICES



### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

# For TATA Consultancy Services Limited

Girish V. Nandimath Global Head Talent Acquisition & AIP

Encl: Annexure 1: Benefits and Gross Salary Annexure 2: List of TCS Xplore Centres Annexure 3: Confidentiality and IP Terms



to validate the offer letter

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# TATA CONSULTANCY SERVICES



#### **GROSS SALARY SHEET**

Annexure 1

Name	Jogendra Dipak Ghodke	
Designation	Assistant System Engineer-Trainee	
Institute Name	Others	

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children

then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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### Annexure 2

Ahmedabad	Bangalore
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Garima Park,IT/ITES SEZ,Plot # 41,	Gate 1, No 42, Think campus, Electronic City phase II,
Gandhinagar - 382007	Bangalore - 560100,Karnataka
BUBANESHWAR	Chennai
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Training Lab Venue:-Barabati, IRC Block, Ground Floor,	415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,
Tata Consultancy Services Limited, (UNIT-II) - BARBATI	TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.	
35, CHANDAKA INDUSTRIAL ESTATE, PATIA,	
Bhubaneswar - 751024	
DELHI – Gurgoan	DELHI – Noida
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Block C, Kings Canyon, ASF Insignia, Gurgaon -	Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th
Faridabad Road, Gawal Pahari, Gurgaon - 122003,	floor, Glaxy Business Park, Block - C & D, Sector - 62,
Haryana	Noida - 201 309,UP
Guwahati	Hyderabad
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati -	Q City, Nanakramguda, Hyderabad
781006,Assam	
INDORE	KOLKATA
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services Limited,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,	Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New
Village Tigariya Badshah & Bada Bangarda, Tehsil	Town, Rajarhat, Kolkata - 700160,West Bengal OR
Hatod, Indore - 452018,	Auditorium, 2nd Floor, Wanderers Building, Delta Park -
Madhya Pradesh	Lords
КОСНІ	MUMBAI
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS centre, Infopark Road Infopark Campus, Infopark ,	Yantra Park, Pokharan Road Number 2, TCS Approach
Kakkanad, Kerala 682042	Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR	PUNE
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services Limited,	Tata Consultancy Services,
Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum	
TCS XP HR Lead	
Tata Consultancy Serives,	
Peepul Park, Technopark Campus ,Kariyavattom P.O.	
Trivandrum - 695581, India	

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Annexure 3



### **Confidentiality and IP Terms and Conditions**

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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### 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

# 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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### 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

# 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

### 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

# 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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# TATA CONSULTANCY SERVICES



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

### 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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### 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

#### 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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#### TATA CONSULTANCY SERVICES



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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# TATA CONSULTANCY SERVICES



# Offer: Computer Consultancy Ref: TCSL/DT20218613206/Lucknow Date: 14/01/2022

Ms. Vishakha Prakash Chaudhari B-502, Adora Residency, Opp. To Sentosa Resorts,Near Mukai Chauk, Ravet, Pune, Ravet, Pune, Pune-412101, Maharashtra. Tel# 91-9423915642

Dear Vishakha Prakash Chaudhari,

# Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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TATA CONSULTANCY SERVICES

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### COMPENSATION AND BENEFITS

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

### 1. House Rent Allowance (HRA)

Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

### 2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

### 3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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TATA CONSULTANCY SERVICES



### PERFORMANCE PAY

### Monthly Performance Pay

You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore / Xperience Programme.

### CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

# OTHER BENEFITS

### Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

### 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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# TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited 1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

### 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

# Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### Loans

You will be eligible for loans, as per TCSL's loan policy.

# **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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# RETIRALS

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

# Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

# **TERMS AND CONDITIONS**

# 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

# 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

# 3. Training Period

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### 5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

# 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

# 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

# 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior

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written permission of TCSL.

# 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

# 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

# 11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

# 12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to

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# TATA CONSULTANCY SERVICES

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serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

### 13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

### **14. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **15.Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### 16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **17. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

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# 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

# 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

# 20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English

- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

\*PAN Card (Permanent Account Number) \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship) \*Passport \*NSR E-Card

### 21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

### 22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

### 23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

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# TATA CONSULTANCY SERVICES

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### 24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

### 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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### TATA CONSULTANCY SERVICES



### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

# For TATA Consultancy Services Limited

Girish V. Nandimath Global Head Talent Acquisition & AIP

Encl: Annexure 1: Benefits and Gross Salary Annexure 2: List of TCS Xplore Centres Annexure 3: Confidentiality and IP Terms



to validate the offer letter

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# TATA CONSULTANCY SERVICES



#### **GROSS SALARY SHEET**

Annexure 1

Name	Vishakha Prakash Chaudhari	
Designation	Assistant System Engineer-Trainee	
Institute Name	Others	

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children

then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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### Annexure 2

Ahmedabad	Bangalore
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Garima Park,IT/ITES SEZ,Plot # 41,	Gate 1, No 42, Think campus, Electronic City phase II,
Gandhinagar - 382007	Bangalore - 560100,Karnataka
BUBANESHWAR	Chennai
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Training Lab Venue:-Barabati, IRC Block, Ground Floor,	415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,
Tata Consultancy Services Limited, (UNIT-II) - BARBATI	TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.	
35, CHANDAKA INDUSTRIAL ESTATE, PATIA,	
Bhubaneswar - 751024	
DELHI – Gurgoan	DELHI – Noida
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Block C, Kings Canyon, ASF Insignia, Gurgaon -	Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th
Faridabad Road, Gawal Pahari, Gurgaon - 122003,	floor, Glaxy Business Park, Block - C & D, Sector - 62,
Haryana	Noida - 201 309,UP
Guwahati	Hyderabad
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati -	Q City, Nanakramguda, Hyderabad
781006,Assam	
INDORE	KOLKATA
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services Limited,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,	Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New
Village Tigariya Badshah & Bada Bangarda, Tehsil	Town, Rajarhat, Kolkata - 700160,West Bengal OR
Hatod, Indore - 452018,	Auditorium,2nd Floor, Wanderers Building,Delta Park -
Madhya Pradesh	Lords
KOCHI	MUMBAI
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS centre, Infopark Road Infopark Campus, Infopark ,	Yantra Park, Pokharan Road Number 2, TCS Approach
Kakkanad, Kerala 682042	Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR	PUNE
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services Limited,	Tata Consultancy Services,
Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum	
TCS XP HR Lead	
Tata Consultancy Serives,	
Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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# TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Annexure 3



### **Confidentiality and IP Terms and Conditions**

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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### 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

### 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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### 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

### 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

### 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

### 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

### 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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### 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

### 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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### **Job Offer Letter**



Sahil Mansoor Pinjari,

Salar nagar, near laddha farm, ajantha chaufuli, jalgaon – 425 003.

Dear Sahil,

I am pleased to inform you that you have been appointed for the role of Website developer This is an official letter confirming your employment with AverestDIGI starting on 2<sup>nd</sup> Aug 2021. Your employment is subject to the following terms and conditions:

1. Probation Period: You will be on a probation period for the first three months. Upon successfully completing the probation period, your employment will become of a permanent status. Stipend of Rs. 5000/- will be paid for probation period.

2. Salary: Rs.8000/-(Rupees eight thousand only) - Rs.15000/-(Rupees fifteen thousand only) per month. You will be entitled to further review of your compensation as per the company practice. This will be linked to your performance and will be at the discretion of the management.

3. Working Timings: Your work timings are from 10AM to 6PM, Monday to Saturday.

2. a) This order of appointment can be terminated on either side by giving three months' notice or payment of salary (basic) in lieu thereof.

b) The Company reserves the right to terminate your services without assigning any specific reason whatsoever for such termination by giving you 3 months' notice in writing or an equivalent of three months' salary in lieu thereof.

c) The Company also reserves the right to terminate your services without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, or any act of indiscipline or inefficiency or for loss of confidence.

3. All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time will be applicable to you and you will be expected to abide by the same.

4. In the event of the State/Central Government enacting any law conferring the same or similar benefits as extended to you under this letter, you would be entitled to such benefits which are more beneficial of the two, but not both. This shall be at the discretion of the management.

5. You are required at all times to maintain the highest order of discipline and secrecy as regards the work of the Company and/or its Subsidiaries or Associate Companies, in case of any breach of discipline/trust, your services may be terminated by the company with immediate effect. You are also required to sign the Secrecy Agreement upon your joining. All inventions, improvements, discoveries made by you either alone or with other persons, will become the sole property of the company. You will ensure that patent protections are obtained for such inventions/improvements and discoveries in India or elsewhere and assign the same to the company.

6. You are required to devote your total attention and abilities exclusively for the business of the Company. You will respect, obey and conform to all the regulations from time to time framed and issued by the Company and made applicable to you. You shall not, while in the employment of the Company, be engaged in any other employment, conduct business whatsoever or hold any office of profit or accept any other emoluments without previous consent in writing of the Company. Breach of this condition could lead to immediate termination without notice.

7. This offer of employment is based on the information furnished in your application for employment. If, at any time in future, it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been withheld then your employment based on this letter of appointment is liable to be terminated without notice or any compensation in lieu thereof.

8. The emoluments/benefits due to you will be liable/subject to tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.

9. Your appointment is with effect from the date of joining, which should in any case be not later than 2<sup>nd</sup> July 2021.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to the AverestDIGI, we wish you good luck and a very bright career with us.

Best Regards,

Kundan S. Sonawane



### Fwd: Capgemini Documents Required For Offer Process

puja wani <pujawani98@gmail.com> To: "tpogcoej@gmail.com" <tpogcoej@gmail.com>

------ Forwarded message ------From: puja wani <pujawani98@gmail.com> Date: Thu, Sep 23, 2021, 9:31 AM Subject: Fwd: Capgemini Documents Required For Offer Process To: lalitbhangale1983@gmail.com

------ Forwarded message -------From: puja wani <pujawani98@gmail.com> Date: Wed, Sep 22, 2021, 5:25 PM Subject: Fwd: Capgemini Documents Required For Offer Process To: <mohitchaudhari02@gmail.com>

From: Raghuwanshi, Pooja spoja a.raghuwanshi@capgemini.com> Date: Wed, Sep 22, 2021, 5:09 PM Subject: Capgemini Documents Required For Offer Process To:

HI,

Please share all mention Doc and AMCAT test on priority

Email\_CBE.gif

http://talentapps2.capgemini.com/message\_builder/preview/images/shim.gif



### Dear Candidate

Greetings from Capgemini and Congratulations!

If you have sent the documents kindly re-forward with the updated details as per the mail to enable us to release your offer ASAP.

This is in connection to your discussion with us, we are happy to inform you that you have been shortlisted for further process with us. Please send us the scanned copies of the following documents

Please do not club the documents. Kindly keep each of the below documents as a separate file, zip it in a single folder and send.

Please fill in the attached CRF-DB Form, IRF & the CIBIL Form and kindly send in the signed copy along with the attachment. Also a self-attested Pan Card and Passport/ Voters ID.

Please find the below details and make sure you will sent all the document as per the below list.

Sr. No.	Documents to be Sent	Attachment(Yes/No)
1	Passport Size Photo	
2	Photo ID proof : PAN Card (Self Attested-Signed)	
3	Address proof : Passport(1st and last Page) (Self Attested) OR Election Card (Self Attested) OR 6 months Bank Statement (Self Attested)	
4	Information Release Form(IRF) (Manually filled and Signed)	
5	Court Record Form (CRF) (Manually filled and Signed)	

6	Highest Degree : Graduation/Post Graduation- Provisional Certificate and Mark sheets(all sem)- Documents uncut with borders visible	
7	Current Company Offer letter and Salary Increment Letter (reflecting the current CTC)	
8	Current Company's Last 3 Months Pay Slips or Salary Account Bank Statement's with Password (if applicable)	
9	All Previous Companies Experience Letter.	
10	Mode of payment by cash / cheque from any company you worked with	
11	Form16 (If applicable)	
12	Updated CV	
13	Filled Mandatory Information Table	

### Thanks & Regards,

**Pooja Raghuwanshi** Email\_CBE.gif

Sr Analyst - Talent Acquisition

Capgemini Technology Services India Limited | Bangalore

www.capgemini.com

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MANDATORY DOCUMENTS ALONG WITH THE DETAILS.XLSX 12K

B CRF-DB Form.pdf

InformationReleaseForm\_IRF\_v12Sep2016.pdf 108K



# APPOINTMENT LETTER

Date:-22.09.2021

## REF: IEPL/2021/HR/09/0184

To

Mr.Swapnil V.Pawar. Flat No.304, Parthavi Emrald, Near Bhumkar Breeze, Narhegaon, Pune-411041.

Dear Swapnil, Congratulations !!!! This has reference to your application and subsequent interviews you have had with Inditech Electrosystems Pvt. Ltd. We are pleased to appoint you as "Jr.Design Engineer" in our Production-Design & Printing Department based at Shivane, PUNE.

Your employment will be governed by the following terms and conditions:

# 1. Working Hours & Weekly Off:-

Your working hours will be 09:00 am to 6:30 pm as per the current company policy. The company observes a 5 day work week and Saturday & Sunday will be Weekly Off.

### 2. Date of Appointment:-

Your date of appointment as per company records is 22.09.2021

### 3. Monthly Gross Salary:-

(Refer detailed Annexure-1 Enclosed herewith). These includes all PF, ESIC, etc. allowances, benefits and other terms and conditions of your employment will be as per Company policies as & Your Annual Package will be Rs.1,20,000/-P.A. (Rupees One Lakhs Twenty Thousand Only) You will be paid a monthly Gross Salary of Rs.10,000/- (Rupees Ten Thousands Only) per month applicable from time to time.

### 4. Probation Period:-

If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice. That will be depends on your on You will be on probation for a period of six months from the date of your appointment. satisfactory completion of the probation period, you will be confirmed in service.

anthola

Performance.

Inditech Electrosystems Pvt. Ltd.

Corporate Office :

St. No. 6/3A, Deshmukhwadi, Shivane, NDA Road, Pune - 411 023. (MH) India, Tel: +91 020-25294880/81

Branch Office : 71, 1st floor, 1st cross, 2nd Main Ranganathapura, Kamakshi Palya, Bangalore - 560079

www.inditechsystems.com



### HRD/3T/1002387232/21-22

Mr. Rushikesh Bhagwan Patil Flat no. 5 , Utkarsh Apartment , Ganesh Nagar, Vadgaon Sheri, Pune-411014 India

Ph: +91-9890150299

Dear Rushikesh,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO EVP and Head Human Resources - Infosys Limited** 

> Signature Not Verified Digitally signed by Fichard Lobo Date: 2021.12,2978:18:01 IST Reason: Digitally Signed Location: Bangalore

INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com



HRD/1002387232/21-22

Mr. Rushikesh Bhagwan Patil Flat no. 5 , Utkarsh Apartment , Ganesh Nagar, Vadgaon Sheri, Pune-411014 India

Ph: +91-9890150299

Dear Rushikesh,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

### Joining

Your scheduled date of employment with us will be 10-Jan-2022.

### Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."

### Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.



### **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

### **Compensation and Benefits**

### Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.



### Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.



### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.



Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

### RICHARD LOBO EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

Sign your name

Print your full Name

Location

Signature Not Verified Digitally signed by Bichard Lobo Date: 2021.12.29 Bichard Lobo Reason: Digitalty Signed Location: Bangalore

INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com



### **ANNEXURE - I** (Compensation during the Training)

	COMPENSATION DETAILS (All figures in INR per month)		
NAME	AME Mr. Rushikesh Bhagwan Patil		
ROLE	Systems Engineer		
ROLE DESIGNATION	Systems Engineer Trainee		
1. MONTHLY COMPONE	INTS		
BASIC SALARY		15,000	
BASKET OF ALLOWANCI	ES	4,478	
BONUS / EX-GRATIA (959 monthly basis)	6 of the eligible amount (20% of Basic Salary) being paid out on a	2,850	
MONTHLY GROSS SALA	RY	22,328	
2. ANNUAL COMPONEN	Γ		
BONUS / EX-GRATIA - (Ba the advance (95%) paid out o	alance 5% will be paid out in the end of the financial year after adjusting on a monthly basis)	150	

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS						
Scheme Eligible Amount In INR		Interest	Monthly Instalments	Margin Money (To be borne by the employee)		
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil		

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



### **ANNEXURE - II** (Compensation post Unit allocation)

	COMPENSATION DETAILS (All figures in INR per month)		
NAME Mr. Rushikesh Bhagwan Patil			
ROLE	Systems Engineer		
ROLE DESIGNATION	Systems Engineer Trainee		
1. MONTHLY COMPONE	INTS		
BASIC SALARY		15,000	
BASKET OF ALLOWANCI	ES	4,478	
BONUS / EX-GRATIA (95% monthly basis)	6 of the eligible amount (20% of Basic Salary) being paid out on a	2,850	
MONTHLY GROSS SALA	ARY	22,328	
2. ANNUAL COMPONEN	Γ		
BONUS / EX-GRATIA - (Ba the advance (95%) paid out o	alance 5% will be paid out in the end of the financial year after adjusting on a monthly basis)	150	
3. RETIRAL BENEFITS			
PROVIDENT FUND - 12%	of Basic Salary	1,800	
GRATUITY - 4.81% of Basi	c Salary*	722	
FIXED GROSS SALARY (	(1+2+3)	25,000	

4. INCENTIVE COMPO	NENTS		At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORM	ANCE LINKED INCENT	IVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALAR	XY (Inclusive of the incenti	ive Compone	nt at indicative pay	out 5% of FGS)	26,250
TOTAL GROSS SALA	yout 10% of FGS)	27,500			
TOTAL GROSS SALA	RY (Inclusive of the incen	tive Compon	ent at indicative pag	yout 20% of FGS)	30,000
		OTHE	R BENEFITS		
Scheme	Scheme Eligible Amount In INR Interest Monthly Instalments				
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12		Nil
	bursement of any loan / loan g per the relevant loan / loan				

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



### HRD/3T/1002990539/21-22

Mr. Pankaj Chaudhari At Post Dahigaon Tehsil Yawal Jalgaon-425301 India

Ph: +91-9561739043

Dear Pankaj,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO EVP and Head Human Resources - Infosys Limited** 

> Signature Not Verified Digitally signed by Fichard Lobo Date: 2022.01.10/09:52:43 IST Reason: Digitally Signed Location: Bangalore

INFOSYS LIMITED

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### HRD/1002990539/21-22

Mr. Pankaj Chaudhari At Post Dahigaon Tehsil Yawal Jalgaon-425301 India

Ph: +91-9561739043

Dear Pankaj,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

### Joining

Your scheduled date of employment with us will be 13-Jan-2022.

### Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."

### Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.



### **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

### **Compensation and Benefits**

### Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.



### Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.



### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.



Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

### RICHARD LOBO EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

Sign your name

Print your full Name

Location

Signature Not Verified Digitally signed by Bichard Lobo Date: 20201409:52:43 IST Reason: Digitally Signed Location: Bangallyre

INFOSYS LIMITED

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### **ANNEXURE - I** (Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)					
NAME	NAME Mr. Pankaj Chaudhari				
ROLE	Systems Engineer				
ROLE DESIGNATION	Systems Engineer Trainee				
1. MONTHLY COMPONE	NTS				
BASIC SALARY		15,000			
BASKET OF ALLOWANCI	es	4,478			
BONUS / EX-GRATIA (95% monthly basis)	o of the eligible amount (20% of Basic Salary) being paid out on a	2,850			
MONTHLY GROSS SALA	MONTHLY GROSS SALARY 2.				
2. ANNUAL COMPONEN	۲ ۱				
BONUS / EX-GRATIA - (Ba the advance (95%) paid out o	lance 5% will be paid out in the end of the financial year after adjusting n a monthly basis)	150			

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS						
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)		
SALARY LOAN (subject to submission of		NU	12	NU		
Trainee Agreement)	(without security)	Nil	12	Nil		

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



### **ANNEXURE - II** (Compensation post Unit allocation)

	COMPENSATION DETAILS (All figures in INR per month)			
NAME	NAME Mr. Pankaj Chaudhari			
ROLE	ROLE Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONE	NTS			
BASIC SALARY		15,000		
BASKET OF ALLOWANCE	ES	4,478		
BONUS / EX-GRATIA (95% monthly basis)	o of the eligible amount (20% of Basic Salary) being paid out on a	2,850		
MONTHLY GROSS SALA	RY	22,328		
2. ANNUAL COMPONEN	Γ			
BONUS / EX-GRATIA - (Ba the advance (95%) paid out o	alance 5% will be paid out in the end of the financial year after adjusting n a monthly basis)	150		
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12%	of Basic Salary	1,800		
GRATUITY - 4.81% of Basi	c Salary*	722		
FIXED GROSS SALARY (	1+2+3)	25,000		

4. INCENTIVE COMPONENTS			At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMA	ANCE LINKED INCENT	IVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALAR	<b>RY (Inclusive of the incenti</b>	ve Compone	nt at indicative pay	out 5% of FGS)	26,250
TOTAL GROSS SALA	RY (Inclusive of the incen	tive Compon	ent at indicative pa	yout 10% of FGS)	27,500
TOTAL GROSS SALA	RY (Inclusive of the incen	tive Compon	ent at indicative pa	yout 20% of FGS)	30,000
		OTHER	R BENEFITS		
Scheme	Scheme Eligible Amount In INR Interest Monthly Instalments				
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12		Nil
	ursement of any loan / loan per the relevant loan / loan				

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act





22-Nov-2021

**Dear Shailesh Suresh Vishwakarma**, B.Tech, Electronics and Telecommunication Engineering Godavari College of Engineering, Jalgaon

### Candidate ID - 18969511

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee** 

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500** *I*- as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs. **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized



based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal onthe-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely, For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:



### **Compensation and Benefits**

Ν	lame: Shailesh Suresh Vishwakarma De	esignation: Programmer Trainee	· Analyst
SI. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		359,988
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		382,488
	Company's contribution towards benefits (Medical, and Life Insurance)	Accident	19,500
	Annual Total Remuneration		401,988

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010

• Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

### Leave & Vacation:

• From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

SI No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

• From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act

• In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy



### Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".

• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

### **Employees State Insurance:**

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.

• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.

• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

\* Flexible Benefit Plan: Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits

- 2. Redefine your salary structure within prescribed guidelines
- 3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\*Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.



#### Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of \_\_\_\_\_\_between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

#### AND

Shailesh Suresh Vishwakarma, 24, residing at \_\_\_\_\_\_ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

#### RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

#### 1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.

b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.

c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

#### 2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

#### 3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the



Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

#### 4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.

b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.

c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.

d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.

e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.

f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.

g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

#### 5. Data Protection

By signing below,

a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,

b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,

c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,

d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and

e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

#### 6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.

b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.

c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24



hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

#### 7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

#### 8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreementii. The Code of Business Ethicsiii. Acceptable Use Policy and Social Media Policyiv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

#### 9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company during the six (6) months preceding the date of termination of your employment.

#### **10.** Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the



Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

e. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

#### 11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

#### 12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

#### 13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

#### 14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

#### **15. Termination of Employment**

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

Misconduct, as provided in Misconduct and Disciplinary Action Policy

Non-adherence to Associate Deployment Pool Policy

Violation of Social Media Policy or Conflict of Interest Policy

• Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company' s asset/property or reputation

• Insubordination or failure to comply with the directions given to you by persons so authorized

• Insolvency or conviction for any offence involving moral turpitude

• Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company



Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

#### 16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

#### 17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

#### 18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

#### 19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

#### Cognizant Technology Solutions India Private Limited Shailesh Suresh Vishwakarma

Sign:		
Name:		

Sign:		
Name:		





22-Nov-2021

**Dear Krushna Subhash Suryawanshi**, B.Tech, Electronics and Telecommunication Engineering Godavari College of Engineering, Jalgaon

#### Candidate ID - 18964211

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee** 

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500** *I*- as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs. **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized



based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal onthe-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely, For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:



#### **Compensation and Benefits**

P	lame: Krushna Subhash Suryawanshi Desi	gnation: Programmer Trainee	Analyst
SI. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		359,988
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		382,488
	Company's contribution towards benefits (Medical, Ad and Life Insurance)	ccident	19,500
	Annual Total Remuneration		401,988

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010

• Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

#### Leave & Vacation:

• From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

SI No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

• From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act

• In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy



#### Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".

• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

#### **Employees State Insurance:**

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.

• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.

• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

\* Flexible Benefit Plan: Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits

- 2. Redefine your salary structure within prescribed guidelines
- 3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\*Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.



#### Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of \_\_\_\_\_\_between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

#### AND

Krushna Subhash Suryawanshi, 22, residing at \_\_\_\_\_\_ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

#### RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

#### 1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.

b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.

c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

#### 2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

#### 3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the



Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

#### 4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.

b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.

c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.

d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.

e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.

f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.

g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

#### 5. Data Protection

By signing below,

a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,

b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,

c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,

d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and

e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

#### 6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.

b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.

c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24



hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

#### 7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

#### 8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreementii. The Code of Business Ethicsiii. Acceptable Use Policy and Social Media Policyiv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

#### 9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company during the six (6) months preceding the date of termination of your employment.

#### **10.** Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the



Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

e. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

#### 11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

#### 12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

#### 13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

#### 14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

#### **15. Termination of Employment**

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

Misconduct, as provided in Misconduct and Disciplinary Action Policy

Non-adherence to Associate Deployment Pool Policy

Violation of Social Media Policy or Conflict of Interest Policy

• Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company' s asset/property or reputation

• Insubordination or failure to comply with the directions given to you by persons so authorized

• Insolvency or conviction for any offence involving moral turpitude

• Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company



Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

#### 16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

#### 17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

#### 18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

#### 19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

#### Cognizant Technology Solutions India Private Limited Krushna Subhash Suryawanshi

Sign:		
Name:		

Sign:	
Name:	





22-Nov-2021

**Dear Chetan Ganesh Badhe**, B.Tech, Electrical Godavari College of Engineering, Jalgaon

#### Candidate ID - 18964251

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of Programmer Analyst Trainee

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500** *I*- as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs. **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized



based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal onthe-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely, For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:



#### **Compensation and Benefits**

Ν	lame: Chetan Ganesh Badhe D	esignation: Programme Trainee	r Analyst
SI. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		359,988
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		382,488
	Company's contribution towards benefits (Medical and Life Insurance)	, Accident	19,500
	Annual Total Remuneration		401,988

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010

• Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

#### Leave & Vacation:

• From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

SI No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

• From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act

• In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy



#### Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".

• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

#### **Employees State Insurance:**

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.

• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.

• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

\* Flexible Benefit Plan: Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits

- 2. Redefine your salary structure within prescribed guidelines
- 3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\*Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.



#### Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of \_\_\_\_\_\_between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

#### AND

Chetan Ganesh Badhe, 23, residing at \_\_\_\_\_\_\_ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

#### RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

#### 1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.

b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.

c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

#### 2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

#### 3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's



systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

#### 4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.

b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.

c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.

d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.

e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.

f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.

g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

#### 5. Data Protection

By signing below,

a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,

b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,

c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,

d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and

e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

#### 6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.

b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.

c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per



any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

#### 7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

#### 8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

#### 9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company during the six (6) months preceding the date of termination of your employment.

#### **10.** Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;



c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

e. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

#### 11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

#### 12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

#### 13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

#### 14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

#### **15. Termination of Employment**

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- · Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company'
- s asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- · Insolvency or conviction for any offence involving moral turpitude

• Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company

• Violation of non-disparagement obligations



• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

#### 16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

#### 17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

#### 18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

#### 19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

#### Cognizant Technology Solutions India Private Limited Chetan Ganesh Badhe

Sign:		
Name:		

Sign:	
Name:	





Cognizant

# 23-Nov-2021

Dear Himanshu Anil Chaudhari, B.Tech, Mechanical Godavari College of Engineering, Jalgaon

# **Candidate ID**

Thank you for exploring career opportunities with Cognizant Technology Solutions India Private Limited ("Cognizant"). You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of Programmer Analyst Trainee

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988**. This includes an annual target incentive of INR **22,500** *H* as well as Cognizant's contribution of INR **19,500**<sup>+</sup> towards benefits such as Medical, Accident and Life insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs. **450,500**/-. This includes an annual target incentive of INR **22,500**/- as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in Employment Agreement. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

# Please note:

This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant.

Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

Regd Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

Cognizant

based on the successful completion of same. In event of non-completion of the internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

a) Cognizant internship is for approximately 3 to 6 months based on business skilling requiring performance during internship would be monitored through formal evaluations and rewarded v stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

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# Congratulations! Selected I. for Cognizant's GenC Developer Inbox



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Dear Pradnya Khambayat,

Greetings from Cognizant!

Cognizant will be full of learning experiences that help for GenC - Developer! We are happy to inform you that Congratulations on clearing the Cognizant interview vou've been selected for the role. Your journey with communication from Cognizant detailing the steps you grow as a professional. You will soon receive ahead in the process.

additional verification process steps and we are in the The online selection approach has necessitated a few final stage of completing the same before the offer rollout

We really look forward to you joining Cognizant and contributing to the growth of the company in the years to come.

Stay safe and healthy!

Best Regards



### Genius Consultants Ltd.

Regd. & Corporate Office : Synthesis Business Park Tower, 1C, 1st Floor, CBD/1, Action Area – II, New Town, Kolkata -157, INDIA CIN No.: U74140WB1993PLC059586 Ph. : 6607 5801 - 02 E mail : enquiry@geniusconsultant.com Web. : www.geniusconsultant.com

Date: 08-Nov-2021

#### To, Prashant Borse

#### Address: Mumbai

#### Dear Prashant Borse,

With reference to your application and subsequent interview with us, the management is pleased to offer you a temporary contractual assignment as "JUNIOR ENGINEER" Please note that the agreement terms contained in this letter are subject to Company policy.

#### > JOINING

- You shall be engaged on temporary contractual assignment with Genius Consultants Ltd.
- Your date of joining is effective from 08-Nov-2021
- That your agreement will be further subject to the verification of your credentials, testimonials and other mentioned by you in your application at the time of you're joining.
- That the company being engaged in the business of outsourcing manpower services, you will be detailed and deputed at the various work sites so may be referred by M/s Jones Lang LaSalle Property Consultants (India) Pvt. Ltd (Accenture-MDC5B\_Mumbai) to discharge your duties/services. However, you are engaged on contractual assignment solely with Genius Consultants Ltd.
- That the company shall have absolute right and discretion to shift and / or transfer you from one Location and / or Office / Premises to another.
- That you will continue in the assignment subject to your medical fitness.

#### > AMOUNT PAYABLE & OTHER BENEFITS

#### GROSSAMOUNT of Rs.16930/-per month.

You will be eligible for PF, ESI & Medical Insurance as per company policy. The consolidated details of your compensation is annexed herewith for your reference

#### ► <u>RESPONSIBILITIES</u>

- You will discharge your duties diligently and faithfully and to the entire satisfaction of the clients.
- You shall at all times maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the Company.
- That no right, much less a legal right, shall vest in you to claim employment or otherwise seek absorption in the establishment where you are deputed to provide services by the company nor shall you have the right whatsoever to claim the benefit and / or employees that may be permissible or paid to the employees of the said Client.
- That you shall adhere to the relevant terms and condition so may be agreed & recorded by the Company and JLL in Maser Service Agreement and subsequent documents.

#### > CONFLICTS OF INTEREST

- That you shall at all times diligently and faithfully serve the company and shall devote your whole time and attention exclusively to the business and interests of the company and to the best of your skill carry out your duties and shall punctually attend to your duties at the place(s) where you are asked to serve.
- You shall not directly or indirectly engage yourself in any other profession, studies or business or enter the services of or be employed for any part of
  your time by any other person whatsoever without the written permission of the management. You shall hold yourself in readiness to perform any duties
  required of you by your superiors to the best of your ability. Any breach of this order shall be punishable in accordance with your ability. Any breach of
  this order shall be punishable in accordance with your terms.



## Genius Consultants Ltd.

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#### CONFIDENTIALITY

- In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the Company.
- That during the continuance you shall not at any time, without the consent of the Client in writing, divulge, or make known any trust, accounts, matter or transaction
  undertaken or handled by the Client and shall not disclose to any person, firm or company such secrets or confidential information relating to the affairs of the Client

#### ➢ GENERAL

- In case it comes to the notice of the management that the particulars given by you in your application were wrong or concealed, your term shall be rendered void abinto and will, therefore be deemed cancelled automatically. In such a contingency you shall be liable to be discharged from services for thw ith.
- All letters or document given to you towards offering contracted temporary assignment by us in past, stands cancelled with the effect of this correspondence.
- That you will inform the management about your correct residential address as well as your permanent address. In the event of you not informing the management about the change in your address, any communication sent to you at the address available with the company shall be deemed to have been served on you.
- That while in service, of the company you will also be governed by the terms of service, conditions and code of conduct, which exist and are enforced from time to time. You will be liable to strict disciplinary action in case of commission of misconduct.
- It may clearly be understood that this understanding of compensation and temporary contractual assignment with you will automatically be delayed or become null
  and void or delayed in case of the services / compensation rendered being terminated / delayed by the client of Genius due to unforeseen / business reasons, since
  Genius is in the business of outsourcing.
- · You shall further agree to abide by any other terms, conditions and policies declared by the company from time to time.
- During the tenure of your service you will obey the instructions of your Superiors and the Management. Company reserves the right to take appropriate action against you in case any kind of misbehavior or misconduct is being found on your part.
- You shall not join in any Trade Union, Association and shall not take participate in any illegal Strike, Movement against the interest of the management or its clients
- In case any misappropriation, fraudulence and /or criminal activity committed by you, The Management reserves the right to terminate you immediately and initiate necessary proceeding,

Any violation of these norms of behaviors shall constitute a misconduct for which the Management shall be competent to take disciplinary action against you.

#### PROBATION, CONFIRMATION AND NOTICE PERIOD

- You shall be on initial probationary period of 6 months from the date of your joining, which may be extended or reduced at the sole discretion of our Management. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance. During your probationary period formatters related to discipline or performance, Management reserves the right to take as it deems fit and proper.
- This agreement contract is terminable, without reasons, by either party giving 60 DAYS Notice during the outsourced period. The Management reserves the right to
  pay or recover compensation in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the
  expiny of the notice period.

If you are agreeable to the aforesaid terms and conditions, please return the duplicate copy of this letter with your signature thereon, signifying your acceptance thereof.

We sincerely hope that your close collaboration with our organization will be beneficial to both of us.

#### For GENIUS CONSULTANTS LTD.



#### Authorized Officer

I have understood the terms and conditions of this agreement and the implications thereof. I hereby accept the aforesaid terms and conditions and agree to abide by the same.

Name: Place:



.....

## Genius Consultants Ltd.

Regd. & Corporate Office : Synthesis Business Park Tower, 1C, 1st Floor, CBD/1, Action Area - II, New Town, Kolkata -157, INDIA CIN No.: U74140WB1993PLC059586 Ph. : 6807 5801 - 02 E mail : enquiry@geniusconsultant.com Web. : www.geniusconsultant.com

ANNEXURE		
Components	Monthly	
BASIC	13901	
HRA	846	
DEPUTATION ALLOWANCE	514	
CONVEYANCE ALLOWANCE	515	
STATUTORY BONUS	1154	
GROSS SALARY	16930	
EMPPF	1792	
EMPESIC	127	
EMP LWF	2	
P. TAX	200	
TOTAL DEDUCTIONS	2121	
NET SALARY	14809	
EMPRPF	1941	
EMPR ESIC	550	
EMPR LWF	6	
UNIFORM	350	
ACCIDENT INSURANCE	223	
MEDICLAIM	223	
CANDIDATE MONTHLY CTC	20000	

Note –

1. Labour Welfare Fund (LWF) – Will be deducted as per Statutory Rules.

#### Dear'

Anup Pradip Shirode

#### Congratulation's ,

As per your overall Interview performance on the date of 11/10/2021 **on the basis of Technical and behavioral remarks** your profile has been selected for the position of Jr. Software Developer/Trainee **"with The bond agreement of one year"** in our reputed organization (White Net Group) by the HR Department.

Designation- Software Developer Trainee Salary Offered - **1.80 LPA** (Salary would be increased after a training period of 3 Months depending on the technical performance). **Working Location- Noida/Lucknow/work from home** 

#### Documentation Detail -

Documentation Date- 15/11/2021 (Monday) Documentation Time - 11:30 AM Documentation Location 1- Block A-61 Sector 16 Noida,201301.

1. Adhaar Card And Pan Card.

2. Academic Certificates From High School till Last qualification.

3. Photograph 4 NO of copy .

4.Bank Detail Including IFS & A/C Number.

#### 5. Refundable Security Bond Amount (INR 15000 + GST 2700)\*compulsory

#### **Agreement Bond?**

Company keeps security for one year in the term of employer agreement bond from fresher joiner (level 1 performer) to keep secure to Project cost, Training cost, Infra cost, by investing equity and Indian bond yield.

**NOTE 1\*** - If candidate discontinued position with company before one year of bond period without any genuine cause security amount would be lapsed as training and infra cost.**Bond security Amount which has been decided for particular joiner is not deductible from salary or any other form.** 

**NOTE 2\***- This is a selection Information Letter only , On the single individual letter can not provide direct position to the designation.

#### Bond Agreement Query Contact - + 91-7897274451 or E-mail- Hr@whitenetgroup.com

For Acceptance the offer kindly revert mail For allotment of HR Appointee at the corporate office Noida Uttar Pradesh.

Thanks with Regards N K Singh A-61 Sector 16 Noida ARM(NOIDA) <u>Www.whitenetgroup.com</u>



DirectCore/RH9050583/273338/Pune/December/V0

## **PRIVATE AND CONFIDENTIAL**

December 03, 2021

Lina Dnyneshwar wagh

pune

India .

Dear Lina Dnyneshwar wagh,

Welcome to Mphasis. It gives me great pleasure to invite you to join the family of Mphasis.

We are pleased to offer you the position of a Trainee Associate Software Eng, in **Band** 5 and **Level** 1 with our organisation. The gross compensation will be **INR**2,50,000/- (Two Lakhs Fifty Thousand **rupees only**) per annum.

You are required to sign a training bond and agreement for **INR 1,00,000/-(Rupees One Lakh Only)** for a period of 24 months. This bond is applicable from your date of joining the company. The bond for the complete amount of **INR 1,00,000/-(Rupees One Lakh Only)** would be recovered if you resigned within 24 months.

Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis:

• Your gross compensation will be revised to INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only) per annum

• This salary change will be effective from the subsequent month after completion of 3 months from your date of joining

Mphasis is defined by a strong and intrinsic culture that sets us apart. Our DNA, while evolving through various transformations, has still fundamentally been driven by the same core values. **Customer centricity** has been one such tenet that influences every Mphasian. We strive to understand our customer's need, staying ahead of the curve to deliver best-in-class service. Equally crucial, is our **outcome focus**, wherein our eyes stay on the end result without compromising on our quality, ethics and people. We draw our greatest strength from our people. Hence, **empowering** our workforce has gone hand-in-hand with greater accountability, thereby creating responsible citizens of the world. As we redefine what business success means in the changing landscape, we believe in inculcating the spirit of **experimentation** so that established systems and ways of doing things are constantly tested, questioned and disrupted. Imagination,



innovation and the ability to take risks are fundamental characteristics that make us shatter boundaries.

These shared values and beliefs are the influencers of everyday work culture at Mphasis that has eventually built our ethos. It is what integrates us across technologies, platforms and geographies. We are proud of it and we eagerly welcome you to the Mphasis way of life.

This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct.

We look forward to you joining us on December 07, 2021 at Pune. The reporting time is **10:00 AM.** You endorse your acceptance by duly signing the duplicate copy of this letter on all sheets at the bottom right corner and return to the undersigned by either mailing it or handing it over to us on the date of your joining.

Mphasis Limited Registered Office: Bagmane World Technology Centre, Marathahalli Outer Ring Road, Doddanakundi Village, Mahadevapura, Bangalore 560 048, India



#### ANNEXURE - 1

Name	LinaDnyneshwar wagh
Band	Band 5
Level	Level 1
Title	Trainee Associate Software Eng
Salary Component	Amount (in Rs./Month)
Basic	8,333
House Rent Allowance	4,467
Leave Travel Allowance	NA
Special Allowance	2,083
Ex-Gratia / Bonus*	3,200
Total Fixed Cash	18,083
Variable Pay**	1,042
Employer Provident Fund	1,250
Mediclaim Insurance Premium	458
Target Cost to Company	20,833
Target Cost to Company (per annum)	2,50,000

Note:

\* As per Statutory regulations, if your covered under Payment of Bonus act, this component will be paid as "Bonus" if not will be paid as "Ex- Gratia".

\*\* Variable Pay will be payable on Quarterly basis. Amount shown is payable on 100% Target achievement. The company and unit/function performance achievement against the target measured quarterly shall determine the payout under the Variable Pay Plan. Note: Variable Pay is governed by the provisions of Variable Pay Plan (available on Mphasis Intranet) and the same will be reviewed from time to time.

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#### **ANNEXURE - 2**

#### TERMS OF EMPLOYMENT

Your employment at Mphasis Limited. ("The Company") will be governed by the Company's policies as modified from time to time. Copy of the present policy will be made available to you on your joining the Company. In particular and without prejudice to the foregoing statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

#### 1) Hours of Work

- 1.1. A working day shall comprise of nine hours.
- 1.2. You may be required to work on a shift basis. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 a year, subject to applicable laws. The shift timings may change from time to time which you would be notified of in advance.
- 1.3. At times you may be required to work beyond 8 working hours.
- 1.4. Employees at the client site shall follow the working hours as applicable at client site.

#### 2) Place of Employment

- 2.1. During your employment with the company, you will be liable to be transferred or deputed to any of the offices, departments of the Company or its Associates, Subsidiaries or Group Companies, whether in India or abroad.
- 2.2. In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with the Company's policies prevalent at that time.

#### 3) Travel

You may be required to travel, whether in India or overseas, in connection with office work at short notice.

#### 4) Salary and Benefits

- 4.1. Mphasis reviews employee compensation periodically and you may be eligible for salary increase based on review. However, any salary increase shall be at Company's sole and absolute discretion which is dependent on Organization's as well as Individual performance.
- 4.2. In addition to salary, you shall also be entitled to receive other benefits as applicable under the Company policy. The Company shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are offered to you.
- 4.3. The term 'financial year' denotes the period starting from 1st November to 31st of October of the following calendar year

#### 5) Relocation

You are eligible for relocation expenses reimbursement as per the company policy. In the event of your separation within 12 months of joining Mphasis, this amount has to be paid back to the company.

#### 6) Group Insurance, Provident Fund and Gratuity

6.1. From the month following the month of joining, the Company will provide you coverage under the following Policies at no cost to you up to the date of cessation of employment:

6.1.1. Group Mediclaim Policy (for all employees)

Contact Us: T : +91 080 6750 1000 F : +91 080 6695 9943 E : investor.relations@mphasis.com

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6.1.2. Group Gratuity- scheme (all employees)

#### 7) Leave Entitlement Policy

As per the Company's existing Leave policy you will be entitled to twenty four working days of Privilege leave annually which is calculated at 2 days' for every month of completed service. This is an earned leave and included any other form of casual or medical leave.

#### 8) Termination

- 8.1. Your employment with the Company is subject to termination on:
  - 8.1.1. month's prior notice by either side
- 8.2. The Company reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.
- 8.3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the Company, and that your termination/resignation letter (by whatever name it is called) will be accepted by the Company only on your satisfying the required notice period as stated in our Company's HR handbook. Further, till such time as the Company accepts your resignation letter, you will be deemed to be an employee of the Company and the terms and conditions of your employment will still continue to bind you.
- 8.4. The Company shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:
  - 8.4.1. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct; or
  - 8.4.2. You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of the Company is likely to bring the Company any disrepute whether or not such act is directly related to the affairs of the Company; or
  - 8.4.3. You commit any breach of any of your duties or obligations under this agreement or the policies of the Company.
  - 8.4.4. There is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you. In the event of termination under Clause 8.4.2, you shall not be entitled to any benefits whatsoever.

#### 9) Mode of Communication

For any service of notice or communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

#### 10) Confidentiality

- 10.1. You agree at all times during the term of your employment and thereafter (without limit of time);
  - 10.1.1. To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company, and
  - 10.1.2. Not to disclose or divulge the Confidential Information to any person or entity without written authorization of the Company.
  - 10.1.3. You agree to return to Mphasis all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion

Contact Us: T:+91 080 6750 1000 F: +91 080 6695 9943 E : investor.relations@mphasis.com www.mphasis.com

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or termination of any project or upon cessation of your employment with Mphasis IT Services.

- For the purposes of Clause 10.1, "Confidential Information" means any 10.2. Company proprietary or confidential information, technical data, trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of the Company with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company including its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company, or which is generally known outside the Company.
- 10.3. You understand that retaining the confidential nature of the confidential information is of utmost importance to the business of the Company and in addition to the terms stipulated in this agreement herein you agree to execute a Non Disclosure Agreement with the company.

#### **11)** Intellectual Property

- 11.1. You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with the Company shall belong to the Company absolutely.
- 11.2. You agree, at the Company's expense, to provide, during and after this employment, all such assistance as the Company reasonably considers necessary, to secure the vesting of such rights in the Company or Terms of Employment with Mphasis (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

#### **12)** Data Privacy Compliance Policy

You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: -

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- 12.1. You consent to the processing of your personal data in accordance with the Company data privacy policy (the "Policy"), a copy of which can be obtained upon request;
- 12.2. In particular, you expressly consent to:
  - 12.2.1. The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
  - 12.2.2. The transfer worldwide of personal data held about you by the Company to other employees and offices of the Company's worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.
- 12.3. The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to the Company by you on their behalf. The reference to "sensitive personal Data" may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record.
- 12.4. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Company policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

#### 13) Non-Compete

You will certify to maintain Customer exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product/services and/or conduct any business, that directly competes with the kind of product/services that is offered by the Company to such client, either directly or indirectly with any of 'Mphasis' client or any third party exposed to you. In case you violate this provision, a minimum amount of Rs.3 lakhs shall be payable by you to Mphasis as damages.

#### 14) Non Solicitation of Employees and Clients

You agree that during the period of your employment with the Company, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of the Company, you will not, either directly or indirectly:

- (A) Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of the Company; or
- (B) Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom Employee had dealings as an Employee of the Company for any purpose related in any manner to the business of the Company.

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(C) You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of the Company's present business and the duties of your employment.

#### 15) Warranty

- 15.1. You warrant that your joining the Company will not violate any agreement to which you are or have been a party to.
- 15.2. You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with the Company.
- 15.3. You warrant that you will comply with all Mphasis applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Mphasis.
- 15.4. You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services

#### 16) Indemnification

You agree to indemnify the Company for any losses or damages sustained by the Company caused by or related to your breach of any of the provisions contained in this Terms of Employment

#### 17) Retirement

Your age of retirement from the service will be on completion of sixty years. However, you may opt for voluntary retirement at any age before sixty years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month of your 60th birthday.

#### 18) General

- 18.1. This agreement contains the entire agreement between the employee and Mphasis, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and / or non disclosure
- 18.2. This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore (Karnataka).
- 18.3. This agreement shall remain current and in force, irrespective of whether you are under employment of Mphasis or not.
- 18.4. Should any part of this agreement be declared illegal or unenforceable, the arties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.

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#### Acknowledgement and Acceptance of Appointment with Mphasis

I, \_\_\_\_\_ have read and understood the above terms and conditions governing my employment with the company and hereby accept the above-mentioned appointment in totality.

I confirm my acceptance of the offer and shall report for work on \_\_\_\_\_ (Date).

Signature	:
Name	:
Date	:
Place	:

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#### Annexure - 3

At the time of joining Mphasis the following documents and information must be made available to us.

List of documents that need to be submitted at the time of joining, in order to complete your on boarding process.

SI.No	SI.No Documents
1	To process your salary - PAN card copy is mandatory, in case you do not have a PAN Card - apply for it online using the said URL https://tin.tin.nsdl.com/pan/index.html or apply on your day of joining at our helpdesk
2	Age Proof Certificate-Birth certificate/ (School certificates of ICSE/SSLC/CBSE)
3	Academic Certificates (Including additional certifications/ courses) supporting your education qualifications along with marks sheets*
4	Your latest salary slips or salary certificate*
5	Experience proof - Relieving letter from previous employers (if previously employed) *. The relieving letter or resignation acceptance need to be submitted in original
6	Service certificate from present Employer
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable income with break up) till the last date of your employment with them along with PAN number if available.
8	5 Passport Size Photographs
9	Copy of passport (All sheets)
10	Copy of your updated resume
11	Joining kit duly filled in by you
12	Signed - Non Disclosure Agreement

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- \*Originals need to be submitted. These original certificates will be returned to you after due verification.
- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.
- Being an ISO certified company, it is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.
- It is mandatory for all Mphasis employees to possess a valid passport. Else, please apply for one. You are expected to have a valid passport within 60 days from the time you join Mphasis.
- Apart from this we would like you to have the following information ready with you, for usage during your joining formalities.
  - DOB and Name of Father, Mother, Spouse, Child/ Children
  - Educational details with the passing year
  - Your past experience details with the exact years and role played to be mentioned.
  - Blood Group
  - 1 Passport size photograph of all your dependent's
  - Your Citibank account number, if existing already.
  - Your PF account number with current employer
  - Your PAN number
  - Passport number, Place of issue, Date of issue, Validity: From and to date.

Digitally signed by DS MPHASIS LIMITED 1 Date: 2021.12.03 14:12:41 GMT Reason: Authorised by Srikanth Karra Location: Bangalore

Contact Us: T : +91 080 6750 1000 F : +91 080 6695 9943 E : investor.relations@mphasis.com www.mphasis.com Mphasis Limited Registered Office: Bagmane World Technology Centre, Marathahalli Outer Ring Road, Doddanakundi Village, Mahadevapura, Bangalore 560 048, India



#### Offer confirmation from Adishwar Auto Diagnostics Pvt Ltd !

4 messages

 Kameshwari YK <hr.madhapur@mahavirmotors.com>
 Wed, 8 Dec, 2021 at 1:35 pm

 To: shahezad04@gmail.com
 Cc: Nayeem Khan <hr@mahavirmotors.com>, sathish <jobs@mahavirgroup.co>, williams AADPL <williams@mahavirmotors.com>, Edwin 

 <edwin@mahavirmotors.com>

Dear Mohammed Khan,

Greetings of the Day ... !! A pleasant day to you ... !!

Welcome to Mahavir Family...!!

At the outset, I would like to congratulate you for having fared so well in the interview process and for having made a definite impression in the minds of those who have interacted with you during the interviews. I am sure that going forward, this impression will only grow stronger.

We are pleased to welcome you in Mahavir Family as CMT on or before 18<sup>th</sup> December 2021 as agreed by you during our telephonic discussion.

We expect you to set an example of diligence, dedication, high integrity and commitment and contribute your best efforts in making Adishwar Auto Diagnostics Pvt Ltd. a leading organization.

Kindly provide your Original Resignation Letter from the current Employer at the earliest, so that we can proceed with the Joining formalities.

wishing you luck for all your assignments and a long and rewarding career at Adishwar Auto Diagnostics Pvt Ltd.

Note: Please carry the below documents on your date of joining.

ANNEXURE	
1	Address Proof – Aadhar card
2	ID Proof
3	latest 3months salary slips
4	Bank Statement - first page of bank passbook (SBI)
5	Education certificates copies
6	Relieving letter

7	Last company appointment letter.
8	4 Color passport size photographs

Kindly reply back to us with your offer acceptance.

Wishing you an enduring & enriching career with us :- Please free to contact us for clarification needed, if any.

Regards, Kameshwari

shahezad khan <shahezad04@gmail.com> To: Kameshwari YK <hr.madhapur@mahavirmotors.com> Cc: Nayeem Khan <hr@mahavirmotors.com>, sathish <jobs@mahavirgroup.co>, williams AADPL <williams@mahavirmotors.com>, Edwin -<edwin@mahavirmotors.com>

I accept the offer. Thank you for the opportunity. I'm Happy for being your Family.

[Quoted text hidden]

shahezad khan <shahezad04@gmail.com> To: adamgpaur@gmail.com

[Quoted text hidden]

shahezad khan <shahezad04@gmail.com> To: ayazshirpurkar@gmail.com

[Quoted text hidden]

Wed, 8 Dec, 2021 at 1:42 pm

Wed, 15 Dec, 2021 at 10:39 am

Wed, 8 Dec, 2021 at 1:51 pm



Offer: Computer Consultancy Ref: TCSL/DT20229580230/Trivandrum Date: 28/01/2022

Mr. Ulhas Rajesh Patil 284-2Pola Maidan, Sakegaon, Bhusawal-425201, Maharashtra. Tel# 91-9763151581

Dear Ulhas Rajesh Patil,

#### Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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TATA CONSULTANCY SERVICES

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#### COMPENSATION AND BENEFITS

## **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

#### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### 1. House Rent Allowance (HRA)

Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### 2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### 3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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#### PERFORMANCE PAY

#### Monthly Performance Pay

You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

#### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore / Xperience Programme.

#### CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## OTHER BENEFITS

#### Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

#### Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

#### Loans

You will be eligible for loans, as per TCSL's loan policy.

## **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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## RETIRALS

#### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

## Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

## 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

## 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

## 3. Training Period

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

## 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### 5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior

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written permission of TCSL.

## 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## 11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

# **12.Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to

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serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

#### 13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

#### 14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

#### **15.Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

#### 16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### **17. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

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## TATA CONSULTANCY SERVICES

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Tata Consultancy Services Limited

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## 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

## 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## 20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English

- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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# TATA CONSULTANCY SERVICES

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- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

\*PAN Card (Permanent Account Number) \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship) \*Passport \*NSR E-Card

#### 21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

#### 22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

#### 23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

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## TATA CONSULTANCY SERVICES

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#### 24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

#### 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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## TATA CONSULTANCY SERVICES

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#### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

# For TATA Consultancy Services Limited

Girish V. Nandimath Global Head Talent Acquisition & AIP

Encl: Annexure 1: Benefits and Gross Salary Annexure 2: List of TCS Xplore Centres Annexure 3: Confidentiality and IP Terms



<u>Click here</u> or use a QR code scanner from your mobile to validate the offer letter

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## TATA CONSULTANCY SERVICES

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#### **GROSS SALARY SHEET**

Annexure 1

Name	Ulhas Rajesh Patil
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children

then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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#### Annexure 2

Ahmedabad	Bangalore
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Garima Park,IT/ITES SEZ,Plot # 41,	Gate 1, No 42, Think campus, Electronic City phase II,
Gandhinagar - 382007	Bangalore - 560100,Karnataka
BUBANESHWAR	Chennai
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Training Lab Venue:-Barabati, IRC Block, Ground Floor,	415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,
Tata Consultancy Services Limited, (UNIT-II) - BARBATI	TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.	
35, CHANDAKA INDUSTRIAL ESTATE, PATIA,	
Bhubaneswar - 751024	
DELHI – Gurgoan	DELHI – Noida
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Block C, Kings Canyon, ASF Insignia, Gurgaon -	Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th
Faridabad Road, Gawal Pahari, Gurgaon - 122003,	floor, Glaxy Business Park, Block - C & D, Sector - 62,
Haryana	Noida - 201 309,UP
Guwahati	Hyderabad
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati -	Q City, Nanakramguda, Hyderabad
781006,Assam	
INDORE	KOLKATA
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services Limited,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,	Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New
Village Tigariya Badshah & Bada Bangarda, Tehsil	Town, Rajarhat, Kolkata - 700160,West Bengal OR
Hatod, Indore - 452018,	Auditorium,2nd Floor, Wanderers Building,Delta Park -
Madhya Pradesh	Lords
KOCHI	MUMBAI
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS centre, Infopark Road Infopark Campus, Infopark ,	Yantra Park, Pokharan Road Number 2, TCS Approach
Kakkanad, Kerala 682042	Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR	PUNE
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services Limited,	Tata Consultancy Services,
Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum	
TCS XP HR Lead	
Tata Consultancy Serives,	
Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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# TATA CONSULTANCY SERVICES

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Annexure 3



#### **Confidentiality and IP Terms and Conditions**

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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#### 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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#### TATA CONSULTANCY SERVICES

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#### 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

## 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

## 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

#### 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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#### 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

#### 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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# **TCS Joining Letter**

1 message

**TCS Recruitment - Entry Level** <recruitment.entrylevel@tcs.com> Reply to: recruitment.entrylevel@tcs.com To: jagpatil68@gmail.com

Dear Jagruti Subhash Patil

**Ref:** TCSL Offer of Employment Welcome to TCS-Asia's largest IT services, business solutions and outsourcing organisation. To equip you with an enriching career in the IT industry, we have planned your Initial Learning Program (ILP) from 24TH FEBRUARY 2022 at Indore. **Address of ILP Centre:** TATA CONSULTANCY SERVICES LIMITED

Mon, 7 Feb 2022 at 8:01 pm

TATA CONSULTANCY SERVICES LIMITED T/ITES SEZ Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod Indore Indore 452018,Madhya Pradesh **Contact Person:** Ms. Mukula Rajendra Pandit Tel No.: +91070677 25136/09558350378 You can download your joining letter, annexure and other relevant documents from NextStep - TCS Campus Portal (Log on https://nextstep.tcs.com). Please use your DT Ref ID and password to access this site. You can access the following link to complete the joining formalities. https://nextstep.tcs.com >> ILP CORNER

In addition to the above details, you also need to complete the below activities before your joining date:-

1. Initiate BGC

- 2. Fill in Background Check form (BGC) form
- 3. Upload and confirm necessary BGC documents
- 4. Fill in the Nomination Forms

You can access the following link to initiate and complete the BGC formalities. https://nextstep.tcs.com >> ILP CORNER>>Joining Letter

We look forward to having you on-board Team TCS ! In case of any queries or clarifications you can contact us at xplore.support@tcs.com or 1800-572-3858 (toll free).

Warm Regards, TCS Xperience Talent Development

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Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments. Thank you



# **TCS Joining Letter**

1 message

**TCS Recruitment - Entry Level** <recruitment.entrylevel@tcs.com> Reply to: recruitment.entrylevel@tcs.com To: jagpatil68@gmail.com

Dear Jagruti Subhash Patil

**Ref:** TCSL Offer of Employment Welcome to TCS-Asia's largest IT services, business solutions and outsourcing organisation. To equip you with an enriching career in the IT industry, we have planned your Initial Learning Program (ILP) from 24TH FEBRUARY 2022 at Indore. **Address of ILP Centre:** TATA CONSULTANCY SERVICES LIMITED

Mon, 7 Feb 2022 at 8:01 pm

TATA CONSULTANCY SERVICES LIMITED T/ITES SEZ Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod Indore Indore 452018,Madhya Pradesh **Contact Person:** Ms. Mukula Rajendra Pandit Tel No.: +91070677 25136/09558350378 You can download your joining letter, annexure and other relevant documents from NextStep - TCS Campus Portal (Log on https://nextstep.tcs.com). Please use your DT Ref ID and password to access this site. You can access the following link to complete the joining formalities. https://nextstep.tcs.com >> ILP CORNER

In addition to the above details, you also need to complete the below activities before your joining date:-

1. Initiate BGC

- 2. Fill in Background Check form (BGC) form
- 3. Upload and confirm necessary BGC documents
- 4. Fill in the Nomination Forms

You can access the following link to initiate and complete the BGC formalities. https://nextstep.tcs.com >> ILP CORNER>>Joining Letter

We look forward to having you on-board Team TCS ! In case of any queries or clarifications you can contact us at xplore.support@tcs.com or 1800-572-3858 (toll free).

Warm Regards, TCS Xperience Talent Development

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## Offer: Computer Consultancy Ref: TCSL/DT20229837080/Lucknow Date: 09/02/2022

Mr. Akshay Jagannath Patil At Post Bahal Tal. Chalisgaon Dist. Jalgaon Pin Code 424107Bus Stand Road, Bus Stand, Calisgaon-424107, Maharashtra. Tel# -973069984

Dear Akshay Jagannath Patil,

## Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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TATA CONSULTANCY SERVICES

1

Tata Consultancy Services Limited 1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



#### COMPENSATION AND BENEFITS

#### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

#### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### 1. House Rent Allowance (HRA)

Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### 2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### 3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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#### PERFORMANCE PAY

#### Monthly Performance Pay

You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

#### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore / Xperience Programme.

#### CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## OTHER BENEFITS

#### Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

#### Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

#### Loans

You will be eligible for loans, as per TCSL's loan policy.

## **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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## RETIRALS

#### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

## Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

## 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

## 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

## 3. Training Period

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

#### 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### 5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior

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written permission of TCSL.

## 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## 11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

# **12.Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to

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serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

#### 13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

#### **14. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

#### **15.Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

#### 16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### **17. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

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# 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

# 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

# 20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English

- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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TCSL/DT20229837080

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- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

\*PAN Card (Permanent Account Number) \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship) \*Passport \*NSR E-Card

#### 21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

#### 22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

#### 23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

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**Tata Consultancy Services Limited** 



#### 24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

#### 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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#### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

# For TATA Consultancy Services Limited

Girish V. Nandimath Global Head Talent Acquisition & AIP

Encl: Annexure 1: Benefits and Gross Salary Annexure 2: List of TCS Xplore Centres Annexure 3: Confidentiality and IP Terms



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#### **GROSS SALARY SHEET**

Annexure 1

Name	Akshay Jagannath Patil	
Designation	Assistant System Engineer-Trainee	
Institute Name	Others	

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children

then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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#### Annexure 2

Ahmedabad	Bangalore
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Garima Park,IT/ITES SEZ,Plot # 41,	Gate 1, No 42, Think campus, Electronic City phase II,
Gandhinagar - 382007	Bangalore - 560100,Karnataka
BUBANESHWAR	Chennai
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Training Lab Venue:-Barabati, IRC Block, Ground Floor,	415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,
Tata Consultancy Services Limited, (UNIT-II) - BARBATI	TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.	
35, CHANDAKA INDUSTRIAL ESTATE, PATIA,	
Bhubaneswar - 751024	
DELHI – Gurgoan	DELHI – Noida
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Block C, Kings Canyon, ASF Insignia, Gurgaon -	Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th
Faridabad Road, Gawal Pahari, Gurgaon - 122003,	floor, Glaxy Business Park, Block - C & D, Sector - 62,
Haryana	Noida - 201 309,UP
Guwahati	Hyderabad
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati -	Q City, Nanakramguda, Hyderabad
781006,Assam	
INDORE	KOLKATA
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services Limited,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,	Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New
Village Tigariya Badshah & Bada Bangarda, Tehsil	Town, Rajarhat, Kolkata - 700160,West Bengal OR
Hatod, Indore - 452018,	Auditorium,2nd Floor, Wanderers Building,Delta Park
Madhya Pradesh	Lords
KOCHI	MUMBAI
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS centre, Infopark Road Infopark Campus, Infopark,	Yantra Park, Pokharan Road Number 2, TCS Approach
Kakkanad, Kerala 682042	Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR	PUNE
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services Limited,	Tata Consultancy Services,
Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum	
TCS XP HR Lead	
Tata Consultancy Serives,	
Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3



#### **Confidentiality and IP Terms and Conditions**

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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TATA CONSULTANCY SERVICES



#### 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

# 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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#### TATA CONSULTANCY SERVICES



#### 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

# 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

# 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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# TATA CONSULTANCY SERVICES



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

#### 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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TATA CONSULTANCY SERVICES



#### 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

#### 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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#### TATA CONSULTANCY SERVICES



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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# TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited 1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com 20

# Ravigate your next February 14, 2022

#### HRD/3T/1003482245/21-22

Ms. Riddhi Patil Varshawadi Mohadiupnangar Dhule-424311 India

Ph: +91-7385772657

Dear Riddhi,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO EVP and Head Human Resources - Infosys Limited** 

> Signature Not Verified Digitally signed by Fichard Lobo Date: 2022.02,114 6:38:39 IST Reason: Digitally Signed Location: Bangalore

INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com



#### HRD/1003482245/21-22

Ms. Riddhi Patil Varshawadi Mohadiupnangar Dhule-424311 India

Ph: +91-7385772657

Dear Riddhi,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

#### Joining

Your scheduled date of employment with us will be 24-Feb-2022.

#### Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."

#### Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.



#### **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

#### Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

#### Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

#### **Compensation and Benefits**

#### Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

#### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.



#### Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

#### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

#### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

#### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.



#### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

#### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

#### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.



Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

# RICHARD LOBO EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

Sign your name

Print your full Name

Location

Signature Not Verified Digitally signed by Bichard Lobo Date: 2022.02.144 fo:38:39 IST Reason: Digitalty Signed Location: Bangalore

INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com



#### **ANNEXURE - I** (Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Riddhi Patil			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONE	NTS			
BASIC SALARY		15,000		
BASKET OF ALLOWANCI	ES	4,478		
BONUS / EX-GRATIA (95% monthly basis)	6 of the eligible amount (20% of Basic Salary) being paid out on a	2,850		
MONTHLY GROSS SALA	RY	22,328		
2. ANNUAL COMPONEN	Γ			
BONUS / EX-GRATIA - (Ba the advance (95%) paid out o	alance 5% will be paid out in the end of the financial year after adjusting on a monthly basis)	150		

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme     Eligible Amount In INR     Interest     Monthly Instalments     Margin Money (To be borne by the employ)				Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



#### ANNEXURE - II (Compensation post Unit allocation)

	COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Riddhi Patil	
ROLE	Systems Engineer	
ROLE DESIGNATION	Systems Engineer Trainee	
1. MONTHLY COMPONE	INTS	
BASIC SALARY		15,000
BASKET OF ALLOWANCE	ES	4,478
BONUS / EX-GRATIA (95% monthly basis)	6 of the eligible amount (20% of Basic Salary) being paid out on a	2,850
MONTHLY GROSS SALA	IRY	22,328
2. ANNUAL COMPONEN	Γ	
BONUS / EX-GRATIA - (Ba the advance (95%) paid out o	alance 5% will be paid out in the end of the financial year after adjusting on a monthly basis)	150
3. RETIRAL BENEFITS		
PROVIDENT FUND - 12%	of Basic Salary	1,800
GRATUITY - 4.81% of Basi	c Salary*	722
FIXED GROSS SALARY (	(1+2+3)	25,000

4. INCENTIVE COMPONENTS			At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORM	ANCE LINKED INCENT	IVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALAR	26,250				
TOTAL GROSS SALA	27,500				
TOTAL GROSS SALA	30,000				
Scheme	Eligible Amount In INR	Interest	Mont	thly Instalments	Margin Money (To be borne by the employed
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12		Nil
Trainee Agreement) All the above benefits are a		which are sul	bject to change from ti		bursement of any loan / loa

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



# Offer: Computer Consultancy Ref: TCSL/DT20229570144/Pune Date: 12/02/2022

Mr. Kirtikumar Vijay Patil Plot No.10a Sarswati Colony Mahasawad Road Erandol, Mahasawad Road, Erandol-425109, Maharashtra. Tel# -

Dear Kirtikumar Vijay Patil,

# Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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TATA CONSULTANCY SERVICES

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#### COMPENSATION AND BENEFITS

#### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

#### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### 1. House Rent Allowance (HRA)

Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### 2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### 3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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#### TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 



#### PERFORMANCE PAY

#### Monthly Performance Pay

You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

#### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore / Xperience Programme.

#### CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

# OTHER BENEFITS

#### Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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# TATA CONSULTANCY SERVICES

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ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

#### Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

# Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

#### Loans

You will be eligible for loans, as per TCSL's loan policy.

# **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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TATA CONSULTANCY SERVICES



# RETIRALS

#### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

# Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

# **TERMS AND CONDITIONS**

# 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

# 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

# 3. Training Period

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

#### 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### 5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

# 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

# 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

# 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior

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written permission of TCSL.

# 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

# 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

# 11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

# **12.Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to

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# TATA CONSULTANCY SERVICES



serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

#### 13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

#### 14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

#### **15.Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

#### 16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### **17. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

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# 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

# 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

# 20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English

- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

\*PAN Card (Permanent Account Number) \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship) \*Passport \*NSR E-Card

#### 21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

#### 22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

#### 23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

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#### 24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

#### 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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#### TATA CONSULTANCY SERVICES



#### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

# For TATA Consultancy Services Limited

Girish V. Nandimath Global Head Talent Acquisition & AIP

Encl: Annexure 1: Benefits and Gross Salary Annexure 2: List of TCS Xplore Centres Annexure 3: Confidentiality and IP Terms



to validate the offer letter

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# TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 



#### **GROSS SALARY SHEET**

Annexure 1

Name	Kirtikumar Vijay Patil	
Designation	Assistant System Engineer-Trainee	
Institute Name	Others	

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children

then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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#### Annexure 2

Ahmedabad	Bangalore
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Garima Park,IT/ITES SEZ,Plot # 41,	Gate 1, No 42, Think campus, Electronic City phase II,
Gandhinagar - 382007	Bangalore - 560100,Karnataka
BUBANESHWAR	Chennai
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Training Lab Venue:-Barabati, IRC Block, Ground Floor,	415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,
Tata Consultancy Services Limited, (UNIT-II) - BARBATI	TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.	
35, CHANDAKA INDUSTRIAL ESTATE, PATIA,	
Bhubaneswar - 751024	
DELHI – Gurgoan	DELHI – Noida
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Block C, Kings Canvon, ASF Insignia, Gurgaon -	Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th
Faridabad Road, Gawal Pahari, Gurgaon - 122003,	floor, Glaxy Business Park, Block - C & D, Sector - 62,
Haryana	Noida - 201 309,UP
Guwahati	Hyderabad
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati -	Q City, Nanakramguda, Hyderabad
781006,Assam	
INDORE	KOLKATA
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services Limited,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,	Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New
Village Tigariya Badshah & Bada Bangarda, Tehsil	Town, Rajarhat, Kolkata - 700160,West Bengal OR
Hatod, Indore - 452018,	Auditorium, 2nd Floor, Wanderers Building, Delta Park
Madhya Pradesh	Lords
косні	MUMBAI
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS centre, Infopark Road Infopark Campus, Infopark ,	Yantra Park, Pokharan Road Number 2, TCS Approach
Kakkanad, Kerala 682042	Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR	PUNE
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services Limited,	Tata Consultancy Services,
Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park,
	Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum	
TCS XP HR Lead	
Tata Consultancy Serives,	
Peepul Park, Technopark Campus ,Kariyavattom P.O.	
Trivandrum - 695581, India	

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# TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 

Annexure 3



#### **Confidentiality and IP Terms and Conditions**

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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### 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

# 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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### 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

## 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

## 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

# 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



### 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

### 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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#### **APPOINTMENT LETTER**

February 16, 2022

Dear Ketan Talele,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

#### 1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

#### 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III Salary Offer Sheet.
- b. Variable Pay The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

#### 3. Other Benefits:

You will also be eligible for:

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- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

#### 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

#### 5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.

ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.

iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

#### 6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as 16/02/2022, 10:47 https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=Elite\_Offer\_letter\_template\_2022&user=...

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

#### 7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

#### 9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 <sup>th</sup> Standard or equivalent education.

ii. You have not scored minimum aggregate marks of 60% in your 12 <sup>th</sup> Standard or equivalent education.

iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.

iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your

graduation and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

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#### 10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

#### 11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

#### 12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely, For **Wipro Limited**,

Aparna Shailen General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

#### **ANNEXURE I**

#### **DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

#### Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

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received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

#### Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

- a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
- b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
- c. Unauthorized disclosure or communication of UPSI.
- d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

### **ANNEXURE II**

### PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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I Ketan Talele, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

#### **ANNEXURE III**

#### SALARY OFFER SHEET

Name: Ketan Talele

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)	
Basic	11,670	
HRA	5,835	
Bonus	2,334	
Wipro Benefits Plan (WBP)	4,849	
Total Fixed Cash	24,688	
PF (Employer Contribution)	1,800	
Gratuity (5.31% of Basic)	620	
Total Fixed Compensation	27,108	
Other Compensation Benefits		
Health benefit (Medical)	600	
Variable Pay		
Target Variable Pay	1,459	
Target Cost to Company per month	29,167	
Total Cost to Company per annum	3,50,004	

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

#### ANNEXURE - IV

#### **Bonus Details**

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus	
End of 6 months	25000	
End of 18	25000 -	
months	75000	
End of Year	50,000 -	
2	1,00,000	
End of Year	2,00,000-	
3	2,50,000	

Please note the terms and conditions:

- I. The special bonus is subject to:
  - a. you being "active" in the services of the company through to retention date as applicable
  - b. your employment has not been terminated for poor performance or for cause prior to retention date
  - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

#### ANNEXURE - V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

#### <u>ANNEXURE – VI</u>

#### Variable Pay - A BRIEF OVERVIEW

#### Variable Pay Policy Summary & Computation:

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Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

### SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

### **Basic, Additional Allowance and Bonus**

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

### House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

#### Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

#### 1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to <u>myWipro</u> on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

#### 2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

#### 3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

#### 4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

#### 5. New Pension System:

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You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

#### **Retirement Benefits:**

It consists of:

- a. Provident fund- Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

#### Travel, Accommodation, Food & Other Miscellaneous Expenses

#### <u>Travel</u>

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

#### Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

#### SUMMARY SOCIAL SECURITY & OTHER BENEFITS\*

#### **Medical**

- <u>Medical Assistance Program (MAS)\*\*</u>: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI). This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
- 2. <u>Mediclaim</u>: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining. Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. <u>Annual Health check:</u> Company paid Annual health check-up program is available for employees above 40 years of age.

#### Gratuity Benefit\*\*: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

#### Survivor Benefit Pension Program\*\*:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%\* x 80% = Rs. 6,480 per month as supplementary pension payable. \*Grade Factor is a band specific predefined pension Accrual rate.

#### Loans:

<u>Interest Free Loan</u>: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

<u>Contingency Loan</u>: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

\*\* These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

#### 1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

#### 2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=Elite\_Offer\_letter\_template\_2022&user=23760921&item=5... 10/11

16/02/2022, 10:47 https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=Elite\_Offer\_letter\_template\_2022&user=...

#### & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

🗹 Accept 🛛 🗆 Decline

#### Signature Ketan Talele 16/2/2022 10:46 AM

(checking the checkbox above is equivalent to a handwritten signature)

#### Registered Office:

 
 Wipro Limited
 T :+91 (80) 2844 0011

 Doddakannelli
 F :+91 (80) 2844 0054

 Sarjapur Road
 E :info@wipro.com

 Bengaluru 560 035
 W :wipro.com

 India
 C :I 32102KA1945PI C020800

23760921



Offer: Computer Consultancy Ref: TCSL/DT20229896982/Lucknow Date: 19/02/2022

Ms. Riddhi Prakash Patil Varsha Wadi Mohadi Upnagar DhuleDhule, Dhule, Dhule-424311, Maharashtra. Tel# -

Dear Riddhi Prakash Patil,

## Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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TATA CONSULTANCY SERVICES

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## COMPENSATION AND BENEFITS

# **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

## **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

### 1. House Rent Allowance (HRA)

Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

### 2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

### 3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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### TATA CONSULTANCY SERVICES



## PERFORMANCE PAY

### Monthly Performance Pay

You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore / Xperience Programme.

### CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

# OTHER BENEFITS

### Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

### 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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Tata Consultancy Services Limited 1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com 3



ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

# Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### Loans

You will be eligible for loans, as per TCSL's loan policy.

# **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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TATA CONSULTANCY SERVICES



# RETIRALS

## **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

# Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

# **TERMS AND CONDITIONS**

# 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

# 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

# 3. Training Period

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

## 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### 5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

# 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

# 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

# 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior

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# TATA CONSULTANCY SERVICES



written permission of TCSL.

# 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

# 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

# 11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

# **12.Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to

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# TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited



serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## 13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

## **14. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## **15.Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### 16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **17. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

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**Tata Consultancy Services Limited** 



# 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

# 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

# 20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English

- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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TCSL/DT20229896982

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- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

\*PAN Card (Permanent Account Number) \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship) \*Passport \*NSR E-Card

## 21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

### 22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

### 23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



### 24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

### 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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### TATA CONSULTANCY SERVICES



### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

# For TATA Consultancy Services Limited

Girish V. Nandimath Global Head Talent Acquisition & AIP

Encl: Annexure 1: Benefits and Gross Salary Annexure 2: List of TCS Xplore Centres Annexure 3: Confidentiality and IP Terms



<u>Click here</u> or use a QR code scanner from your mobile to validate the offer letter

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# TATA CONSULTANCY SERVICES



#### **GROSS SALARY SHEET**

Annexure 1

Name	Riddhi Prakash Patil
Designation	Assistant System Engineer-Trainee
Institute Name	Dr Babasaheb Ambedkar Technological University Lonere

#### Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children

then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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## TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com 13



### Annexure 2

Ahmedabad	Bangalore	
TCS XP HR Lead	TCS XP HR Lead	
Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41,	Tata Consultancy Services,	
	Gate 1, No 42, Think campus, Electronic City phase II,	
Gandhinagar - 382007	Bangalore - 560100,Karnataka	
BUBANESHWAR	Chennai	
TCS XP HR Lead	TCS XP HR Lead	
Tata Consultancy Services,	Tata Consultancy Services,	
Training Lab Venue:-Barabati, IRC Block, Ground Floor,	415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,	
Tata Consultancy Services Limited, (UNIT-II) - BARBATI	TNHB, Sholinganallur, Chennai, Tamil Nadu 600119	
SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.		
35, CHANDAKA INDUSTRIAL ESTATE, PATIA,		
Bhubaneswar - 751024		
DELHI – Gurgoan	DELHI – Noida	
TCS XP HR Lead	TCS XP HR Lead	
Tata Consultancy Services,	Tata Consultancy Services,	
Block C, Kings Canyon, ASF Insignia, Gurgaon -	Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th	
Faridabad Road, Gawal Pahari, Gurgaon - 122003,	floor, Glaxy Business Park, Block - C & D, Sector - 62,	
Haryana	Noida - 201 309,UP	
Guwahati	Hyderabad	
TCS XP HR Lead	TCS XP HR Lead	
Tata Consultancy Services,	Tata Consultancy Services,	
5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati -	Q City, Nanakramguda, Hyderabad	
781006,Assam		
INDORE	KOLKATA	
TCS XP HR Lead	TCS XP HR Lead	
Tata Consultancy Services,	Tata Consultancy Services Limited,	
IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,	Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New	
Village Tigariya Badshah & Bada Bangarda, Tehsil	Town, Rajarhat, Kolkata - 700160,West Bengal OR	
Hatod, Indore - 452018,	Auditorium,2nd Floor, Wanderers Building,Delta Park -	
Madhya Pradesh	Lords	
KOCHI	MUMBAI	
TCS XP HR Lead	TCS XP HR Lead	
Tata Consultancy Services,	Tata Consultancy Services,	
TCS centre, Infopark Road Infopark Campus, Infopark,	Yantra Park, Pokharan Road Number 2, TCS Approach	
Kakkanad, Kerala 682042	Rd, Thane, West, Thane, Maharashtra 400606	
NAGPUR	PUNE	
TCS XP HR Lead	TCS XP HR Lead	
Tata Consultancy Services Limited,	Tata Consultancy Services,	
Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra	
Trivandrum		
TCS XP HR Lead		
Tata Consultancy Serives,		
Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India		

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# TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 

Annexure 3



## **Confidentiality and IP Terms and Conditions**

## 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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TATA CONSULTANCY SERVICES



### 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

# 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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### TATA CONSULTANCY SERVICES



### 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

# 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

## 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

# 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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# TATA CONSULTANCY SERVICES



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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TATA CONSULTANCY SERVICES



### 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

### 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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### TATA CONSULTANCY SERVICES



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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# TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited 1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com 20



Offer Letter

Name:Mayur Rajendra Shinde Date:Tuesday, March 1, 2022

#### Dear Mr. Mayur Rajendra Shinde,

We are glad to inform you that you have been selected for the position of **Business Development Trainee - Sales** in our organization with the Business Development Team for a **period of 6 weeks**, with an opportunity to be offered a permanent position of Business Development Associate at the end of the training period, based upon the following terms and conditions.

The first 2 weeks of this training will be classroom training at the Joining Location itself. It will then be followed by 4 weeks of "On-the-Job Training (OJT)", to be conducted at the OJT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location as a Business Development Associate.

#### 1. Employment Details:

Department:	Business Development
Designation:	Business Development Trainee - Sales
Reporting Manager:	Rahul Raj (TNL201605108)
Reporting Time:	9:30 AM
Joining Location:	Byjus Pune - 4th floor, Pentagon 5, Magarpatta City Township Hadapsar, Pune - 411028
OJT Training Location:	Byjus - Pune
Role Location:	Pune

2. Date of Joining: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, March 8, 2022**. Your work location after conversion to the role of Business Development Associate would be **Pune** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

3. Term: The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 12 of this Agreement.

<u>4. Extension of Agreement:</u> In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

5. Background Check: The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre- employment screening activities (including background verification and criminal history check).

6. Offer of Permanent Position: It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

<u>7. Cost to the Company</u>: Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

**<u>8. Deductions</u>**: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary and perks will be your liability, and will be governed by the applicable tax laws of the country as applicable from time to time.

**<u>9. Expense Reimbursement:</u>** In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

**10. Company Policies:** You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

**<u>11. Leaves:</u>** You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

**12.** Absence from duty: When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 2\* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

(\*In case, where this agreement is extended, as per Clause 4 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)

13. Termination: Subject to Clause 3, your services may be terminated in the following manner:

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information

and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

**14. Confidential Information:** As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

**15.** Intellectual Property Rights: All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

**<u>16.</u>** Indemnity: You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

#### 17. General Provisions:

a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax

liabilities under all applicable tax laws and regulations.

i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.

j. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vast exclusively in the courts of Bangalore, Karnataka

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

#### You are requested to carry the below mentioned documents on your joining date

- 1. 10th Mark sheet
- 2. 12th Mark sheet
- 3. Graduation/Post Graduation Mark sheet–All semester mark sheet
- 4. Graduation/Post Graduation-Provisional Certificate/Course Completion Certificate
- 5. Resume
- 6. BYJU'S Offer Letter
- 7. Pan Card
- 8. Aadhaar Card
- 9. Voter ID/Passport/Driving License
- 10. Cancelled Cheque/Bank Statement/Bank Passbook
- 11. Passport Size Photograph
- 12. All current & previous companies relieving/experience letter(Only for experienced candidate)
- 13. Current/Last company's last three months' pay slips (Only for experienced candidate)

Yours sincerely,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

This is system generated offer letter and does not require authorized signature.



Date: 01/03/2022

# Intent to Offer

Dear Khilesh Bhirud,

Syntellect ID: ASBE20203243

Congratulations!

We are pleased to record this intent to offer for the position Associate Consultant (GCM 1) with Syntel Private Limited ("Company").

Intent to offer is merely to record the intended offer of employment and it shall not be construed as requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a offer letter this an employment with company nor it will be a legally binding offer/contract of employment. Upon your acceptance of this Intent to offer and subject to you meeting all the applicable

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

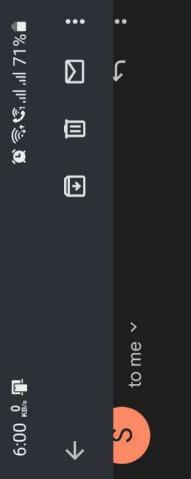
This Offer of Intent is valid subject to:

- Your successful completion of the Graduate/Diploma/Post-Graduate program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of 60% and no standing backlogs (e
- You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit q
  - You producing all the relevant documents pertaining to your education, identity, residence as required by the Company 0

background verification process is not completed within the company specified timeline, intimated to satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent Your employment with the Company will be subject to your background check records being clear, from time to time. The Company reserves the right to ask you to furnish additional documentation The Company shall conduct a background verification of all records/ references provided by you. or supporting information in this regard, as and when considered necessary. In case your you via email, your selection would be deemed to be canceled.

deems necessary, from the date of commencement of your service and you will be required to sign a The training is for a period of one (1) year, or any other period as the Company This Offer of Intent is also contingent upon us working to determine an appropriate start date for separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company. your employment.

will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding You will be continuously assessed during your training. If you do not complete the class room/on or before the end of **5** days from date of its issuance.



Dear Mr.Lokesh

I am pleased to extend the following offer of employment to you on behalf of Terobots selected for the Junior RPA developer. Enterprise AI Pvt. Ltd. You have been

your role and make a significant contribution to the overall success of Terobots Enterprise experience would be an ideal fit for our RPA We believe that your knowledge, skills and technology team. We hope you will enjoy Al pvt. Ltd

conditions of your anticipated employment compensation, benefits and the terms and Please take the time to review our offer. It includes important details about your with Terobots Enterprise AI Pvt. Ltd.

## Position:

Terobots Enterprise AI is offering a Junior RPA developer. In this position, you will report to Mr. Ramesh

# Working hours



#### 4152774-Saurabh Yashwant Patil-Offer Letter from eClerx

1 message

SHUBHAM PRAJAPATI via Skillate <recruitment@skillate.com> Reply to: Shubham.Prajapati1.C@eclerx.com To: saurabhyashpatil@gmail.com Cc: nicola.fernandes@eclerx.com, pre\_onboarding\_recruitment@eclerx.com Fri, 11 Mar 2022 at 9:32 pm

## eClerx

Dear Saurabh Yashwant Patil,

Hearty Congratulations!

We are glad to inform you that you have been selected for the post of Senior Analyst in our Digital vertical with the date of joining, March 15, 2022 at Pune.

Particulars of your appointment and CTC are detailed in the attached Offer Letter. Please go through its contents and respond to this email as a token of your acceptance.

Also, please carry a photocopy of your eClerx offer letter, pan card, and Aadhaar card copy (with original), 6 photos along with address proof, UAN & PF no. on your date of joining, March 15, 2022.

Please refer to the offer letter here: https://skillate.org/th1q

Due to the ongoing COVID situation, most of the candidates are being on-boarded virtually for our Mumbai and Pune locations, under the Work From Home (WFH) set-up. However, if there is a client requirement, an in-person joining will be exercised under the Work From Office (WFO) set-up. Please speak to your recruiter for more details.

You may connect with POCs mentioned below as per your location for completion of your onboarding formalities:

<u>MUMBAI:</u> Yashprabha Agarwal (email ID: Yashprabha.Agarwal.C@eclerx.com; contact number: 9340387638).

<u>PUNE:</u> Yashprabha Agarwal (email ID: Yashprabha.Agarwal.C@eclerx.com; contact number: 9340387638) &

<u>CHANDIGARH:</u> Ankita Trehan (email ID: Ankita.Trehan.C@eclerx.com; contact number: 9340387638)

Please follow the following instructions for Virtual Onboarding via Leena AI Mobile App:

As part of our virtual onboarding process, all the onboarding documents required from this point onwards will need to be uploaded on eClerx's 'Buzz' Mobile App (powered by Leena AI)

We take this opportunity to introduce our onboarding program which is a journey-based initiative to help in easy document submission as well as to understand the organization culture, offerings, and expectations, which will help you make a smooth transition to your new role. You will need to download (mandatory) the Leena AI app from Play Store/App Store for the next steps. (please see instructions below)

You will receive document upload instructions via this app. You will also receive messages from eClerx periodically, in the form of videos and infographics, which will help you explore eClerx and engage in fun activities.

#### Instructions to Download eClerx 'Buzz' via Leena AI Mobile App

Step 1: Download and install the "Leena AI" app on Playstore or Appstore
Step 2: Use your personal email ID as your Login ID (should be the same ID used for filling candidate application, submitting initial documents, etc.)
Step 3: An OTP will be generated and sent to your Inbox. Please check your SPAM folder if you haven't received it yet
Step 4: Enter the OTP in the Leena AI App (you will now be navigated to eClerx onboarding environment 'Buzz')
Step 5: eClerx 'Buzz' is now ready to help you 24\*7

Best Regards HR Recruitment Team, eClerx Services Limited Human Resources eClerx Services Limited [www.eClerx.com]

Powered by skillate

unsubscribe

Ref No: 20388190 15-Mar-2022



Shaikh Juneriya Mohd Afzal

Dear Shaikh Juneriya,

### System Engineer withCognizantTechnologySolutionsIndiaPrivateLimited ("Cognizant"). Your place of posting will be Mumbai.

Your annual total compensation will be INR 359,996.Please see CompensationandBenefits foradditionaldetails onyourcompensation. Cognizanthas considered **Omonthsofyour** experience asrelevantinthisoffer,whichwillbekeptup-to-dateinourrecords.

Yourappointmentwillbe governedbytheterms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before 16-Mar-2022.

Please note:

This offer is subject to satisfactory professional reference checks

• This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing

•PriortobeginningworkwithCognizant,youmustprovideevidenceofyourrighttoworkinIndia and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards, ForCognizantTechnologySolutionsIndiaPrivateLimited("Cognizant"),

1h

Shibu Balakrishnan Sr.Director-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:



#### # Provident Fund Wages:

For the purpose of computing contributions to the Provident Fund, Pension Fund and EDLI Scheme, "Monthly Gross Salary" as stated in "Compensation and Benefits" of this letter, excluding "Advance Statutory Bonus" and "House Rent Allowance," will be considered. This does not include payments made through "Special Payout.

Determination of PF wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

#### **Employee State Insurance (ESI):**

Eligible Wages Eligibility for ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF and ESI contribution from the monthly Gross Compensation (AGC/12) as stated in Compensation and Benefits of this letter.

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month, including any recurring (or) ad hoc special payouts during the month.

ESI contribution shall continue until the end of the contribution period (April – September and October – March), if the associate contributes for at least one month in the contribution period.

#### \* Flexible Benefit Plan:

Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to

- 1. Choose from an array of allowance or benefits
- 2. Redefine your salary structure within prescribed guidelines
- 3. Optimize your earnings

#\* Advance Statutory Bonus is in line with the provisions of the Payment of Bonus Act

#### Note:

• Any statutory revision of Provident Fund/ESI contribution or any other similar statutory benefits will result in a change in the net take-home salary. The Annual Gross Compensation will remain the same

• Cognizant has made this offer in good faith after expending significant time and resources during the hiring process. We hope you will join us, but recognize your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you decide not to join us after signing the offer letter, Cognizant reserves the right not to consider you for future career opportunities with the company. We look forward to welcoming you to Cognizant

#### Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of 15-Mar-2022 between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant," which shall, unless counter to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND



Shaikh	Juneriya	Mohd	Afzal,	(Age)	,residing	at
			(h	ereinafter referred	to as "you," "yo	ur" or
"yourself," which shall, unless counter to the context or meaning thereof, be deemed to mean and						
include his/her heirs, executors and administrators) of the OTHER PART.						

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party."

#### RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

#### 1. Duties and Responsibilities

a) You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honor and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.

b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.

c) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

#### 2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirements. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

#### 3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate

any agreement or obligations that you have with them.



#### 4. Confidentiality

a) During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties (with which the Company has any dealings), which are private, business sensitive, confidential and/or proprietary (together, "Confidential Information"). You are obliged to keep this Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.

b) Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such a breach. The obligations imposed upon you under this clause 4 will survive even after cessation of your employment with the Company.

c) You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.

d) You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.

e) You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, suppliers or any third parties.

f) You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.

g) The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

#### 5. Data Protection

By signing below,

a) you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,

b) you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,

c) you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,

d) you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and

e) you acknowledge and agree that the Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

#### 6. Work Schedule



a) The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be communicated to you.

b) The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in accordance with any applicable laws currently in place. Any changes to be made to the above work timing or days shall be made by the Company at its sole discretion and notified to you in advance.

c) The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. Shift timing may change from time to time as per any Company policy, and will be communicated to you in advance.

d) Your working hours shall be monitored by the Company through appropriate systems and processes, as updated from time to time. You are expected to comply with these processes and policies at all times.

#### 7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference checks in line with Company policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to a satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, if your background verification report is found to be unfavorable or unsuccessful after you join the Company, the Company reserves the right to terminate your employment.

#### 8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and that are not specifically mentioned in this Agreement. The applicable rules/processes/procedures/policies are available on the Company's intranet and you are expected to go through them carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines or processes, please reach out to your HR talent manager. It is your responsibility stay informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

#### 9. Non-Compete and Non-Solicit Restrictions



During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

#### **10.** Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity (ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

#### 11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

#### 12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to client needs, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/training and up-skilling opportunities. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

#### 13. Unauthorized Absence



If you are absent from work for a continuous period of three (3) days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

#### 14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

#### **15. Termination of Employment**

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period.

You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from employment with the Company, the Company may at its sole discretion allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy

• Breach of integrity, embezzlement, misappropriation, misuse or causing damage to the Company's assets/property or reputation

- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude

• Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company

Violation of non-disparagement obligations

• Conduct regarded by the Company as prejudicial to its own interests or to the interests of its client

#### 16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation/International Employment Agreement(s) of the specific country, based on the policies of the Company.

#### 17. Survival

Clauses 4, 5, 9 and 11 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

#### 18. Dispute Resolution and Governing law



The Parties shall make our best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

#### 19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by the Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning the Company, its affiliates and their employees, contractors or clients without the Company's prior written consent, and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of the Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof. You shall be required to treat the terms of this Agreement as strictly confidential. The Company

reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Shaikh Juneriya Mohd Afzal

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Shibu Balakrishnan Sr.Director-Talent Acquisition

I have read, understood and accept the above-mentioned terms.

Signature:

Date:





forward to the opportunity to partner in your growth for a advancement. We, at Fujitsu are equally excited and look Thank you for choosing Fujitsu as your career mutually beneficial relationship. Welcome yogita more





please visit this site from desktop and enter





12-Apr-2022

**Dear Komal Sonawane**, B.Tech, Electronics and Telecommunication Engineering Godavari College of Engineering, Jalgaon

#### Candidate ID - 20457916

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**.

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500** *I*- as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in Employment Agreement. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of **60%** aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **3 days** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant.

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Continuous Skill Development (CSD) and/or Cognizant Internship Program (If offered to you) as detailed below:

At Cognizant, we invest in skill and capability development of our selects even before they join us. This is through Continuous Skill Development (CSD) program and/or through Cognizant Internship program.



These programs focus primarily on technical skills development. You will be enrolled in Continuous Skill Development (CSD) program and based on your performance in the program your joining into Cognizant would be expedited, or you would be enrolled into a 3 to 4 month Cognizant Internship program to continue your skill building.

This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of the Continuous Skill Development program and/or Internship program. In the event of non-completion of the Continuous Skill Development program and/or Internship Program, Cognizant may at its sole discretion revoke this offer of employment. For more details, please refer to **Annexure C.** 

3.1 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.2 Cognizant Internship (If offered to you):

Successful completion of Cognizant Internship (If offered to you), which is a pre-requisite skill and capability development program will form a critical part of your employment with Cognizant.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <a href="https://campus2Cognizant.cognizant.cognizant.cog">https://campus2Cognizant.cogn

Yours sincerely, For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:



#### **Compensation and Benefits**

N	lame: Komal Sonawane De	esignation:	Programmer Trainee	Analyst
SI. No.	Description		Monthly	Yearly
1	Basic		10500	126,000
2	HRA*		6300	75,600
3	Conveyance Allowance*		800	9,600
4	Medical Allowance*		1250	15,000
5	Company's contribution of PF #		1800	21,600
6	Advance Statutory Bonus***		2000	24,000
7	Special Allowance*		7349	88,188
	Annual Gross Compensation			359,988
	Incentive Indication (per annum)**			22,500
	Annual Total Compensation			382,488
	Company's contribution towards benefits (Medical, and Life Insurance)	Accident		19,500
	Annual Total Remuneration			401,988

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010

• Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

#### Leave & Vacation:

• From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

SI No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

• From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act

• In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy



#### Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".

• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

#### **Employees State Insurance:**

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.

• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.

• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

\* Flexible Benefit Plan: Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits

- 2. Redefine your salary structure within prescribed guidelines
- 3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\*Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

#### Annexure C

A few important points to be noted on this Cognizant offer to you,

- You will be part of Continuous Skill Development (CSD) program between May 2022 to July 2022 where there will be focused skill development.
- Between July end to August mid 2022 there will be skill evaluations and based on the results,
  - If we find you ready to work directly on projects then you would be onboarded as fulltime employee (FTE) immediately
  - Else, you would be onboarded for Internship by August end to ensure your readiness for project deployment
    - Post successful completion of internship, you would be onboarded as FTE. For further details on Internship please refer to the mail that you will receive from <u>GenCOBSupport@cognizant.com</u> within 1 day of receiving this offer letter.



#### Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of \_\_\_\_\_\_between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

#### AND

Komal Sonawane, 23, residing at \_\_\_\_\_\_ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

#### RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

#### 1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.

b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.

c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

#### 2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

#### 3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's



systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

#### 4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.

b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.

c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.

d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.

e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.

f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.

g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

#### 5. Data Protection

By signing below,

a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,

b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,

c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,

d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and

e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

#### 6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.

b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.

c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per



any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

#### 7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

#### 8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

#### 9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company during the six (6) months preceding the date of termination of your employment.

#### **10.** Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;



c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

#### 11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

#### 12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

#### 13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

#### 14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

#### **15. Termination of Employment**

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company'
- s asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- · Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations



• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

#### 16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

#### 17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

#### 18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

#### 19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

#### Cognizant Technology Solutions India Private Limited

Komal Sonawane

Sign: \_\_\_\_\_ Name:

Sign:		
Date:		

#### EMPLOYMENT OFFER LETTER

Capgemini Ref: 5662005/1268529,

03/23/2022, Prasad Kishor Kulkarni.

jamner road , hudco colony , bhusawal , jalgaon . bhusawal, India.

#### Confidential

#### Dear Prasad Kishor Kulkarni,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Capgemini Technology Services India Limited ('Capgemini ' or 'Company') starting from 03/24/2022 (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be Analyst/A4.

B) You will be required to work at the Company's offices in Pune.

C) You have to report by 8:30 am at Pune office, for joining formalities and contact security at the main gate for your entry pass at:

#### Address

Ground to 14th Floor of Development Block 1, Plot No 14, Rajiv Gandhi Infotech Park, Phase III, Hinjewadi, Pune, Maharashtra - 411057

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) On joining you will be under probation for 6(six) months from the date of joining. During this period your all-inclusive Annual target compensation(on a cost to company basis) will be **INR 300,002.00 (Rupees Three Lakh And Two Only)**. Please refer Annexure-A for details. Subsequent to your successful completion of training and probation after six months from your date of joining, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 380,006.00 (Rupees Three Lakh Eighty Thousand and Six only)**. Please refer Annexure -B for details. Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

#### ANNEXURE - A

Analyst

#### Total Cost to Company (CTC).

Rs.300,002.00

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.180,000.00
House Rent Allowance	Rs.3,679.00	Rs.44,148.00
Advance Statutory Bonus ++	Rs.3,149.00	Rs.37,788.00
Gross monthly salary	Rs.21,828.00	Rs.261,936.00
Capgemini's contribution to PF *	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
Total Fixed Compensation		Rs.292,200.00
Total Cash Compensation		Rs.292,200.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs.7,802.00
Total Cost to Company		Rs. 300,002.00

#### **ANNEXURE - B**

Per Month

#### Analyst

Basic

Benefits

Medical, Accident & Life Insurance Premium

Total Cost to Company (CTC).

Monthly Components

Rs.15,000.00 Rs.1,80,000.00 Rs.108,000.00 House Rent Allowance Rs.9,000.00 Other Allowances and Reimbursements - 1 Rs.1,057.00 Rs.12,684 Other Allowances and Reimbursements – 2 Rs.5.00 Advance Statutory Bonus Rs.3,149.00 Rs.37,788.00 Total Monthly Gross salary Rs.28,211.00 Rs.338,532.00 Statutory payments ++ Rs.1,800.00 Rs.21,600.00 Capgemini's contribution to PF ++ Gratuity (accrual only) Rs.8,664.00 Total Fixed Compensation Rs.368,796.00 Total Cash Compensation Rs.368,796.00

Total Cost to Company Rs. 380,006.00 # You may choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements - 1. Balance amount that is not claimed will be paid as

Taxable on monthly basis after withhold	Jing taxes.	
	Other Allowance & Reimbursements - 1	Annualized
	Remote Working Allowance	19,800.00
	Books and Journals	24,000.00
	Professional Pursuit	180,000.00
	Conveyance Allowance	63,600.00

Rs.380,000.00

Annualized

Rs.60.00

Rs.11,210.00

+ You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements – 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 2	Annualized
Leave Travel Assistance	60,000.00
Meal Card	26,400.00
Vehicle & Driver Reimbursement	21,600.00

#### Notes:

- 1. The payroll processing will be as per Company policy notified from time to time.
- 2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
- 3. For claiming tax benefit in case of admissible allowances and reimbursements (e.g. Leave Travel Assistance, Vehicle and Driver Reimbursement etc.), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
- 4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
- 5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- \* Employee's contribution towards PF will be made from the monthly salary as defined by Law. The Benefits (Accidental, Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.
- # All components under Other Allowance and Reimbursement 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation basis bills submission.
- + This is the maximum limit you are eligible for. You may choose any of the optional components under 'Other Allowance & Reimbursements -2' Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

- E.) The following elements are included in the compensation package stated above:
  - 1. <u>Provident Fund-</u> You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
  - 2. Gratuity- Gratuity shall be paid as per the Payment of Gratuity Act, 1972.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.
- F.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:
  - 1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
  - 2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
  - 3. Group Term Life Insurance-You shall also be covered under the Group Term Life Insurance Policy held by the Company.
  - 4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
  - 5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

#### G.) Probationary Period:

- 1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
- At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.
- H.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

#### I.) Conditions of hire:

- 1. Your employment with the Company will be subject to the following pre-conditions:
  - a. You will submit relevant documents as mandated by the Company.
  - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company.
  - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless, you must submit a clear discharge and/or relieving letter within forty-five (45) days of joining the Company.
  - d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
  - e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
  - f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini).
  - g. Your background verification check (including address, academics, employment, criminal etc. as applicable) conducted by the Company is cleared; and
  - h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
  - i. Your employment shall be subjected to the below-mentioned additional terms and conditions.

a. You should clear the final degree examination and submit your Highest Degree/Provisional Certificate/Consolidated marksheet and/or Final year Mark sheet, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 05/23/2022(for current year pass outs), our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

b. You will be required to clear the mandatory Entry Level Certification Training Test of the Company in the first attempt. The details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

c. As a condition of your employment with the Company, you may be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In case of such consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review. You fill the complete Background verification link given along with the welcome mail of the offer.

- j. That you have obtained / scored a minimum percentile in all semesters of your graduation course, as per the eligibility criteria specified to you during the hiring process.
- k. You will join our Fresher training and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.
- Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, fabricated or forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-

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J.) Your employment with the Company will also be governed by the terms and conditions of employment contained in Exhibit 1 attached hereto.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited

Anilkumar Singh

Head - Talent Acquisition & Resourcing

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

#### Name: Prasad Kishor Kulkarni

Date: 03/23/2022

#### EXHIBIT 1

#### Terms & Conditions of Employment with Capgemini Technology Services India Limited

#### 1. CURRENT WORK LOCATION:

1.1 Capgemini Technology Services India Limited ("Capgemini" or "Company") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

#### 2. DUTIES AND RESPONSIBILITIES:

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

#### 3. COMPENSATION:

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

#### 4. TRAINING:

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

#### 5. COVENANTS AND REPRESENTATIONS:

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company.
- b) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates.
- c) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi-judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi-judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi-judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at any time during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti-bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

- a) you are legally permitted to reside and be employed in India.
- b) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same.
- c) you have accepted these terms and conditions only after having had the opportunity to seek clarifications.
- d) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you.
- e) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
- f) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

#### 6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you.
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent.
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care.
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information.
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you.
- f) not share such Confidential Information with any third party (specifically those persons who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company).
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company.
- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter.
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

#### 7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third-party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively **'Developments'**) that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith.
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively **'Moral Rights'**). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini 's policy with respect to Intellectual Property.

#### 8. CONFLICT OF INTEREST:

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop,laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

#### 9. RETIREMENT/TERMINATION:

### a.) Retirement

(i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves it right to change the retirement age.

#### b.) Notice Period/Termination

(i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.
- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

#### c.) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

#### 10. LIMITATION OF LIABILITY AND INDEMNITY:

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

#### 11. MISCELLANEOUS:

11.1 <u>Notice:</u> All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 <u>Severability</u>: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 <u>Publicity:</u> You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 <u>Non-Disparagement</u>: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 <u>Waiver:</u> No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter along with its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 <u>Survival</u>: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 <u>Dispute Resolution/Governing Law:</u> The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation on Parties. This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 <u>Rights to Injunctive Relief</u>: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

### CONSENT LETTER

#### For use of Personal Information & Sensitive Personal Data or Information

I, \_\_\_\_\_\_\_, do hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra(hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:

a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,

- b) payroll processing agencies for processing my payroll (including reimbursement claims),
- c) law enforcement agencies,
- d) to comply with a judicial/quasi-judicial order,
- e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,
- f) insurance companies for the purpose of group insurance, personal accident insurance etc.
- g) service providers providing services for biometric access to office premises for monitoring attendance,
- h) foreign consulates, embassies etc. and service providers (including travel agents) for the purpose of processing of visa, work permits etc.
- 2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:
  - a.) affiliates of the Company for administrative purposes and/or audit;
  - b.) clients/prospects in relation to any staff augmentation assignments.
- That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.
- 4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.
- 5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.
- 6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.
- 7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name: Signature: Date:

### ANNEXURE I (A)

### **Onboarding Documents**

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1.	Hard copy / email copy of Capgemini offer letter shared with you.
2.	Employment Documents: Current Employment(Immediate Previous) a) Relieving letter /Experience Certificate( if both these documents are not there, Resignation Acceptance Resignation acceptance mail is mandatory/Automated Copy of email resignation/Approved mail resignation (mentioning of last working day from the HR is mandatory) b) Payslips for last 3 months c) Form 16/Form 16A d) Salary Account 6 months Bank Statement e) Letter of appointment/Offer letter from employer which captures start date Previous EmploymentService/Relieving Certificate all employments- Mentioning date of joining ,designation and last working day
3.	Education Documents a) 10th Marksheet and certificate. b) 12th marksheet and Certificate. c) Graduation Marksheets and certificate/Diploma certificate. d) Post-Graduation Marksheets and degree certificate (If applicable) e) Any other relevant certificate
4.	Proof of identity/ Address a) PAN Card b) AADHAAR Card c) Passport In case any of the proof of Identity/Address mentioned above not available then any Two of the below proofs i) Voters Id ii) Driving License iii) Ration card iV) Electricity Bills V) Gas card vi) Notarized Self Affidavit
5.	Passport size photographs (6 nos.)
6.	Self Employed/CO-owner/Freelancing/ Partnership employment(s) (if applicable)         a) Form 16/Form 26AS         b) Bank statement for 6 months         c) Shops & Commercial Establishment Registration Certificate         d) Co-Owner/Partnership/Ownership – Required partnership/ownership dissolution deed
7.	Cancelled Cheque of Saving Bank Account having IFSC Code details – Mandatory
8.	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme Mandatory.

#### ANNEXURE I (B)

#### **Background Verification**

#### Reference terms:

Capgemini adheres to a strong background verification process. As a part of this process all the personal and professional information provided by you is verified, therefore we request you to provide all the necessary relevant documents as per the information provided. This will help us verify your

- Education Credentials (Graduation/Bachelor's Degree/Post Graduate Degree etc.)
- Professional Experience & Employment(s) Credentials.

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks during your tenure in Capgemini and by accepting this offer you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

Please ensure that the following steps are followed to initiate the process and submit the necessary documents within 7 calendar days from the date of receipt of this offer:

Fill the standard application form by clicking the New Employee Wizard link (received from SuccessFactors Onboarding <auto.noreply@capgemini.com>. (You will
receive the link to New Employee Wizard portal shortly). In case you have not received this link within the next 3 days please get in touch with your recruiter
immediately.

Download the Address check Form, Database check form, Court record form - from the New Employee Wizard link; update the details in the form with your manual signature and mention the current date on which you have signed this form. You will have to upload back the scanned copy of these documents on to the New Employee Wizard link.

- Highest Educational Degree Certificate and Final year Mark sheet\*\*.
- Submission of all semester/term mark sheets of your highest qualification.
- Any qualification obtained from the Institute which is not recognized by UGC/AICTE is not considered.
- Experience letters and relieving letters for 5 years of employment or past 2 employers whichever is higher.

#### Form 16 - Part A only.

Bank statement for last 3 months – [Please ensure to mask all other transaction details (whether debit or credit entries) except for salary transfer details of your last employer, such that only salary credits of previous employment are visible.

Please note, should you provide any other additional document than the aforesaid, or provide bank statement without masking other transaction details, the Company shall not be held responsible for the same.]

- On the date of joining you are required to carry the experience letter/Relieving letter from all your past employers
- These letters should clearly mention your last working day with your previous employers.

Some organization issue relieving/experience letter along with the full and final settlement in such cases you should submit the resignation acceptance mail authorized by your last employers HR department and you should ensure that the last working day is clearly mentioned on this acceptance letter. Please note that in such cases you will have to submit the original experience/relieving letter to Capgemini HR department / email the same to the following email address <a href="mailto:backgroundverification.in@capgemini.com">backgroundverification.in@capgemini.com</a> not later than 14 days of your joining\*\*\*

Court Verification Forms

Court Record form

#### Note:

All of these forms (Address check Form, Database check form, Court record form) are available on the New Employee Wizard link. Please download these forms from the New Employee Wizard link and fill the information in BLUE ink only.

All of the above forms are submitted to the respective authorities (Police/Courts etc) and as a part of the verification process the representatives of these authorities may visit your residence address for verification; alternatively they may also call you or ask you to visit the nearby Police Station.

\*\*\*You are required to submit all the documents with 7 days from receiving this Offer, failing which offer will be revoked\*\*\*\*

Important points to note:

• In an event you fail to submit the required documents to the HR department within 30 days of first intimation/date of joining and after 2 reminders. Capgemini reserves the right to hold back your salary and to take disciplinary actions which inter alia include termination from service without notice.

You are requested to fill your details diligently in the link provided. If there is a discrepancy in the data provided or the copies of documents / certificates given by you as a proof in support of the above, Capgemini reserves to take disciplinary actions which inter alia includes termination from service without notice.

\*\*\* In case your last employer do not provide experience letter you may provide the relieving letter, however please ensure that the relieving letter has last working day clearly mentioned.

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

In the absence of the above listed documents your onboarding may be delayed or deferred.

Best Regards, Team HR

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### HRD/3T/1002736775/21-22



Mr. Shahzad Alam Chaudhari Supreme Colony, Jalgaon Jalgaon-425001 India

Ph: +91-9670329044

Dear Shahzad Alam,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO EVP and Head Human Resources - Infosys Limited



INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com

### HRD/1002736775/21-22



Mr. Shahzad Alam Chaudhari Supreme Colony, Jalgaon Jalgaon-425001 India

Ph: +91-9670329044

Dear Shahzad Alam,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

### Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ( "Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company. "Company" refers to Infosys Limited.

"**Control**" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

### Joining

Your scheduled date of joining the employment of the Company will be 07-Apr-2022.

### Location

Your location for employment is MYSORE, India .

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.



### Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

### **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company`s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:



a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

### **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

### Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.



### **Compensation and Benefits**

### Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

### **Performance- linked Incentive**

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.



### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

### **Passport & Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.



### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.



You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.



Yours sincerely,

### **RICHARD LOBO EVP and Head Human Resources - Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

Sign your name

Print your full Name

Location



### INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com



### **ANNEXURE - I** (Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)			
NAME Mr. Shahzad Alam Chaudhari			
ROLE	ROLE Systems Engineer		
ROLE DESIGNATION	Systems Engineer Trainee		
1. MONTHLY COMPONED	NTS		
BASIC SALARY		15,000	
BASKET OF ALLOWANCE	S	4,478	
BONUS / EX-GRATIA (95% monthly basis)	of the eligible amount (20% of Basic Salary) being paid out on a	2,850	
MONTHLY GROSS SALA	RY	22,328	
2. ANNUAL COMPONENT			
BONUS / EX-GRATIA - (Ba the advance (95%) paid out on	lance 5% will be paid out in the end of the financial year after adjusting a monthly basis)	150	
3. RETIRAL BENEFITS			
PROVIDENT FUND - 12% of Basic Salary			
GRATUITY - 4.81% of Basic Salary*		722	
FIXED GROSS SALARY (1	1+2+3)	25,000	
TOTAL GROSS SALARY		25,000	

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



# **ANNEXURE - II** (Compensation post successful completion of six months)

BASKET OF ALLOWANCES   Salary being paid out on a monthly basis   Salary) being paid out on a monthly basis   Salary being paid out on a monthly basis   Salary   Sal				NSATION DI es in INR per			
ROLE DESIGNATION Systems Engineer Trainee  I. MONTHLY COMPONENTS BASIC SALARY BASIC SALARY BASIC OF ALLOWANCES BONUS / EX-GRATIA (95% of the cligible amount (20% of Basic Salary) being paid out on a monthly basis) MONTHLY GROSS SALARY  2. ANNUAL COMPONENT BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)  3. RETIRAL BENEFITS PROVIDENT FUND - 12% of Basic Salary GRATUITY - 4.81% of Basic Salary* FIXED GROSS SALARY (1+2+3)  4. INCENTIVE COMPONENTS  4. INCENTIVE COMPONENTS  4. INCENTIVE COMPONENTS  4. INCENTIVE COMPONENTS  5. Component at indicative payout 5% of FGS)  5. Component at indicative payout 5% of FGS)  7. Component at indicative payout 5% of FGS)  7. Component at indicative payout 0% of FGS)	NAME	Mr. Shahzad Alan	n Chaudhari				
I. MONTHLY COMPONENTS       Image: State of the set of the	ROLE	Systems Engineer					
BASIC SALARY       Image: Salary set of a s	ROLE DESIGNATION	Systems Engineer	Trainee				
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PROVIDENT FUND - 12% of Basic Salary       Image: Salary of Basic Salary         GRATUITY - 4.81% of Basic Salary*       Image: Salary of Basic Salary         FIXED GROSS SALARY (1+2+3)       Image: Salary of Basic Salary         At an indicative Payout of 5%       At indicative Payout of 10%         Image: Salary of Basic Salary       At an indicative Payout of 5%       At indicative Payout of 20%         TRAINING PERFORMANCE LINKED INCENTIVE (TPI)       1,250       2,500       5,000         TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout of FGS)       26,250       27,500         TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout of FGS)       27,500       30,000         TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)       30,000       30,000         Scheme       Eligible Amount In INR       Interest       Monthly Instalments       Margin Money (To be borne by the en SALARY LOAN (subject to submission of 12000       Mu       10       Mu	BONUS / EX-GRATIA - (	Balance 5% will be paid ou	it in the end of	f the financial	year af	fter adjusting	150
GRATUITY - 4.81% of Basic Salary*       Image: Salary (1+2+3)         FIXED GROSS SALARY (1+2+3)       At an indicative Payout of 5%       At indicative Payout of 10%         4. INCENTIVE COMPONENTS       At an indicative Payout of 5%       At indicative Payout of 20%         TRAINING PERFORMANCE LINKED INCENTIVE (TPI)       1,250       2,500       5,000         TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)       26,250       27,500         TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)       30,000       27,500         TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)       30,000       27,500         Scheme       Eligible Amount In INR       Interest       Monthly Instalments       Margin Money (To be borne by the en SALARY LOAN (subject to submission of 12000       NU       NU       NU	3. RETIRAL BENEFITS						
FIXED GROSS SALARY (1+2+3)       At an indicative Payout of 5%       At indicative Payout of 10%       At indicative Payout of 20%         4. INCENTIVE COMPONENTS       At an indicative Payout of 5%       At indicative Payout of 20%       At indicative Payout of 20%         TRAINING PERFORMANCE LINKED INCENTIVE (TPI)       1,250       2,500       5,000         TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)       26,250       26,250         TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)       27,500       30,000         TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)       30,000       000         OTHER BENEFITS         Scheme       Eligible Amount In INR       Interest       Monthly Instalments       Margin Money (To be borne by the en SALARY LOAN (subject to submission of 12000       NU       10       NU	PROVIDENT FUND - 129	% of Basic Salary					1,800
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TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)       26,250         TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)       27,500         TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)       30,000         TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)       30,000         Scheme       Eligible Amount In INR       Interest       Monthly Instalments       Margin Money (To be borne by the en SALARY LOAN (subject to submission of 12000       NU	4. INCENTIVE COMPO	NENTS					
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)       27,500         TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)       30,000         OTHER BENEFITS         Scheme       Eligible Amount In INR       Interest       Monthly Instalments       Margin Money (To be borne by the en SALARY LOAN         (subject to submission of       12000       NU       12       NU	TRAINING PERFORMA	ANCE LINKED INCENT	IVE (TPI)	1,250		2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)       30,000         OTHER BENEFITS         Scheme       Eligible Amount In INR       Interest       Monthly Instalments       Margin Money (To be borne by the en solution of 12000)         Salary LOAN       12000       but       10       but	TOTAL GROSS SALAR	Y (Inclusive of the incenti	ve Compone	nt at indicativ	ve payo	out 5% of FGS)	26,250
OTHER BENEFITS       Scheme     Eligible Amount In INR     Interest     Monthly Instalments     Margin Money (To be borne by the en (subject to submission of 12000	TOTAL GROSS SALA	RY (Inclusive of the incen	tive Compon	ent at indicat	ive pay	yout 10% of FGS)	27,500
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Scheme     Eligible Amount In INR     Interest     Monthly Instalments     (To be borne by the en       SALARY LOAN (subject to submission of 12000     NU     12     NU			OTHER	R BENEFITS			
(subject to submission of 12000	Scheme	Eligible Amount In INR	Interest		Mont	thly Instalments	Margin Money (To be borne by the employee
	(subject to submission of		Nil		12		Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan allowance policy at that time	allowance is subject to the	fulfilment of all criteria def					

The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



Capgemini Technology Services India Limited (Formerly known as IGATE Global Solutions Limited) IT 1, IT 2, Airol MIDC, Thane - Belapur Road, Navi Mumbai 400708, Maharashtra, India. Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121 www.capgemini.com/in-en

Superset ID: 737377

Letter of Intent ("LOI")

Dear Tikaram Patil,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this Lol, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear

the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

- 1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
- 2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
- 3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you, Yours Sincerely, For & On Behalf of Capgemini

Tejinder Sethi Head - Fresher Hiring

This is a system generated document and does not need a signature

## **ANNEXURE 1**

### Tikaram Patil Analyst and A4

You will be under probation for six (6) months from yourdate of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) willbe INR3,00,000/- (Rupees Three Lakh only). Subsequent to your successful completion of trainingand probation, your all-inclusive annual target compensation (on a cost to companybasis) will be revised to INR 3,80,000/- (Rupees Three Lakh and EightyThousand only). Effective 1<sup>st</sup> July 2022, (irrespectiveof your probation status, except for probation non-confirmation), your all-inclusivecompensation will be revised to INR 4,00,000/- (Rupees Four Lakh only). Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

Tejinder Sethi Head - Fresher Hiring

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950 Page 3 of 3



### Dear Shubham Dilip Rathor,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Jalgaon.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

### 4. Compensation Package:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs.
Other Allowances	Rs. 38,400
Provident Fund	Rs. 21,600
Gross Salary	Rs. 350,000
Incentives	Rs. 100,000
CTC *	Rs. 450,000

**4.1. Salary:** As per the structure mentioned below:

\*Insurance is a company paid benefit which is over and above your CTC

### 4.2. Allowances:

**4.2.1.** The Flexible Allowance can be availed either through salary or in the form of reimbursement of food, fuel, communication through Sodexo multi benefit card (At present this is <u>**Rs.** p.a.</u>)

**4.2.2.** Official travel will be reimbursed subject to the policies of the company governing the same.

### 4.3. Other Benefits:

**4.3.1.** You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

**4.3.2.** You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 100,000** /- p.a)

4.3.3. You will be covered under the group medical and accident insurance policies of the company

### 5. General:

**5.1** You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

**5.2** You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

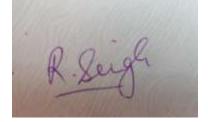
**5.6** Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

**6.** Notice Period: Either party shall be entitled to terminate the said employment by giving **2** Months notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period.

### 7. Your Date of Joining shall be July 1, 2022.

8. Acceptance: Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

### For Home First Finance Company India Ltd.



(Authorised Signatory) I have read the contents of the above offer and accept the same. I will join on \_\_\_\_\_\_

Date:\_\_\_\_\_

(Signature):

#### EMPLOYMENT OFFER LETTER

Capgemini Ref: 5729827/1289117,

04/07/2022, Devyani Milind Sathe.

At/Post: Godavari Hospital Near Bhaskar Market, Jalgaon. Tel: Jalgaon Dist.: Jalgaon(M.H.) jalgaon, Maharashtra India.

### Confidential

#### Dear Devyani Milind Sathe,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited** ('Capgemini ' or 'Company') starting from 04/12/2022 (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be Analyst/A4.

B) You will be required to work at the Company's offices in Mumbai.

C) You have to report by 8:30 am at Mumbai office, for joining formalities and contact security at the main gate for your entry pass at:

#### Address

CAPGEMINI Knowledge Park, IT 1 / IT 2, TTC Industrial Area, Thane-Belapur Road, Airoli Knowledge Park, TTC Industrial Area, MIDC, Navi Mumbai - 400708

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) On joining you will be under probation for 6(six) months from the date of joining. During this period your all-inclusive Annual target compensation(on a cost to company basis) will be **INR 300,002.00 (Rupees Three Lakh And Two Only)**. Please refer Annexure-A for details. Subsequent to your successful completion of training and probation after six months from your date of joining, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 380,006.00 (Rupees Three Lakh Eighty Thousand and Six only)**. Please refer Annexure -B for details. Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

### ANNEXURE - A

Analyst

### Total Cost to Company (CTC).

Rs.300,002.00

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.180,000.00
House Rent Allowance	Rs.3,679.00	Rs.44,148.00
Advance Statutory Bonus ++	Rs.3,149.00	Rs.37,788.00
Gross monthly salary	Rs.21,828.00	Rs.261,936.00
Capgemini's contribution to PF *	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
Total Fixed Compensation		Rs.292,200.00
Total Cash Compensation		Rs.292,200.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs.7,802.00
Total Cost to Company		Rs. 300,002.00

### ANNEXURE - B

### Analyst

Total Cost to Company (CTC).

Rs.380,000.00

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.1,80,000.00
House Rent Allowance	Rs.9,000.00	Rs.108,000.00
Other Allowances and Reimbursements – 1	Rs.1,199.00	Rs.14,388.00
Other Allowances and Reimbursements – 2	Rs.147.00	Rs.1,764.00
Advance Statutory Bonus	Rs.3,149.00	Rs.37,788.00
Gross monthly salary	Rs.28,495.00	Rs.341,940.00
Statutory payments ++		
Company's contribution to PF ++	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
Total Fixed Compensation		Rs.372,204.00
Total Cash Compensation		Rs.372,204.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs.7,802.00
Total Cost to Company		Rs. 380,006.00

# You may choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements – 1. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 1	Annualized
Remote Working Allowance	19,800.00
Books and Journals	24,000.00
Professional Pursuit	180,000.00
Conveyance Allowance	63,600.00

+ You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements – 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 2	Annualized
Leave Travel Assistance	60,000.00
Meal Card	26,400.00
Vehicle & Driver Reimbursement	21,600.00

#### Notes:

- 1. The payroll processing will be as per Company policy notified from time to time.
- 2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
- 3. For claiming tax benefit in case of admissible allowances and reimbursements (e.g. Leave Travel Assistance, Vehicle and Driver Reimbursement etc.), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
- 4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
- 5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- \* Employee's contribution towards PF will be made from the monthly salary as defined by Law. The Benefits (Accidental, Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.
- # All components under Other Allowance and Reimbursement 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation basis bills submission.
- + This is the maximum limit you are eligible for. You may choose any of the optional components under 'Other Allowance & Reimbursements -2' Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

- E.) The following elements are included in the compensation package stated above:
  - 1. <u>Provident Fund-</u> You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
  - 2. Gratuity- Gratuity shall be paid as per the Payment of Gratuity Act, 1972.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.
- F.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:
  - 1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
  - 2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
  - 3. Group Term Life Insurance-You shall also be covered under the Group Term Life Insurance Policy held by the Company.
  - 4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
  - 5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

#### G.) Probationary Period:

- 1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
- At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.
- H.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

#### I.) Conditions of hire:

- 1. Your employment with the Company will be subject to the following pre-conditions:
  - a. You will submit relevant documents as mandated by the Company.
  - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company.
  - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless, you must submit a clear discharge and/or relieving letter within forty-five (45) days of joining the Company.
  - d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
  - e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
  - f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini).
  - g. Your background verification check (including address, academics, employment, criminal etc. as applicable) conducted by the Company is cleared; and
  - h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
  - i. Your employment shall be subjected to the below-mentioned additional terms and conditions.

a. You should clear the final degree examination and submit your Highest Degree/Provisional Certificate/Consolidated marksheet and/or Final year Mark sheet, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 06/11/2022(for current year pass outs), our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

b. You will be required to clear the mandatory Entry Level Certification Training Test of the Company in the first attempt. The details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

c. As a condition of your employment with the Company, you may be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In case of such consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review. You fill the complete Background verification link given along with the welcome mail of the offer.

- j. That you have obtained / scored a minimum percentile in all semesters of your graduation course, as per the eligibility criteria specified to you during the hiring process.
- k. You will join our Fresher training and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.
- 2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, fabricated or forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ability.

J.) Your employment with the Company will also be governed by the terms and conditions of employment contained in Exhibit 1 attached hereto.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited

Anilkumar Singh

Head - Talent Acquisition & Resourcing

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

### Name: Devyani Milind Sathe

Date: 04/07/2022

### EXHIBIT 1

#### Terms & Conditions of Employment with Capgemini Technology Services India Limited

#### 1. CURRENT WORK LOCATION:

1.1 Capgemini Technology Services India Limited ("Capgemini" or "Company") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

#### 2. DUTIES AND RESPONSIBILITIES:

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

#### 3. COMPENSATION:

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

#### 4. TRAINING:

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

#### 5. COVENANTS AND REPRESENTATIONS:

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company.
- b) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates.
- c) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi-judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi-judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi-judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at any time during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti-bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

- a) you are legally permitted to reside and be employed in India.
- b) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same.
- c) you have accepted these terms and conditions only after having had the opportunity to seek clarifications.
- d) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you.
- e) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
- f) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

#### 6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you.
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent.
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care.
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information.
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you.
- f) not share such Confidential Information with any third party (specifically those persons who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company).
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company.
- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter.
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

#### 7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third-party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively **'Developments'**) that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith.
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively **'Moral Rights'**). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini 's policy with respect to Intellectual Property.

#### 8. CONFLICT OF INTEREST:

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop,laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

#### 9. RETIREMENT/TERMINATION:

### a.) Retirement

(i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves it right to change the retirement age.

#### b.) Notice Period/Termination

(i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.
- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

#### c.) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

#### 10. LIMITATION OF LIABILITY AND INDEMNITY:

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

#### 11. MISCELLANEOUS:

11.1 <u>Notice:</u> All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 <u>Severability</u>: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 <u>Publicity:</u> You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 <u>Non-Disparagement</u>: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 <u>Waiver:</u> No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter along with its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 <u>Survival</u>: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 <u>Dispute Resolution/Governing Law:</u> The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation on Parties. This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 <u>Rights to Injunctive Relief</u>: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

### CONSENT LETTER

#### For use of Personal Information & Sensitive Personal Data or Information

I, \_\_\_\_\_\_\_, do hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra(hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:

a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,

- b) payroll processing agencies for processing my payroll (including reimbursement claims),
- c) law enforcement agencies,
- d) to comply with a judicial/quasi-judicial order,
- e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,
- f) insurance companies for the purpose of group insurance, personal accident insurance etc.
- g) service providers providing services for biometric access to office premises for monitoring attendance,
- h) foreign consulates, embassies etc. and service providers (including travel agents) for the purpose of processing of visa, work permits etc.
- 2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:
  - a.) affiliates of the Company for administrative purposes and/or audit;
  - b.) clients/prospects in relation to any staff augmentation assignments.
- That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.
- 4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.
- 5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.
- 6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.
- 7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name: Signature: Date:

#### ANNEXURE I (A)

#### **Onboarding Documents**

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1.	Hard copy / email copy of Capgemini offer letter shared with you.
2.	Employment Documents: Current Employment(Immediate Previous) a) Relieving letter /Experience Certificate( if both these documents are not there, Resignation Acceptance Resignation acceptance mail is mandatory/Automated Copy of email resignation/Approved mail resignation (mentioning of last working day from the HR is mandatory) b) Payslips for last 3 months c) Form 16/Form 16A d) Salary Account 6 months Bank Statement e) Letter of appointment/Offer letter from employer which captures start date Previous EmploymentService/Relieving Certificate all employments- Mentioning date of joining ,designation and last working day
3.	Education Documents a) 10th Marksheet and certificate. b) 12th marksheet and Certificate. c) Graduation Marksheets and certificate/Diploma certificate. d) Post-Graduation Marksheets and degree certificate (If applicable) e) Any other relevant certificate
4.	Proof of identity/ Address a) PAN Card b) AADHAAR Card c) Passport In case any of the proof of Identity/Address mentioned above not available then any Two of the below proofs i) Voters Id ii) Driving License iii) Ration card iV) Electricity Bills V) Gas card vi) Notarized Self Affidavit
5.	Passport size photographs (6 nos.)
6.	Self Employed/CO-owner/Freelancing/ Partnership employment(s) (if applicable)         a) Form 16/Form 26AS         b) Bank statement for 6 months         c) Shops & Commercial Establishment Registration Certificate         d) Co-Owner/Partnership/Ownership – Required partnership/ownership dissolution deed
7.	Cancelled Cheque of Saving Bank Account having IFSC Code details – Mandatory
8.	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme Mandatory.

#### ANNEXURE I (B)

#### **Background Verification**

#### Reference terms:

Capgemini adheres to a strong background verification process. As a part of this process all the personal and professional information provided by you is verified, therefore we request you to provide all the necessary relevant documents as per the information provided. This will help us verify your

- Education Credentials (Graduation/Bachelor's Degree/Post Graduate Degree etc.)
- Professional Experience & Employment(s) Credentials.

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks during your tenure in Capgemini and by accepting this offer you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

Please ensure that the following steps are followed to initiate the process and submit the necessary documents within 7 calendar days from the date of receipt of this offer:

Fill the standard application form by clicking the New Employee Wizard link (received from SuccessFactors Onboarding <auto.noreply@capgemini.com>. (You will
receive the link to New Employee Wizard portal shortly). In case you have not received this link within the next 3 days please get in touch with your recruiter
immediately.

Download the Address check Form, Database check form, Court record form - from the New Employee Wizard link; update the details in the form with your manual signature and mention the current date on which you have signed this form. You will have to upload back the scanned copy of these documents on to the New Employee Wizard link.

- Highest Educational Degree Certificate and Final year Mark sheet\*\*.
- Submission of all semester/term mark sheets of your highest qualification.
- Any qualification obtained from the Institute which is not recognized by UGC/AICTE is not considered.
- Experience letters and relieving letters for 5 years of employment or past 2 employers whichever is higher.

#### Form 16 - Part A only.

Bank statement for last 3 months – [Please ensure to mask all other transaction details (whether debit or credit entries) except for salary transfer details of your last employer, such that only salary credits of previous employment are visible.

Please note, should you provide any other additional document than the aforesaid, or provide bank statement without masking other transaction details, the Company shall not be held responsible for the same.]

- On the date of joining you are required to carry the experience letter/Relieving letter from all your past employers
- These letters should clearly mention your last working day with your previous employers.

Some organization issue relieving/experience letter along with the full and final settlement in such cases you should submit the resignation acceptance mail authorized by your last employers HR department and you should ensure that the last working day is clearly mentioned on this acceptance letter. Please note that in such cases you will have to submit the original experience/relieving letter to Capgemini HR department / email the same to the following email address <a href="mailto:backgroundverification.in@capgemini.com">backgroundverification.in@capgemini.com</a> not later than 14 days of your joining\*\*\*

Court Verification Forms

Court Record form

#### Note:

All of these forms (Address check Form, Database check form, Court record form) are available on the New Employee Wizard link. Please download these forms from the New Employee Wizard link and fill the information in BLUE ink only.

All of the above forms are submitted to the respective authorities (Police/Courts etc) and as a part of the verification process the representatives of these authorities may visit your residence address for verification; alternatively they may also call you or ask you to visit the nearby Police Station.

\*\*\*You are required to submit all the documents with 7 days from receiving this Offer, failing which offer will be revoked\*\*\*\*

Important points to note:

• In an event you fail to submit the required documents to the HR department within 30 days of first intimation/date of joining and after 2 reminders. Capgemini reserves the right to hold back your salary and to take disciplinary actions which inter alia include termination from service without notice.

You are requested to fill your details diligently in the link provided. If there is a discrepancy in the data provided or the copies of documents / certificates given by you as a proof in support of the above, Capgemini reserves to take disciplinary actions which inter alia includes termination from service without notice.

\*\*\* In case your last employer do not provide experience letter you may provide the relieving letter, however please ensure that the relieving letter has last working day clearly mentioned.

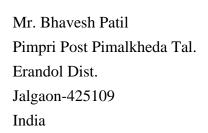
Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

In the absence of the above listed documents your onboarding may be delayed or deferred.

Best Regards, Team HR

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#### HRD/3T/1002671889/22-23



Ph: +91-7261900912

Dear Bhavesh,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO EVP and Head Human Resources - Infosys Limited

> Signature Not Verified Digitally signed by Pichard Lobo Date: 2022.04.01 Reason: Digitally Signed Location: Bangalore

INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com





HRD/1002671889/22-23

Mr. Bhavesh Patil Pimpri Post Pimalkheda Tal. Erandol Dist. Jalgaon-425109 India

Ph: +91-7261900912

Dear Bhavesh,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

#### Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ( "Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company. "Company" refers to Infosys Limited.

"**Control**" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

#### Joining

Your scheduled date of joining the employment of the Company will be 14-Apr-2022.

#### Location

Your location for employment is MYSORE, India .

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.



#### Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

#### **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company`s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:



a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

#### **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

#### Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

#### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

#### Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.



#### **Compensation and Benefits**

#### Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

#### **Performance- linked Incentive**

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

#### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

#### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.



#### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

#### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

#### **Passport & Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

#### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.



#### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

#### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.



You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.



Yours sincerely,

#### **RICHARD LOBO EVP and Head Human Resources - Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

Sign your name

Print your full Name

Location



#### INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com



#### **ANNEXURE - I** (Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)				
NAME Mr. Bhavesh Patil				
ROLE	ROLE Systems Engineer			
ROLE DESIGNATION	ROLE DESIGNATION Systems Engineer Trainee			
1. MONTHLY COMPONENT	`S			
BASIC SALARY		15,000		
BASKET OF ALLOWANCES		4,478		
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				
MONTHLY GROSS SALARY	ζ	22,328		
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis) 150				
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary		1,800		
GRATUITY - 4.81% of Basic Salary*				
FIXED GROSS SALARY (1+2+3) 25,0				
TOTAL GROSS SALARY	TOTAL GROSS SALARY			

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



# **ANNEXURE - II** (Compensation post successful completion of six months)

			NSATION DI es in INR per			
NAME Mr. Bhavesh Patil						
ROLE	Systems Engineer					
ROLE DESIGNATION	Systems Engineer	Trainee				
1. MONTHLY COMPON	NENTS					
BASIC SALARY						15,000
BASKET OF ALLOWAN	ICES					4,478
BONUS / EX-GRATIA (9 monthly basis)	5% of the eligible amount (	20% of Basic	Salary) being	paid o	ut on a	2,850
MONTHLY GROSS SAI	LARY					22,328
2. ANNUAL COMPONENT BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis) 1				150		
3. RETIRAL BENEFITS	5					
PROVIDENT FUND - 129	% of Basic Salary					1,800
GRATUITY - 4.81% of Basic Salary*					722	
FIXED GROSS SALARY (1+2+3)				25,000		
4. INCENTIVE COMPONENTSAt an indicative Payout of 5%At indicative Payout of 10%			At indicative Payout of 20%			
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)         1,250			1,250		2,500	5,000
TOTAL GROSS SALAR	RY (Inclusive of the incenti	ve Compone	nt at indicativ	ve payo	out 5% of FGS)	26,250
TOTAL GROSS SALA	RY (Inclusive of the incen	tive Compon	ent at indicat	ive pay	yout 10% of FGS)	27,500
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)				30,000		
OTHER BENEFITS						
Scheme	Eligible Amount In INR	Interest		Mont	thly Instalments	Margin Money (To be borne by the employee
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil		12		Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time						
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be						

\*The gratuity amount set out above is an approximation. Your eligibility and the fin determined in strict accordance with the provisions of the Payment of Gratuity Act



# Capgemini congratulates you on your selection and presents you our Letter Of Intent

1 message

**Capgemini via Superset** <notifications@email.joinsuperset.com> To: yogita080898@gmail.com Sat, Apr 30, 2022 at 8:17 AM



Dear Yogita Bhausaheb Wagh,

At Capgemini, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgemini's ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before May 04, 2022 08:30 PM IST.

To ensure ease of process, please find below list of documents that would be needed to complete the process:

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets
- Graduation Degree Certificate/Provisional Degree\* (If applicable)
- Government ID Proof (Aadhar Card/ Driving License/ Passport/ Voter ID)
- Diploma Marksheets( If applicable)
- Diploma Certificate( If applicable)
- Post-graduation Marksheets\* (If applicable)
- Post-graduation Certificate\*( If applicable)

\*Please note that if you have completed your diploma/graduation/post-graduation it is mandatory to upload all semester marksheets and degree certificate.

Note the following points while completing the process :

- Marksheets should be scanned and uploaded semester/year wise only
- Kindly ensure all documents are clearly scanned and uploaded in PDF/JPEG/JPG/PNG format only
- Maximum file size limit is 4MB
- The file nomenclature should be (FirstName LastName DocumentName)

Kindly Refer to below examples for document nomenclature:

Example 1: Rahul Singh is currently in 7th semester Engineering from ABC college. The documents Rahul would upload be as follows : Click here to see the Example

Example 2: Arnab Chakraborty is currently in 7th semester Engineering from ABC college. He has joined ABC college via Lateral entry in 2nd year having done Diploma after SSC. The documents Arnab would upload be as follows : Click here to see the Example

Example 3: Aditya Sharma is currently in 4th semester MCA from ABC college. The documents Aditya would upload be as follows : Click here to see the Example

Example 4: Tanvi Sharma has completed her Graduation from ABC college. The documents Tanvi would upload be as follows : Click here to see the Example

Do reach out to us on fresherhiring.in@capgemini.com in case of any queries.

Thank you for interviewing with Capgemini. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

Love your career. Ace your career at Capgemini.

#### **University Hiring & Relations Team**

Go to Offer Page



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Click here to view the recruitment disclaimer.

To view our candidate privacy notification please click here

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"Leave this world better than you found it." Founder - Bhavarla H. Jain (1937 - 2016)

Date: 05.05.2022

To, Mr. Joshi Ajay Satish At Post Neri Bk, Tal. Jamner, Dist. Jalgaon – 425114

# Sub. : Selection.

Dear Mr. Joshi,

With reference to your application for the position in our Organization and subsequent interview you had with us on 04.05.2022, we are pleased to inform you that you have been selected on probation. The salary package & terms of our association will be as discussed with you. The other terms and conditions of your employment will be communicated to you after joining. You are requested to join on or before 09.05.2022

have to undergo medical checkup by the medical officer prescribed by the company and your appointment would be The detailed letter of appointment shall be given to you on completion of Orientation Programme. Before joining, you will subject to your medical fitness duly certified by them.

We are enclosing herewith two Comfort letters. Kindly bring the same with you duly filled while joining, from the references you have mentioned in your application form.

Please submit the following copies of documents to HR Department on the day of joining

- School Leaving Certificates (As a proof of date of birth).
- Copies of Mark-sheet & Passing certificates relating to your academic qualification (10th, 12th, Degree & Diploma,
  - etc).
- Caste certificate.
   Relieving Letter / Acceptance of Resignation from previous employer (if any).
  - In case of experienced candidate
- Experience certificates from all previous employers
- Latest salary slip of last employer.
- Declaration of Income Tax deducted with last employment in Form No. 12B U/s. 192(2) (Applicable in case of taxable income) 0
- Latest passport size of Photographs 2 Nos.
- Latest passport size photograph of each family member with birth date for Insurance Policy. (Father, Mother, Wife/husband, two children only).
  - In case of ESI, copy of Bank A/c passbook, copies of Aadhar cards of all family members with their date of birth and 2 group family photographs (size 12 cm (width) x 7 cm (height)).
    - Photo Identity & address proof like Driving Licence / PAN card / Voters card, etc.
      - Medical Check-up Report
        - Police Verification Report.
- Any other certificate of completion of additional / professional education.

If the above mentioned documents are not available candidate are advised to provide declaration of the effect.

You are advised to report the undersigned at our Head Office at Jalgaon (M.S.). Further instructions regarding training and posting shall be issued in due course.

Wish you hearly welcome and wish you best luck in your new assignment.

For JAIN FARM FRESH FOODS LTD.,

G. R. PATIL EXE. SR. MANAGER - HR

A Jain Irrigation Company

Tel: +91-267-2260033/44; Fax: +91-267-2261144; foodpark@jainfarmfresh.com; www.jainfarmfresh.com; www.aamrus.in CIN: U16200MH2016PLC263338 Registered Office: Gat No. 139/2, Jain Food Park, Jain Valley, Shirsoli, Jaigaon - 425 001. India.

Ξ



#### Hi Chhaya,

Congratulations on your selection at Tata Elxsi!

Please submit below documents for completion of your joining process.

- a. Relieving letter(s) & Experience Certificate(s) from all your previous Organisations covering your entire experience.
- b. Your salary certificate / payslips (Latest 3 months Pay Slips from your immediate previous employer).
- c. Certificates of 10th & 12th Classes.
- d. Graduation Certificate & Marks Sheets.
- e. Post Graduation Certificate & Mark Sheets (If applicable).
- f. Passport Details (Number, Date, Place of Issue and Validity) with copy of first four and last two pages. Please get the self-attested copies of first four and last two pages of pass port.
- g. Last Employer's PF Membership No. (If applicable).
- h. Passport Size Photograph (White Background).
- i. Copies of Pan Card, self attested.
- j. Copies of Aadhar Card, self attested.

The offer should be signed (at the end of every page) and shared back to us.

Joining process will start by 9:00 AM on your joining date.

**Note:** Joining formalities will not be carried out if any of the mandatory documents is not submitted. Joining formalities will be done on the day when all the required documents are brought by you.

Looking forward to your joining the TATA ELXSI FAMILY!

for Tata Elxsi Limited,

S.F.J.J.

Rajagopalan S. Head - Human Resources

# TATA ELXSI



05 May 2022

Chhaya Shantaram Attarde Plot No - 23, Gate No – 409, Samarth Colony, Tarsod Post, Jalgaon, Maharashtra – 425002.

#### Dear Chhaya,

We are pleased to appoint you as **Engineer** or in such other capacity as the Management of the Company shall from time to time determine, under the following terms and conditions:

#### 1. Appointment:

You will be required to join us on **09 May 2022.** (The Company reserves the right to advance / postpone the date of joining.)

1.1. Your date of appointment is effective from the date of joining.

#### 2. Code of Conduct:

- 2.1. The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.
- 2.2. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of your job, skills, specific background and professional merit. Accordingly your salary and any changes made to it, is strictly confidential, and you shall treat it accordingly.
- 2.3. You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.
- 2.4. You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.
- 2.5. You shall inform the Company of any changes in your personal data within 3 days of the occurrence of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India, as recorded in the Company.
- 2.6. You will observe work timings and holidays as applicable to your location and place of work.

# TATA ELXSI



#### 3. Training & Probationary Period:

- 3.1 You will be on training for the first 6 months. During the training period, you will be subject to assessment at various stages and you are expected to meet the minimum acceptable criteria for your continuity in the Company and subject to submission of Provisional Degree Certificate (PDC) of the University with **60% or 6.0 CGPA** in aggregate.
- 3.2 Post the above, you will be on probation for the next 6 months. On meeting the minimum acceptable criteria and on completion of the probation period, if found suitable in the appointed post, you will be confirmed in writing by the Company. The terms and conditions of this letter shall continue to bind you or as may be amended by the Company from time to time.
- 3.3 Based on your performance, the Company is at liberty to terminate your services, if found unsatisfactory at any time during the Training or probation period, or extended probation period, as it deems necessary.

#### 4. Salary:

- 4.1. During the period of probation you will be entitled to salary and perquisites as detailed in the annexure. The Company in writing will communicate any change in compensation to you.
- 4.2. Compensation structure detailed in the attached annexure is for a posting in **Pune**. The compensation structure is based on location of posting and any change in compensation arising out of a change in location of posting will be communicated to you in writing.

#### 5. Initial Posting and Subsequent Transfers:

Your initial posting can be at any of our design & development centers in **Pune**. You will be liable to transfer in such capacity as the Company may from time to time determine to any other location, department, establishment, factory or branch of the Company or subsidiary, associate or affiliate of the Company in India or abroad without claiming any extra remuneration for such transfers.

#### 6. Leave:

6.1. You will be entitled to leave and other benefits in accordance with the rules / policies of the Company.

#### 7. Other Work:

7.1. Your position is a full time employment with the Company and you shall devote your whole time and attention to the Company's business entrusted to you. You will not take up any other work for remuneration (Part-time or otherwise) or work in advisory capacity

# TATA ELXSI



or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Company without the prior written permission of the Chief Executive Officer of the Company.

#### 8. Termination:

- 8.1. During the period of training / probation, your services shall be terminable by giving one month's notice or one month's basic pay in lieu thereof on either side at the sole discretion of Tata Elxsi management. On confirmation of your services in the Company, your services shall be terminable by giving three months notice or three months basic pay in lieu thereof on either side at the sole discretion of Tata Elxsi management.
- 8.2. In the event that you want to terminate your employment with the Company, while on a project at customer's site in India or abroad you be will required to give a minimum of 90 days notice, to enable smooth transition and transfer of technology. The actual date of release will be mutually decided with the consent of the concerned client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the 90 day period. This minimum notice of 90 days cannot be adjusted with payment in lieu of notice period as mentioned in clause 8.1 above or adjusted against the Privilege Leave.
- 8.3. In case during your services with the Company, if you are deputed abroad for Training / Developmental program / Participating in Seminar etc., your notice period for resignation / termination during the period of one year after completion of your deputation abroad, will be 6 months at the option of the Company.
- 8.4. You will be liable to termination from service by the Company without notice if:
  - a. Any declaration given by you or any testimonials furnished by you to the Company is found to be false, or,
  - b. You are found to have willfully suppressed any material information, or,
  - c. You are found to have been convicted for or indulged in criminal, subversive or immoral activities, or,
  - d. You are found to have indulged in financial irregularities; or
  - e. You breach any of the terms and conditions of your employment as specified in this letter, or of any further official communication from the Company.

#### 9. On Separation:

9.1. On communication of the termination/resignation of your employment with the Company, you will immediately give up to the Company before you are relieved, all documents of the Company including correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and shall not make or retain any copies of these items.

# TATA ELXSI

#### 10. Background Check:

You are advised that, before or after joining the services, the Company or its Client(s) may conduct a background check such as past employment, education, financial & criminal check, including any other information that has been furnished by you. The Company reserve the right to withdraw any offer of employment or terminate your appointment immediately, without any liability should the results of your background investigation found negative.

#### 11. Intellectual Property and Confidential Information:

- 11.1. Information pertaining to the Company's operations and its clients shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect nondisclosure of confidential information and intellectual property etc. shall be executed by you. You will also keep us duly informed if you are bound by any confidentiality agreement with any of your previous employers, in which case you shall keep us indemnified against any breach thereof by you. Any Intellectual Property or Patents developed by you during your service will be the property of Tata Elxsi Limited. After leaving the services of the Company, you shall keep confidential and proprietary information and technologies, which you were involved with during your service with the Company and shall render yourself liable to damages and costs arising out of breach of such confidentiality.
- 11.2. You shall irrevocably, unconditionally and free of any cost, royalty or compensation, assign to TEL all rights, title and interests including the transfer rights and Intellectual Property Rights in all products, designs, software, all embedded, intermediary, base software technology which is created or developed by you during the course of your employment. TEL shall have the right to obtain and hold in its own name, copyrights, trade-marks and other applicable registrations and seek such other protection as may be appropriate to the work, product and all designs, software created by you and you shall also provide TEL or any person designated by TEL all assistance as may be required to establish and / or perfect the rights defined in this clause.
- 11.3. **Data Protection Regulation- Personal Data**: You acknowledge and agree that TEL or any of its affiliates or group companies may process your personal data/ sensitive data. You also hereby provide explicit consent to the company to transfer such personal/sensitive data outside the country in which you are employed. TEL will process your personal data in the performance of a contract as your employer, to ensure to meet the employer obligations and the requirements of employment law. Your personal/sensitive data as part of legal obligation for business accounting, payroll, tax, immigration purposes. Your personal/sensitive data shall be under legitimate interests to carry out background checks as part of our due diligence measures. You hereby give your explicit consent to TEL to process such personal/or sensitive data.





#### 12. Adhering to Safety Standards:

- 12.1. The Company strives to provide each employee with a safe and healthy work environment. Each employee has responsibility for maintaining a safe and healthy workplace for all employees by following safety and health rules and practices and reporting accidents, injuries and unsafe equipment, practices or conditions.
- 12.2. Violence and threatening behavior are not permitted. Employees should report to work in condition to perform their duties, free from the influence of illegal drugs, smoking, chewing of tobacco or alcohol. The use of alcohol and/or illegal drugs in the workplace will not be tolerated.
- 12.3. Tata Elxsi has implemented its Healthy and Safety process based on ISO 45001. You are expected adhere to the Health and Safety Policy and promptly report any potential health and safety issues as per the reporting mechanism stipulated under the Health and Safety Policy. This act may help us maintain our own safety, as well as the safety of our fellow co-workers.

#### 13. Protection of Interest:

13.1. If you conceive any new or advanced methods of improving process / formulae / systems in relation to the operations of the Company, such development will be fully communicated to the Company and will be and will remain sole right / property of the Company.

#### 14. Client Management:

14.1. On Termination / Resignation of employment for what-so-ever reasons, you will not seek employment opportunities with our principals, customers and any other person / entity, with whom you had a business relationship / technical engagement within one year from your last working day in the Company. In the event the Company is of the reasonable opinion that you are terminating your employment with the Company to pursue an occupation in violation of this Clause 12, then the Company reserves the right to, at its sole discretion, refuse to accept any letter of termination, by whatever name called, of your employment with the Company. The Company further reserves the right to approach a Court of competent jurisdiction and obtain an injunction preventing you from terminating your employment with the Company and/or recover damages there from.

# TATA ELXSI

#### 15. Non-solicitation:

- 15.1. During the period of employment and for a period of two years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, hire or employ, or assist anyone else to solicit, hire or employ, any other employee of the Company. At no time you may directly or indirectly seek to induce any other employee of the Company to leave the employment of the Company or to become associated with, or perform services of any type for any third party.
- 15.2. During the period of employment and for a period of two years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, induce or encourage any customer or vendor of the Company to move his/her existing business with the Company to a third party or to terminate his/her business relationship with the Company.

#### 16. Retirement:

16.1. You will retire in the month of your attaining the age of 60 years.

#### 17. Original Certificates:

- 17.1. You are required to produce Original certificates / testimonials for our reference & verification on the day of joining.
- **18.** You are requested to join us on the date as indicated to you in **clause 1** of this letter ("**Date of Appointment**").

#### **19. Jurisdiction and Dispute resolution:**

- 19.1. Any dispute which may at any time hereafter arise between the parties hereto, shall be referred to a single arbitrator to be appointed by the Company Secretary of Tata Elxsi Ltd. in accordance with and subject to the provisions of the arbitration and conciliation act, 1996. It shall be open to any one of the parties to move the Company Secretary to appoint the arbitrator and refer dispute to arbitration. The decision/award of such an arbitrator shall be binding on the parties hereto. The venue of arbitration shall be Bangalore. The Courts in Bangalore shall have exclusive jurisdiction to the exclusion of all other Courts.
- 19.2. You will be required to produce one set of photocopies and the originals of certificates / testimonials on the day of joining. Photocopies will be retained for our records and originals will be returned to you upon verification.

# TATA ELXSI



19.3. Please note that while on employment, you will be governed by all Rules and Regulations of the Company, which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding on you.

We take pleasure in welcoming you to our Organization and look forward to a mutually beneficial association.

Wishing you the best in your career,

For Tata Elxsi Limited,

gopale

Rajagopalan S. Head - Human Resources

#### **Declaration**

I acknowledge that I was provided with an unsigned copy of this Agreement in advance of signing the same and was accorded ample opportunity to read and seek whatever clarification I needed related to the Agreement. I have read and understood the above terms and conditions of employment and am accepting the same. I will be reporting for duty on as indicated to me in **Clause 1** of this letter ("**Date of Appointment"**). By signing this Agreement I consent to the Company for collecting, retaining and processing my personal/sensitive data.

Date:

Signature: \_\_\_\_\_





#### Annexure 1

Annexure to: Chhaya Shantaram Attarde

Appointment Letter Dated: 05 May 2022

Name	Chhaya Shantaram Attarde
Level	D
Designation	Engineer
Location	Pune

	Amount in INR
Basic	15,500
House Rent Allowance	7,750
Flexible Benefit Plan**	1,912
Statutory Bonus *	1,400
Monthly Salary	26,562

#### **Deferred Benefits (Annualised)**

Provident Fund (As per the PF Act 1952)	22,320
Gratuity (As per the Gratuity Act 1972)	8,947

#### Annual Gross Salary

3,50,011

Medical Insurance (Hospitalisation) coverage as per Company policy as amended time to time.

Group Term Life (Personal Accident + Life Insurance) Coverage as per Company policy as amended time to time.

\*As per the Payment of Bonus Act 1965

\*\*Please refer the annexure for details of FBP

#### For Tata Elxsi Limited,

5.872

Rajagopalan S. Head - Human Resources

# TATA ELXSI



#### Annexure 2

#### Annexure indicating breakup of FBP components applicable to grade "D"

- 1. Telephone / Cell phone expenses (Not exceeding Rs.15,000/- p.a.).
- 2. Membership for Technical Societies (not exceeding Rs.6000/- p.a.).
- 3. LTA (tax free twice in 4 years as per prevailing Income Tax rules).





Sakshi Pardeshi <scpardeshi65@gmail.com>

# From NCSI India - Offer Email

4 messages

#### Dear Sakshi Rajaysing Pardeshi,

It was nice talking to you.

As per our discussion we are pleased to share with you that NCSI Technologies (India) Pvt. Ltd. would like to extend you an offer of employment. Please find below the offer details, kindly review the same and request you to share your offer acceptance and date of joining confirmation in reply email at the earliest. Your joining date with NCSI India Pune is **Tomorrow i.e. Thursday**, **May 26**, **2022**.

Please provide your confirmation on the below.

Salary Structure				
Title / Grade	Associate Engineer/ P1			
On-Target Performance Rating	PR3			
Monthly				
Base Salary	16,880			
Other Fixed Allowances	25,320			
Annual				
Base Salary (12x)	2,02,560			

Other Fixed Allowances	3,03,840
Annual Fixed	5,06,400
On Target Variable Bonus* (Annual)	56,267
Total Cash (CTC)	5,62,667
Additional Benefits**	1,16,000
Total Cash Component including CTC	6,78,667

\*Performance bonus is a discretionary component which is based on your performance, company's performance and overall industry performance and will be paid at the sole discretion of the company.

\*\*You will be entitled to additional benefits in the form of subsidy amounting to INR 1,16,000 annually, subject to eligibility.

\*\*\* The above intent of offer is valid for 48 hours. Please provide your acceptance via email or connect with us for any queries.

"Please acknowledge the offer by responding to this email and along with submitting your information via below Employee Master Link.

#### Link for Employee Master

NOTE – We will only be able to issue the official Offer Letter if the above Employee Master Link is timely updated by you. Please ensure that all the information is correctly filled out on the link."

Once again congratulations and we look forward to having you on-board.

Please feel free to reach out to me in case if you have any questions.

Thanks & Regards,



#### Shraddha Joshi

IT-7, 5th Floor, VITP, Blue Ridge.

Hinjewadi Phase 1, Pune - 411057, India

ncs.co



This e-mail and any attachments thereto are intended for the sole use of the recipient(s) named above and may contain information that is confidential and/or proprietary to the NCS Group. Any use of the information contained herein (including, but not limited to, total or partial reproduction, communication, or dissemination in any form) by persons other than the intended recipient(s) is prohibited. If you have received this e-mail in error, please notify the sender immediately and delete it. NCSI Technologies (India) Pvt. Ltd.



I accept the offer. [Quoted text hidden]

---

# Thanks & Regards

Sakshi Rajaysing Pardeshi Mob No: 8010888375 Gmail:scpardeshi65@gmail.com

Hi Sakshi,

Thank you for accepting the offer and confirming the date of joining.

We will share copy of Offer Letter and Appointment Letter on the day of joining or in couple of days from date of joining.

Please visit us at www.ncs.com.sg to know more about our areas of expertise.

Regards,

Shraddha

[External email] Please be cautious when clicking on any links or attachments.

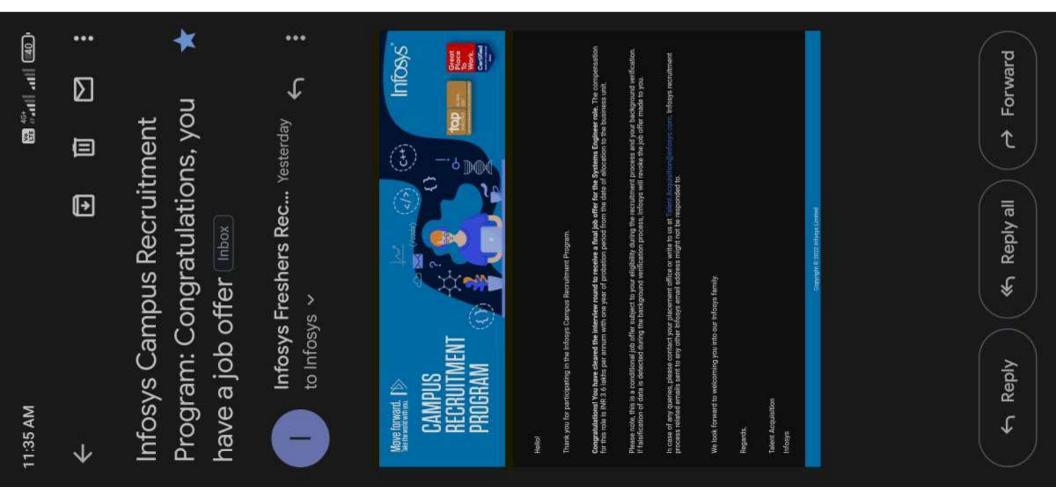
[Quoted text hidden]

Thu,

[Quoted text hidden]

Singtel NCS Employment Application Form\_v1.pdf

May 26, 2022 at 9:02 AM



#### HRD/3T/1002741012/22-23

Mr. Mayur Kolhe Near Sai Baba Temple, Vithhal Peth, Jalgaon-425001 India

Ph: +91-7276784338

Dear Mayur,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO EVP and Head Human Resources - Infosys Limited** 

> Signature Not Verified Digitally signed by Bichard Lobo Date: 2022.05.05 Reason: Digitalty Signed Location: Bangalore

INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited





#### HRD/1002741012/22-23

Mr. Mayur Kolhe Near Sai Baba Temple, Vithhal Peth, Jalgaon-425001 India

Ph: +91-7276784338

Dear Mayur,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

#### Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ( "Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company. "Company" refers to Infosys Limited.

"**Control**" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

#### Joining

Your scheduled date of joining the employment of the Company will be 23-May-2022.

#### Location

Your location for employment is MYSORE, India .

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.



#### Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

#### **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company`s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:



a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

#### **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

#### Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

#### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

#### Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.



### **Compensation and Benefits**

### Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

### **Performance- linked Incentive**

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.



# **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

### **Passport & Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

# **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.



## **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.



You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.



Yours sincerely,

# **RICHARD LOBO EVP and Head Human Resources - Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

Sign your name

Print your full Name

Location



### INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com



### **ANNEXURE - I** (Compensation during the first six months from the Date of Joining)

	COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. Mayur Kolhe	
ROLE	Systems Engineer	
ROLE DESIGNATION	Systems Engineer Trainee	
1. MONTHLY COMPONENTS	S	
BASIC SALARY		15,000
BASKET OF ALLOWANCES		4,478
BONUS / EX-GRATIA (95% of monthly basis)	the eligible amount (20% of Basic Salary) being paid out on a	2,850
MONTHLY GROSS SALARY		22,328
2. ANNUAL COMPONENT		
BONUS / EX-GRATIA - (Baland the advance (95%) paid out on a b	ce 5% will be paid out in the end of the financial year after adjusting monthly basis)	150
3. RETIRAL BENEFITS		
PROVIDENT FUND - 12% of Basic Salary		
GRATUITY - 4.81% of Basic Salary*		
FIXED GROSS SALARY (1+2	+3)	25,000
TOTAL GROSS SALARY		25,000

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



# **ANNEXURE - II** (Compensation post successful completion of six months)

			NSATION DI es in INR per			
NAME	Mr. Mayur Kolhe					
ROLE	Systems Engineer	Systems Engineer				
ROLE DESIGNATION	Systems Engineer	Trainee				
1. MONTHLY COMPO	NENTS					
BASIC SALARY						15,000
BASKET OF ALLOWAN	ICES					4,478
BONUS / EX-GRATIA (9 monthly basis)	5% of the eligible amount (	20% of Basic	Salary) being	paid o	ut on a	2,850
MONTHLY GROSS SA	LARY					22,328
2. ANNUAL COMPONE	ENT					
BONUS / EX-GRATIA - ( the advance (95%) paid ou <b>3. RETIRAL BENEFITS</b>	•	it in the end of	f the financial	year af	ter adjusting	150
						1 900
PROVIDENT FUND - 12						1,800
GRATUITY - 4.81% of B						722 25,000
FIXED GROSS SALAR	I (I+2+3)		I		1	23,000
4. INCENTIVE COMPO	NENTS		At an indica Payout of 5		At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORM	ANCE LINKED INCENT	IVE (TPI)	1,250 2,500		5,000	
TOTAL GROSS SALAR	XY (Inclusive of the incenti	ve Compone	nt at indicativ	ve payo	out 5% of FGS)	26,250
TOTAL GROSS SALA	RY (Inclusive of the incent	tive Compon	ent at indicat	ive pay	yout 10% of FGS)	27,500
TOTAL GROSS SALA	RY (Inclusive of the incent	tive Compon	ent at indicat	ive pay	yout 20% of FGS)	30,000
		OTHER	R BENEFITS			1
Scheme	Eligible Amount In INR	nt In INR Interest Monthly Instalments		Margin Money (To be borne by the employee)		
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil		12		Nil
	as per Company's policies, v fulfilment of all criteria def ne					
	but above is an approximation ance with the provisions of				y out of any Gratuity	amounts will be

Ravigate your next June 5, 2022

### HRD/3T/1004643886/22-23

Mr. Siddharth Kadam 44, Tondapur Road Wakod Tal Jamner Jalgaon-424205 India

Ph: +91-8975506418

Dear Siddharth,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO EVP and Head Human Resources - Infosys Limited** 

> Signature Not Verified Digitally signed by Fichard Lobo Date: 2022.06,05,75:19:01 IST Reason: Digitally Signed Location: Bangalore

INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com



HRD/1004643886/22-23

Mr. Siddharth Kadam 44, Tondapur Road Wakod Tal Jamner Jalgaon-424205 India

Ph: +91-8975506418

Dear Siddharth,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

### Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ( "Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company. "Company" refers to Infosys Limited.

"**Control**" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

### Joining

Your scheduled date of joining the employment of the Company will be 13-Jun-2022.

### Location

Your location for employment is MYSORE, India .

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.



# Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

# **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company`s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:



a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

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c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

### **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

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### **Compensation and Benefits**

### Salary

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## **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

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Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

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Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.



Yours sincerely,

# **RICHARD LOBO EVP and Head Human Resources - Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

Sign your name

Print your full Name

Location



### INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com



### **ANNEXURE - I** (Compensation during the first six months from the Date of Joining)

	COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. Siddharth Kadam	
ROLE	Systems Engineer	
ROLE DESIGNATION	Systems Engineer Trainee	
1. MONTHLY COMPONEN	TS	
BASIC SALARY		15,000
BASKET OF ALLOWANCES		4,478
BONUS / EX-GRATIA (95% o monthly basis)	of the eligible amount (20% of Basic Salary) being paid out on a	2,850
MONTHLY GROSS SALARY		22,328
2. ANNUAL COMPONENT		
BONUS / EX-GRATIA - (Bala the advance (95%) paid out on	a monthly basis)	150
3. RETIRAL BENEFITS		
PROVIDENT FUND - 12% of Basic Salary		
GRATUITY - 4.81% of Basic Salary*		
FIXED GROSS SALARY (1-	+2+3)	25,000
TOTAL GROSS SALARY		25,000

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



# **ANNEXURE - II** (Compensation post successful completion of six months)

			NSATION DI es in INR per			
NAME	Mr. Siddharth Kadam					
ROLE	Systems Engineer	Systems Engineer				
ROLE DESIGNATION	Systems Engineer	Trainee				
1. MONTHLY COMPON	NENTS					
BASIC SALARY						15,000
BASKET OF ALLOWAN	CES					4,478
BONUS / EX-GRATIA (9 monthly basis)	5% of the eligible amount (	20% of Basic	Salary) being	paid or	ut on a	2,850
MONTHLY GROSS SAI	LARY					22,328
2. ANNUAL COMPONE	NT					
BONUS / EX-GRATIA - ( the advance (95%) paid ou	Balance 5% will be paid ou t on a monthly basis)	it in the end o	f the financial	year af	ter adjusting	150
3. RETIRAL BENEFITS						1
PROVIDENT FUND - 129	% of Basic Salary					1,800
GRATUITY - 4.81% of Ba	asic Salary*					722
FIXED GROSS SALARY	Y (1+2+3)					25,000
4. INCENTIVE COMPO	NENTS		At an indica Payout of 5		At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMA	ANCE LINKED INCENT	IVE (TPI)	1,250 2,500		5,000	
TOTAL GROSS SALAR	Y (Inclusive of the incenti	ve Compone	nt at indicativ	ve payo	out 5% of FGS)	26,250
TOTAL GROSS SALA	RY (Inclusive of the incen	tive Compon	ent at indicat	ive pay	yout 10% of FGS)	27,500
TOTAL GROSS SALA	RY (Inclusive of the incen	tive Compon	ent at indicat	ive pay	yout 20% of FGS)	30,000
		OTHEI	R BENEFITS			
Scheme	Eligible Amount In INR	Interest		Mont	thly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil		12		Nil
	as per Company's policies, v fulfilment of all criteria def ne					
	out above is an approximatic ance with the provisions of				y out of any Gratuity	amounts will be

HRD/3T/1004647992/22-23

Navigate your next June 15, 2022

Ms. Priyanka Koli 7/B 3 Type Ordnance Factory Varangaon Jalgaon-425308 India

Ph: +91-7020500895

Dear Priyanka,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO EVP and Head Human Resources - Infosys Limited

> Signature Not Verified Digitally signed by Fichard Lobo Date: 2022.06.1578:47:51 IST Reason: Digitally Signed Location: Bangalore

INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com

**Infosys** Navigate your next June 15, 2022

HRD/1004647992/22-23

Ms. Priyanka Koli 7/B 3 Type Ordnance Factory Varangaon Jalgaon-425308 India

Ph: +91-7020500895

Dear Priyanka,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

### Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ( "Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company. "Company" refers to Infosys Limited.

"**Control**" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

### Joining

Your scheduled date of joining the employment of the Company will be 27-Jun-2022.

### Location

Your location for employment is MYSORE, India .

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.



# Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

# **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company`s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:



a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

### **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

## Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.



### **Compensation and Benefits**

### Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

### **Performance- linked Incentive**

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.



# **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

### **Passport & Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

# **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.



## **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.



You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.



Yours sincerely,

# **RICHARD LOBO EVP and Head Human Resources - Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

Sign your name

Print your full Name

Location



### INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com



### **ANNEXURE - I** (Compensation during the first six months from the Date of Joining)

	COMPENSATION DETAILS (All figures in INR per month)		
NAME	Ms. Priyanka Koli		
ROLE	Systems Engineer		
ROLE DESIGNATION	Systems Engineer Trainee		
1. MONTHLY COMPONENT	'S		
BASIC SALARY		15,000	
BASKET OF ALLOWANCES		4,478	
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)			
MONTHLY GROSS SALARY		22,328	
2. ANNUAL COMPONENT			
BONUS / EX-GRATIA - (Balan the advance (95%) paid out on a	ace 5% will be paid out in the end of the financial year after adjusting monthly basis)	150	
3. RETIRAL BENEFITS			
PROVIDENT FUND - 12% of Basic Salary			
GRATUITY - 4.81% of Basic Salary*			
FIXED GROSS SALARY (1+2	FIXED GROSS SALARY (1+2+3) 25,		
TOTAL GROSS SALARY		25,000	

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

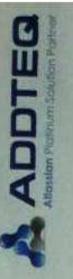
\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



# **ANNEXURE - II** (Compensation post successful completion of six months)

			NSATION DI es in INR per			
NAME	Ms. Priyanka Koli					
ROLE	Systems Engineer	Systems Engineer				
ROLE DESIGNATION	Systems Engineer	Trainee				
1. MONTHLY COMPON	NENTS					
BASIC SALARY						15,000
BASKET OF ALLOWAN	CES					4,478
BONUS / EX-GRATIA (9 monthly basis)	5% of the eligible amount (	20% of Basic	Salary) being	paid o	ut on a	2,850
MONTHLY GROSS SAI	LARY					22,328
2. ANNUAL COMPONE	NT					
BONUS / EX-GRATIA - ( the advance (95%) paid ou	Balance 5% will be paid ou t on a monthly basis)	it in the end o	f the financial	year af	fter adjusting	150
3. RETIRAL BENEFITS						1
PROVIDENT FUND - 129	% of Basic Salary					1,800
GRATUITY - 4.81% of Ba	asic Salary*					722
FIXED GROSS SALARY	¥ (1+2+3)					25,000
4. INCENTIVE COMPO	NENTS		At an indica Payout of 5		At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORM	ANCE LINKED INCENT	IVE (TPI)	1,250 2,500		5,000	
TOTAL GROSS SALAR	Y (Inclusive of the incenti	ve Compone	nt at indicativ	ve payo	out 5% of FGS)	26,250
TOTAL GROSS SALA	RY (Inclusive of the incen	tive Compon	ent at indicat	ive pay	yout 10% of FGS)	27,500
TOTAL GROSS SALA	RY (Inclusive of the incen	tive Compon	ent at indicat	ive pay	yout 20% of FGS)	30,000
		OTHEI	R BENEFITS			
Scheme	Eligible Amount In INR	Interest		Mont	thly Instalments	Margin Money (To be borne by the employee
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	y) Nil		12		Nil
	as per Company's policies, v fulfilment of all criteria def ne					
	out above is an approximatic ance with the provisions of				y out of any Gratuity	amounts will be





OFFER LETTER

18th June, 2022

Dear Mrs. Nutan Dilip Fatil ,

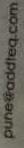
Offer of Appointment for the Position of Allassian Isainee.

We refer you to your application and subsequent interview with us, we are pleased to inform you that your acceler has been considered favorably and we can after you an appointment in our company on the following terms as conveyed to you during the discussion.

- 1) Your monthly remuneration will be a stipend of R1.15000 PM.
- 2) You shall report for duty on 1st August 2022 at our Pune Office.
- Your Initial place of work will be Fune and you will be expected to travel for client meetings, project doliveries as per project soquirements. 3)
- planned by your manager/lead considering various factors like workload, availability of your peers, training, We run 24x7 support operations and you will be expected to be flexible on working shifts. Shifts will be etc. You will start with a UK shift, to begin with, 4
- probation period, you will be absorbed by the company. During the training period, you may be required to You shall be on Itaming for an initial period of 6 manifis. On successful completion and evaluation of the aftend training an weekends depending upon the availability of the external consultants. 65
- You will be expected to complete 2 Attassian/AWS certifications during the training period. This will be the primary criteria for confirmation of employment. 6
- 7) You shall sign a 3-year bond upon joining the Training program.
- The acceptance of this offer should be returned to us within 24 hours, failing which this offer will automatically be withdrawn. 8



Addleq Software India Pvt. Ltd.



www.oddteg.com

00-500-1122

Addieg Software Private Lin West Wing, Marisoft III, 5th d Kalvani Nadar Pupe 4111



Mr. Sahil Mansoor

Sub: Offer of employment with MAKOS INFOTECH.

### Dear Mr. Sahil,

We are pleased to offer you the position of **Backend Developer** In our organization on the terms and conditions mutually agreed upon & you shall be reporting to the **Product Engineer**. You are requested to join us on **13.04.2022**. You will be offered an Annual CTC of **Rs.240000/-** (**Two lakh forty thousand only**). You shall be on probation for 6 months. The increment will be given after that based on your performance.

Kindly submit the photo copies of all the following documents for further processing.

- 1. All certificates / testimonials in support of your educational qualifications & work experience.
- 2. Aadhar Card.
- 3. Pan Card.
- 4. Any Identity Proof (Permanent address proof with Photo).
- 5. 4 Passport size photographs.
- 6. Bank Account Details ( Cancel Cheque /Front page Copy /Statement of last three months)
- 7. Salary Slips / salary certificate of last three months from previous employer.

Failing to the submission of the documents listed above could lead this Offer Letter to stand invalid.Kindly ignore if already submitted.

### Terms & Conditions of the Employment

- 1. You will be guided by the provisions laid out by the company and as amended from time to time in respect of the policies and procedure to be followed.
- 2. Your work location will be decided by Makos Infotech Head Office, Chennai.
- 3. The normal working hours of the company may be modified to suit particular business requirements may vary from individual to individual within the company and also entail working in shift.
- 4. CEO will provide you with the necessary guidance, supervision and direction in the execution ofyour daily job responsibilities.

Registered Office:

### Makos Infotech Private Limited CIN No: U72200TN2020PTC139960 GST No: 33AAOCM1053E1ZS

'Amara Sri", situated at Old No.313, New No.455, Block No.75, 7th Floor Anna Salai, Teynampet, Chennai - 600018,

To,



- 5. During the course of your employment you will devote your whole time, attention and skills to he conduct of the business of the company.
- 6. If you are assigned to work at the company's customer locations you will represent the company's interests in a professional, sensitive, dignified and responsible manner. You will at notime solicit employment, directly or indirectly, with any of the company's customers. You will always inform the company's management of any problem situations at the customer's locationin a timely fashion and seek the direction of the company in management in resolving the same.

7. You will keep all information relating to the company's business, including and notlimited to business plans, employees, products, services, contracts, technical specifications, documentation, proposals, correspondence, customers, financial transactions etc that may be available to you as an employee of the company in the strictest confidence and not divulge the same to any third party without the specific, written permission of CEO.

8. Upon termination of your employment with the company you will return all suchmaterial in your possession to the company.

9. Upon termination of your employment with the company, you will not use any company information that was available to you during your employment with the company, to undermine the business interests of the company in any manner.

Your employment with the company is subject to all information provided by you in your job application, resume, academic and experience records being correct and valid. Shouldany material inaccuracies be discovered in the above at a future date, your employment may be terminated without any notice.

10. You will handle all information, documentation, project plans, technical specificationsetc and any other materials belonging to customers that may become available to you during the course of your assignments with them with the highest confidentiality and notdivulge them to any third party under any circumstances. In the event of termination of your employment with the company you will return all such materials in your possession to the company before your full & final settlement.

11. The company practices strict software anti-piracy policies and therefore, you will notuse any unlawfully acquired software in the conduct of any of the company's business. You will also not make unauthorized copies of any company software that may be available to you during the course of your employment with the company.

12. In accordance with the standard practice of the company, you shall treat the terms of this "Offer of employment" as confidential.

13. You need to serve a **90 days notice** period at the time of leaving the company.

Registered Office:

### Makos Infotech Private Limited CIN No: U72200TN2020PTC139960 GST No: 33AAOCM1053E1ZS

'Amara Sri", situated at Old No.313, New No.455, Block No.75, 7th Floor Anna Salai, Teynampet, Chennai - 600018,



You are requested to sign your acceptance on one copy of this letter as a token of acceptance and return the same to us.

Yours faithfully,

**Makos Infotech** 



### Ashokk Remi John

**CEO and Founder, Makos Infotech** 

I accept the terms and conditions of employment as set forth above and understand that I am not relying on any prior statements or representations not contained within this letter. My employment with **Makos Infotech** does not violate any agreement that I have with my last employer or any other former employer.

Date:13/04/2022



Name written in own hand inblock letters

Signature

**Registered Office:** 

Makos Infotech Private Limited CIN No: U72200TN2020PTC139960 GST No: 33AAOCM1053E1ZS 'Amara Sri", situated at Old No.313, New No.455, Block No.75, 7th Floor Anna Salai, Teynampet, Chennai - 600018,



# Fwd: HCL || Final Confirmation

1 message

**md aslam** <amd933776@gmail.com> To: tpogcoej@gmail.com Thu, 22 Sep 2022 at 11:40 am

------ Forwarded message ------From: **Madhumita Murali** <madhumita.m@hcl.com> Date: Wed, Sep 21, 2022, 14:40 Subject: HCL || Final Confirmation To: amd933776@Gmail.com <amd933776@gmail.com>

Hello Mohd Aslam Mohd Salim,

Thank you for participating in test and interviews on that mentioned schedule.

We are glad to confirm that you have been selected for the opportunity with HCL.

Our onboarding team will reach out to you once we start onboarding.

### Important Points:

1. CTC offered: INR 2.75 LPA

2. Selected Candidates should be willing to work on any assignment assigned by HCL Technologies including 24\*7 operations and Shifts, willing to learn.

3. Selected Candidates should be Willing to work in any location within India or abroad as assigned by HCL Technologies.

4. Service Agreement for 12 Months (as applicable). In case they leave before completing 12 months, they are liable to pay 50K to the organization.

### Please Note:

Your Joining with HCL is subject to BGV Clearance, Re-hire Policy (incase applicable) and Eligibility criteria as follows:

- 1. Minimum 65% throughout in academics (10th, 12th/Diploma & Graduation) & no Backlogs.
- 2. B.E/B. Tech Graduation passing Year 2020, 2021, 2022 & Specialization in CSE/IT/Circuit Branch/Mech only.

-Madhumita Murali

HCL logo endplate Description automatically generated

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Ref: AL / CHR / 22-23 /485



14-09-2022

To, Mr. Ajay Patil No. 118/1/1B Plot no. 7, Swami Samarth Colony, Jalgaon [Maharashtra-425001]

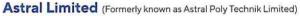
### Sub: Invitation of Employment

Dear Mr. Ajay,

In continuation to the interaction you had with us personally, we are pleased to offer you an invitation of employment with us on the following terms.

A. Post:	Jr. Executive – Marketing [Plumbing Division]
B. Place of Posting:	Nashik(However, you may be transferred to any city in India or to any of our
	group of company)
C. Date of Joining:	On or before 26-09-2022
D. Salary:	As discussed and mutually agreed to be paid on monthly basis
E. Type of Employment:	You shall be in probation for a period of Six months from the date of joining which can be extended or terminated at the sole discretion of Management without assigning any reason and without notice during your probation period, if needed. On successful completion of your probation period, you shall be informed in writing regarding confirmation of your services.
F. Good Governance:	As a good governance company, it expects their employees to accept and adhere Company's code of conduct, Corporate Ethics and Values, professional confidentiality and communication related guidelines/ agreement. You will therefore require signing such policies on joining.
G. Offer Validity:	It is discussed / accepted and mutually agreed that this offer stands valid subject to:
	a. Acknowledging the acceptance of this offer within 2 days of issue,
	<ul> <li>b. You being declared medically fit after pre-employment medical check-up. For pre-employment medical check-up, please refer Annexure- A attached herewith.</li> </ul>
	c. Submission of your resignation copy duly acknowledged by your present employer within 7 days of declaring medically fit.
	d. Your confirmation of being under no obligation by any confidentiality or any other agreement with the present or any other past employers within 7 days.
	e. Submission and receipt of Self-attested documents related to information and particulars furnished by you in your application (including bio-data at the time of interview and subsequent discussion) within 7 days; documents such as your;





Registered & Corporate Office: 207/1, 'Astral House', B/h Rajpath Club, off S. G. Highway, Ahmedabad - 380059, Gujarat, India. P:+9179 6621 2000 | F:+9179 6621 2121 | W: astralpipes.com | CIN: L25200GJ1996PLC029134 (1) Birth certificate, Permanent Account No (PAN), Aadhar Card No., Permanent address proof.

(2) Academic qualification (from Std. 10th to highest degree achieved),

(3) Professional career with experience and relieving testimonials of all previous employments as stated / declared in your application and subsequent discussion.

Please note that upon completion of pre-employment medical check-up, if you are found medically unfit, said offer stands cancelled or withdrawn automatically and you shall have no lien on employment in the company.

The company will conduct your back-ground verification & screening through third-party agency. In the event of negative report of back-ground verification & screening, the said offer stands cancelled or withdrawn automatically and you shall have no lien on employment in the company. You shall require to sign attached authorisation letter (Enclosed as Annexure – B).

Please be informed that if it transpires during the process of recruitment that you have made a false statement / declaration / or have not disclosed a material fact or not furnished documents in support of the facts / information furnished by you within the stipulated time, the management may treat the offer cancelled.

You shall furnish copy of the relieving letter and no due certificate from existing employer at the time of your joining.

On timely submission of all documents and completion of joining formalities, detailed letter of appointment will be given.

Please acknowledge this invitation and confirm your exact date of joining.

We wish you all the best and long association with us.

Yours faithfully, For Astral Limited,

Viral Mank<del>odi</del> General Manager - HR

Encl.: Annexure A for Pre-employment medical health check-up Annexure B for back-ground verification & screening

I, Ajay Patil, have received the offer of employment and accept the same.

Signature

Date:

Annexure – A

#### 14-09-2022

To, Mr. Ajay Patil No. 118/1/1B Plot no. 7, Swami Samarth Colony, Jalgaon, [Maharashtra-425001]

#### Sub: Pre-employment Medical Check-up

Dear Mr. Ajay Patil,

In continuation to the invitation of employment wide letter No. AL / CHR / 22-23 /485 dated 14-09-2022 and as per point no. G(b), please take note of the following points and complete the process.

- 1. You are advised to book date & time for pre-employment medical check-up through **Quantumcorp health centre.** You may please book nearest health centre of your choice.
- 2. You are requested to pay **Rs. 1250 /- (Rupees One Thousand Two Hundred Fifty only)** and get the receipt. The same will be reimbursed to you upon your joining and along with first salary.
- 3. You will be informed about your fitness status by the undersigned within 2 working days of completion of medical test.
- 4. It is advised to submit your resignation to your current employer on receipt of fitness report only.
- 5. We request you to kindly contact us for any difficulties for scheduled of medical check within two working days of receipt of this letter. You may like to mark copy to the undersigned.

If you have any doubts or difficulty in this process, please feel free to contact me.

Thanking You,

Yours faithfully, For Astral Limited,

**Niralee Trivedi Executive - HR** 

#### Annexure – B

#### To Whomsoever It May Concern

#### Sub: Authorisation letter for back-ground verification & screening

In continuation to the invitation of employment wide letter No. AL / CHR / 22-23 /485 dated 14-09-2022,

I hereby authorise Astral Limited and third party back-ground verification & screening agency: -

- To verify the documents related to my current & previous employments, education credentials, criminal checks, address checks, checks from reporting officers of current & previous employments, identity, regularity and compliance checks.
- To obtain necessary information from different sources as per the details provided by me in Employment Application Form, Resume and other relevant supporting documents.
- To verify educational credentials from relevant educational institutes and universities.
- Criminal and address verification from civil / credit violation records

I confirm that Astral Limited and third party back-ground verification & screening agency reserves the right to obtain necessary information from any individual, agency, organisation, corporation or any confidential information deemed necessary to check my credentials and furnish the same.

I hereby release all concerned parties from all liabilities that might arise as a result of my back-ground verification & screening and also do not hold responsible, any individual, agency, organisation, corporation or private and public entity as a consequence of this verification & screening.

I also authorise release of this information in original, e-mail, fax, or photocopy form as deemed necessary and authenticate the validity of the same.

Name

Signature

Date



Godavari College of Engineering, Jalgaon (Maharashtra) <tpogcoej@gmail.com>

#### **Fwd: Profile upload**

Yogesh Wankhede <wankhedey45@gmail.com> To: tpogcoej@gmail.com Mon, Sep 26, 2022 at 4:57 PM

-----Forwarded message ------From: **R. Aishwarya** <<u>r</u>-aishwarya@hcl.com> Date: Mon, Sep 19, 2022, 20:27 Subject: Profile upload To:

Classification: Public

Dear Candidate,

Congratulations on your selection with HCL. Request you to complete both the forms by **19th Aug by 10:30 PM**. Not Interested candidates just give us the reason why you want to drop the candidature replying to this mail.

<u>STEP 1</u>: Complete your application by accessing the below link (Ensure you fill same email in form on which you receive the mail else we will not be able to track your data)

Job Search Welcome | HCL Technologies Ltd (brassring.com).

<u>Step 2: -</u> Click on Let's get started. Then Continue.

<u>Step 3: -</u> Upload your Updated Resume and fill all the mandatory details. Don't add your name in middle name, only write first name and last name as per 10<sup>th</sup> mark sheet otherwise we will won't be able to find your profile.

For example :-

Anil Kumar Sharma

First Name : Anil kumar

Last Name: Sharma

**<u>Step 4:</u>** - No need to upload anything in this step just click on continue.

#### Step 5: - Be careful while filling this part.

- I have verified candidate name and candidate DOB as per document: Select High school certificate
- Passport/High School certificate reference number: Write serial number mentioned on 10<sup>th</sup> mark sheet written on top of your mark sheet.
- I hereby confirm to upload Passport/High School Certificate soft copy as an attachment in candidate Talent Record: -Choose Yes
- Source Code: External Candidate Reference. Select only external candidate reference.

Step 6: - Review your details and submit.

#### Note: -

- ✓ If any error comes like 'Candidate already exist' let us know.
- ✓ If you are not able to upload the details or any error comes share the below mentioned details.

Thanks & Regards,

#### R. Aishwarya Nair

**Campus Hiring Team** 

Fresher Program Office

HCL Technologies: IT Services, Digital Solutions, Technology Consulting

cid:image001.jpg@01D7F0F9.6D3064D0

#### ::DISCLAIMER::

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#### 9/30/22, 1:27 PM

#### Gmail - Fwd: Profile upload

modification, distribution and / or publication of this message without the prior written consent of authorized representative of HCL is strictly prohibited. If you have received this email in error please delete it and notify the sender immediately. Before opening any email and/or attachments, please check them for viruses and other defects

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Invitation Letter

Name: Mayur Vijay Somvanshi Date: Monday, December 26, 2022

#### Dear Mayur Vijay Somvanshi,

We are glad to inform you that you are being invited to undergo a short-term fixed traineeship under the **Applicant Training Program (ATP)** in our organization.

This training program would be in two stages. Stage 1 will be a **classroom training (CRT) of** 1 Week Stage 2, will be an **On-the-Job Training (OJT) of** 3 Weeks. Furthermore, only on successful clearing the assessments and minimum requirements of the **CRT stage**, you will be moved to the **OJT stage**.

Please note that this invitation does not guarantee you permanent employment at BYJU'S. This Agreement will automatically expire upon the completion of the term of the training program, unless terminated earlier as per the provisions of Clause 13 of this Agreement. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. For example, if you do not clear the CRT (classroom training stage) based on assessments that you go through, your traineeship will be terminated after one week and you will be paid a prorated amount for one week. The decision of the Company in this matter shall be final.

#### 1. Training Program Details:

Training Role:	Applicant Trainee - Sales
Trainer:	Rahul Raj (TNL201605108)
Reporting Time:	9:30 AM
Classroom Training Location:	Byjus - Nashik - BTC - Bhonsala Military School Center, 2nd Flr, JK Square, Above Shoppers Stop, Next to Fravashi Academy, Opp. MPA, Trambakeshwar Rd, Nashik, Maharashtra 422005, India
OJT Training Location:	Byjus - Nashik
Role Location:	Nashik

If the CRT/OJT is mentioned as Work from Home, that phase of your training will be conducted virtually. If the CRT/OJT is mentioned as a city name, your training will be conducted physically in the BYJU's office of that city

2. Date of Enrollment: Your enrollment becomes effective from the date of joining the Applicant Trainee Program, which date shall be no later than Tuesday, January 3, 2023.

3. Term: The term of this training program would be for a period of 1 Week + 3 Weeks , commencing from your date of enrollment. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 13 of this Agreement. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. The decision of the Company in this matter shall be final. We follow a 6-day working week model during training as well as after training.

4. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over and above the 4 Weeks ) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company in this matter shall be final.

5. Background Check: The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-enrollment screening activities (including background verification and criminal history check).

6. Offer of Permanent Position: It shall not be obligatory on the part of the Company to offer to you any position/ employment with the company on the expiry of this fixed-term traineeship Agreement. Any offer of employment, after completion of the 4 Weeks training program, will be subject to satisfactory performance during training, qualification of all criteria - as determined by the central management from time to time - and the needs of the company from time to time.

The offer is also subject to the production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company.

7. Stipend: Your stipend for the entire duration of the training program of 4 Weeks is INR 16,667.00(Stipend).

#### Payment Processing

The stipend shall be paid monthly on a pro-rata basis as per the number of days worked in the previous month.

8. Deductions: The Company shall be entitled to deduct from the above stipend payable to you calculated on monthly basis, the following contractual, statutory, and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted taxes
- (c) Dues to Company including loans at source at the rates applicable; or
- (d) Any other applicable statutory deductions

(e) PF administrative charges and EDLI charges as per rules (1% admin charges), will be included in above mentioned stipend. The income tax liability with regards to your income and perks will be your liability and will be governed by the applicable tax laws of the country as applicable from time to time.

**<u>9. Expense Reimbursement:</u>** In addition to the aforementioned stipend, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable for you will be shared post your joining the training program.

10. Company Policies: You will be governed by the Company's policies, regulations, and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under the 'Policies' tab in your 'Service Platform Account' and/or the 'Applicant Training Program Handout' provided to you.

**<u>11. Leaves:</u>** You will be entitled to get 1 casual leave/sick leave per month. If you join the program from the 1st to the 15th of a month, you are entitled to get the leave credit for that month. If you join the program between the 16th to the end of the month, you are not entitled to the leave credit for that month. You will not be eligible for any other paid leaves during the Applicant Training Program.

12. Absence from duty: During the training program, if you take off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated as loss of pay days. You are expected to report to your department head on rejoining the duty after an absence and provide valid reasons for absence in writing before taking up training again. If you are absent from duty for more than 2\* days (including paid and unpaid leaves/consecutive or cumulative), training will be discontinued due to automatic disqualification.

(\*In case, where this agreement is extended, as per Clause 4 of this agreement, needs to be read as 3 days, with no change to terms and conditions of Clause 11.)

13. Termination: Subject to Clause 3, your services may be terminated in the following manner:

a) The Company will be entitled to disqualify your participation in the training program by giving you 48 hours' notice in writing, or by payment of 48 hours' stipend in lieu of such notice with or without cause. In the event you desire to opt-out of the training program, you will be required to give the Company 48 hours' notice in writing or 48 hours' stipend in lieu of such notice.

b) In the event of disqualification on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies or you are found to be absconding from the training program or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your disqualification will be immediate and without any notice or compensation.

c) In the event of your exit from the Training Program, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the corresponding stipend amount in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be a part of the training program of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your association with the Company.

d)Trainee Certificate will be provided only on completion of the training period. If the resignation is initiated by you or you have been relieved as part of the Absenteeism policy, for violating the company policies, or for disciplinary issues during the training, you will not receive the certificate.

14. Confidential Information: During the training program, you may come into possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your traineeship in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents, and other relevant documents. You shall not disclose such Confidential Information for any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in the company. Your obligations with respect to confidential til be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

**<u>15. Intellectual Property Rights:</u>** All the intellectual property rights in the material developed by you, class material, and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free rights in such intellectual property in perpetuity to the Company. You shall not assert any right, title, or interest over such intellectual property rights.

**<u>16.</u> Indemnity:** You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

#### 17. General Provisions:

a. You are required to devote your entire time, attention, and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your traineeship with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to a breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material, and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your training program, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit a breach of the terms of your traineeship or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your traineeship forthwith without notice or payment in lieu of notice and deduct from your stipend or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. During the course of your training, if you, at any time render yourself in inappropriate behavior/ conversation with the customer, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to initiate any disciplinary action including, but not limited to warning, suspension or disqualification your candidature forthwith without notice or payment in lieu of notice and deduct from your stipend or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

f. You will keep the Company informed of any change in your residential address, your family status, or any other personal particulars relevant to your traineeship, as and when the change occurs.

g. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the applicant training program by the Company. Your traineeship with the Company shall be contingent upon you executing the said agreement.

h. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

i. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

j. This letter constitutes the complete understanding between you and the Company regarding the terms of your association with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your association. Any modification of this letter will be effective only if it is in writing, signed by both parties.

k. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vast exclusively in the courts of Bangalore, Karnataka

I. Anti-disparagement: During the term of engagement/ employment and at all times thereafter,

(i) The Trainee shall not, directly or indirectly, in any capacity or manner, make, express, transmit, speak, write, verbalize, or otherwise communicate in any way (or cause, further, assist, solicit, encourage, support or participate in any of the foregoing) any remark, comment, message, information, declaration, communication or other statement of any kind, whether verbal, in writing, electronically transferred or otherwise, that may reasonably be construed to be derogatory, disparaging, denigrating, maligning or critical of, or negative towards the Company or the business or business relationships of the Company or any shareholder, or any of their affiliates, investors, employees, directors, agents, or partners including business partners;

(ii) The Trainee shall not assist, or cooperate with, any other person in committing any act, which, if committed by the Trainee, would constitute a violation of this clause; and

(iii) The Trainee shall not do or cause to be done any act, deed or thing which would affect the Employee's obligations to the Company and shall promptly inform and keep informed the Company of any act, deed, thing or event which would prejudicially affect the interests of the Company. Any violation to the provision will lead to legal/disciplinary action.

The terms of your training contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter. We look forward to you joining the training program at the earliest. We are certain that as a participant of the training program, you will find challenge, satisfaction, and opportunity in your association with the Company.

You are requested to carry the below-mentioned documents on your joining date

- 1. Graduation Document
- 2. Pan Card
- 3. Aadhaar Card
- 4. Cancelled Cheque/Bank Statement/Bank Passbook
- 5. Passport Size Photograph

#### Details of the training program

The training program has two Stages: Stage1 : Classroom Training Program (CRT) Duration :1 Week .

Post completion of 1 Week, you will be assessed on various parameters. Only qualifying training participants will be moved to Stage 2 (OJT stage) of the program. Stage 2 : 'On-the-job' Training (OJT) Duration : 3 Weeks.

Post completion of 3 Weeks, the training participants will be assessed on various parameters captured during 3 Weeks. Only qualifying training participants will become eligible to be offered a role of BDA (Subject to approval from management). There will be additional performance incentives that will be applicable during the training program.

Please note that this invitation does not guarantee you a permanent employment at BYJU'S. The management reserves the sole right to take the decision.

Yours sincerely,	I have read and understood all the terms and conditions of the Applicant Trainingrogram
Think & Learn Pvt. Ltd.	Accept Job Offer by signing below
Human Resource	Signature:

This is system generated offer letter and does not require an authorized signature.

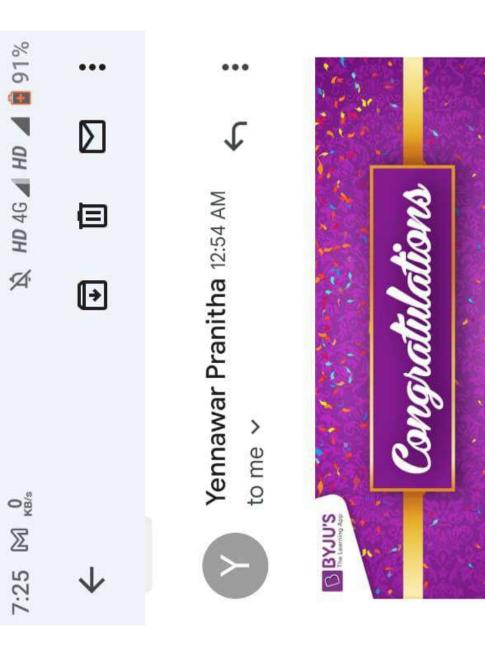
#### Annexure

#### Business Development Associate(BDA) Profile Details

Upon satisfying the conditions mentioned above, the offer for the role of BDA will be extended with a compensation of INR 4.5 Lakhs to 5.5 Lakhs + 3 Lakhs for the role of Business Development Associate.

Your work location after being offered the role of Business Development Associate (post successful clearance of the training program) would be Nashik, or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

If the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to rescind your offer in case the offer has been made or terminate employment if you have joined as an employee.



Dear SURAJ DHANSING,

Congratulations!

We are thrilled to inform you that you are being invited for the APPLICANT TRAINEE PROGRAM at BYJU'S.

This training program would be in two stages.

Stage 1 will be classroom training (CRT) of 1 week.

Stage 2, will be an On-the-Job Training (OJT) of 3 weeks.

Both the phases of your training will be conducted at your role location which will be finalized in your final round interview. You will get an opportunity to be eligible for being offered a permanent position of Business Development Associate at the end of the training period, based upon meeting the company's parameters.

Stipend for the entire Training Program of 4 weeks: INR 16,000 - 18,000 at the end of the training program.

Please note the compensation would be adjusted on a pro-rata basis based on the number of days you are active in the training program. Annual CTC post successful completion of the Applicant Training Program: INR 7.5 - 8.5 LPA (4.5 - 5.5 LPA fixed + 3 LPA variable) for the role of BDA - CENTER SALES Annual CTC post successful completion of the Applicant Training Program: INR 8 LPA (5 LPA fixed + 3 LPA variable) for the role of BDA - INSIDE SALES

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D ~	Drafts More	28	Multiverse Solutions Pvt. Ltd is pleased to offer you job as "Software Develop knowledge, skills, and experience will be among our most valuable assets. You training period as confirmed over call.		+	
Lab	els	+	Your date of joining will be of <b>22<sup>nd</sup> Feb (Wednesday)</b> and reporting time shall be the given date, then this offer shall stand cancel. You will need to submit copy of the following documents on the date of joining. 1) Certificates of Academic 2) Proof of Identification 3) Proof of Identification 3) Proof of Residence 4)Two passport size photos. Welcome to Our Multiverse Solutions Family !! Thanks and Regards, Tamanna Singh	be 9:30 AM. If you are unable to join us or		Desktop ¥ < ( ())) (2 ENG IN 6:02 PM Tuesday 2/21/2023 ())



### IMP || BYJUS - SucessFactor (SF) Registration Process

1 message

**Byjus Central Recruitment** <centralrecruitment@byjus.com> To: Subham Tifane <subham.tifane96@gmail.com>

Sun, Mar 5, 2023 at 10:49 PM

Dear Candidate,

Congratulations on being selected for the Applied Position at Byjus . As a next step you need to go through a short Success Factor (SF) registration process for the smooth flow of your onboarding with us.

For the step by step guideline please refer to the attached PDF. Click on the link below and start the **SF Register process from your personal email ID:** (Please Ignore If you have already completed this registration)

https://career10.successfactors.com/sfcareer/jobreqcareerpvt?jobId=15326&company=thinkandle&st= 309B492B11C87D0954BA40E3266D8CC60E92B623

Once Registration is completed - Onboarding team will contact you for the further documentation process

Regards, Byjus Central Recruitment

#### Please consider the environment before printing this mail

The information contained in this e-mail is private & confidential and may also be legally privileged. If you are not the intended recipient of this mail, please notify us, preferably by e-mail; and do not read, copy or disclose the contents of this message to anyone. Whilst we have taken reasonable precautions to ensure that any attachment to this e-mail has been swept for viruses, e-mail communications cannot be guaranteed to be secure or error free, as information can be corrupted, intercepted, lost or contain viruses. We do not accept liability for such matter or their consequences



#### Interview Result | BYJU'S || Joining 4th April 2023

1 message

<jyoatishman.satapathy@byjus.com> To: ravindrpawra21@gmail.com

Dear Candidate,

Congratulations!

We are happy to inform you that you are shortlisted for the Sales Grooming and Development Program. Before proceeding with the next phase of the evaluation please go thr

Date & Time of the Reporting: 4th April 2023, 9:30 AM

#### Reporting Location: Byju's Pune Office

#### Reporting Address: Pune - 1st Floor, BYJU's Office, Pentagon P-2, magarpatta city, hadapsar, pune, 411028

#### DETAILS OF SALES GROOMING AND DEVELOPMENT PROGRAM(SGDP):

The sales grooming and development program (SGDP) will be a knowledge transfer and evaluation program which will run for **5 days from Byju's office**; on successfully clea job training with BYJU, on successful completion of both the modules only the candidates would be inducted as BDA (Business Development Associate) with Byju's. In the 5 da sales techniques involved in the process. We will assess your ability to put theoretical knowledge to use in the real world, by providing you with hands-on experience in dealin

#### Please note that you will be continuously evaluated throughout the program, and only upon meeting the metrics set by the company, you will proceed with the job t

#### DETAILS OF BYJU'S ON-THE-JOB TRAINING PROGRAM:

Candidates who are selected after the sales grooming and development program (SGDP) program will proceed with an on-the-job training program which will be 3-week cont You will get an opportunity to be eligible for being offered a permanent position of Business Development Associate at the end of the training period, based upon meeting th

Allowance for the entire Training Program: No remuneration would be awarded during 5 Days of SGDP. INR 2500 per week would be awarded to all candidates as a trav weeks of the OJT phase all candidates would be eligible for INR 2500/- per week for the completion of each successful week.

After successful completion of 3 weeks of the On job training, you will be offered a role of probationary BDA wherein you'll be offered 16667 per month For the three-month j 3 LPA variable) for the role of BDA.

#### **IMPORTANT THINGS TO NOTE:**

Please note the following points regarding your training and onboarding as given below:

#### 1. Your successful completion of the Sales Grooming and Training Program will depend upon fulfilling all the below-mentioned criteria:

- 1. The performance evaluation is conducted by the training manager.
- 2. Successfully clearing the capability Evaluation/Performance Assessments and Mock Audits, Satisfactory performance, and conducting feedback from your Tr

2. Your successful completion of the (OJT phase) will depend upon fulfilling all the below-mentioned criteria:

- 1. Satisfactory performance and conduct-related feedback from your Manager, Trainer, and HR Team during the OJT phase
- 2. Successfully clearing all capability, performance assessments/evaluations, and quality audits conducted during the OJT phase
- 3. Achieving the minimum criteria of Product Demos and Revenue during the OJT phase of the Program (details of the minimum criteria will be communicated to you a

3. You need to have a laptop and a working broadband connection or internet dongle at all times during the training period. Just so you know, this is a core requirement without fulfillment of this requirement.

4. We at BYJU'S or any of our recognized partners, do not charge any monetary sum against interviewing/selecting any candidate, please get in touch with your official recru any such incident.

#### **BDA Profile Details:**

You will get an opportunity to be eligible for being offered a permanent position of Business Development Associate at the end of the training period, based upon meeting the Upon **successful completion of the Training Program**, you will be eligible to be **offered the role of a Business Development Associate**. Post you're joining the organization This role will be on six day working per week model with one day per week off both during and after training.

#### ABOUT BYJU'S:

BYJU'S is the world's most valuable ed-tech company and the creator of India's most personalized K12 learning app which offers highly adaptive, engaging, and effective competitive exams like JEE, NEET, CAT, IAS, GRE, and GMAT. Launched in 2015, BYJU'S has become the most loved and preferred learning app for students across age groups.

Started by teacher and visionary, Byju Raveendran and his top set of students, BYJU'S aim is to make quality learning accessible, effective, and personalized for everyone platform where they can learn, engage and be excited about charting their own path to discover the world. The learning app brings together the best teachers, technolog learning experience for each and every type of learner. Today, BYJU has over 50 million registered students and 3.5 million annual paid subscriptions. With an average time of from 1701+ cities, the BYJU'S app is making learning enjoyable and effective.

Delivering world-class learning experiences, BYJU'S is making learning contextual and visual, and not just theoretical. The app has been designed to adapt itself to the unique style of learning. The learning app is paving the way for new-age, geography-agnostic learning tools that sit at the cross-section of mobile, interactive content, and personalize

To date, BYJU'S has raised over USD 2 Billion from a strong and diverse investor set like - Chan-Zuckerberg Initiative, Naspers, CPPIB, General Atlantic, Tencent, Sequoia Capi Lightspeed ventures.

At BYJU'S, we are driven by the motto to encourage students to learn on their own and keep their child-like curiosity alive. So get ready to be a part of the growing family at B us takes you to greater heights creating the best of memories and milestones along the way.

Please visit https://youtu.be/2XeGI5RHypQ for a better insight into the job.

#### Regards,

Jyoatishman Satapathy Business Developement Manager



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The information contained in this e-mail is private & confidential and may also be legally privileged. If you are not the intended recipient of this mail, please notify us, preferably by e-mail anyone. Whilst we have taken reasonable precautions to ensure that any attachment to this e-mail has been swept for viruses, e-mail communications cannot be guaranteed to be se contain viruses. We do not accept liability for such matter or their consequences



Date: 13.04.2023

#### OFFER LETTER

#### Dear Tonge Sopan Laxam,

This is with reference to your application and subsequent interview with us, We, ERGO Technology & Services Private Limited ("**Company**"), are pleased to make an offer of employment to you subject to following terms and conditions.

- 1. This offer letter is to be considered only an offer for appointment with the Company and this does not give you the employee status of our Company unless we receive your express consent and you completing the joining formalities with us.
- 2. Your date of joining would be within 3 months from date of issuance of this offer letter, failing which this offer shall automatically stand withdrawn and cancelled, until otherwise the same is mutually agreed and revised accordingly.
- 3. Your Cost to the Company (CTC) structure shall be as per the details outlined in **Annexure**-**A** to this offer letter. Any and all information related to Your Compensation structure, Benefits & Grade are Confidential in nature accordingly and therefore, you are advised to keep this information absolutely confidential.
- 4. Your initial place of posting will be at **Mumbai.** However, your services are transferable from one department to another and/or from one place to another anywhere in India or outside India which shall be at the discretion or requirement of the Company without any prior notice, depending upon the business exigency.
- 5. You'll be a confirmed employee of company from first day of your appointment and need to serve notice period of 90 Days' in case of resignation from company.
- 6. The Company would be entitled to terminate the services, without assigning any reason, by giving 90 Days' notice in writing, or payment of 90 Days base salary in lieu of such notice. However no notice or pay in lieu of notice shall be payable in case the services are terminated due to nonperformance or misconduct or any act detrimental to the Company, including any act in the field in public area even not connected with the Company's affairs. In the event of your desiring to leave the services of the Company at any time after confirmation, you shall give the Company 90 Days' notice in writing, provided that the Company may, at its sole discretion, waive such notice. Should you fail to work through the entire notice period the Company shall be at liberty, in addition to any other action that it may take to recover from your salary for the un-served notice period calculated on a pro rata basis of your base salary, it could adjust the same from your dues. You shall at all times during the employment adhere to the Code of Conduct and other policies of the Company. The Company reserves its right to take appropriate action, in the event of any breach or violation of the Code of Conduct or other policies
- 7. Your services are liable to be terminated without any notice or salary in lieu thereof if:
  - The Company is informed of any previous conviction by a court of law involving moral turpitude and / or if the Company comes to know of any criminal complaint or first information report having being lodged against You which has not been informed to the Company by You before accepting this Offer Letter.
  - If any particulars given by you in your application form or any documents submitted by you, including but not limited to education qualification, previous work experience, last drawn salary, PAN, residential address proof, relieving letter, resignation acceptance



letter, or any other documents submitted in support of your credentials, at the time of your appointment are found to be false, incorrect, fabricated or fudged.

- If you are found guilty of dual employment.
- If you violate any of the conditions of service as stipulated in the terms and conditions of Appointment Letter, rules and regulations of the Company, policy and processes of the Company.

Further, you will also be liable to make good the losses, damages that the company may suffer due to any omission or commission on your part.

8. You shall perform your duties with due diligence and care. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures. Any act subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, etc. would warrant strong disciplinary action from the company in terms of relevant Policy of Company which may include without limitation, termination from the services of the Company without any notice or salary in lieu thereof.

While in the employment of the Company, you will refrain from:

- Taking up any employment in any other Company (on a permanent, temporary or part-time basis) or offering your services with or without pay directly or in any indirect manner.
- Forming, creating, raising, being part of or joining (part time or full time) any union or other against the Company or otherwise.
- Undertaking any external activities without prior consent of the Company.
- 9. You will not have any business interests in any other Company- whether or not they are similar to or in conflict with the business(es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any of your immediate relatives. Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment
- 10. During the course of your employment, you may learn or acquire information, which may be confidential or proprietary to the Company or its affiliates/clients etc. As a condition of your employment, you will not either during your employment or thereafter, divulge any such information to any third person, Company or any other organization and shall always be governed by the Company policy with regards to confidential and proprietary information.
- 11. Your appointment shall, at all times, be subject to the Policies, rules & regulations of the Company (which may be amended and/or altered from time to time) during the course of your employment with the Company.

To expedite the joining formalities and process, we request you to **email** the relieving letter from your current employer **OR** an email resignation acceptance copy at least **10 days prior to your date of joining.** Email resignation acceptance should clearly state your resignation has been accepted by your superior / HR clearly stating the date of your relieving from the current employment.

# Please be informed you are required to report to the office before 09.30 AM on the joining date along with the following documents:

- 1. Educational Mark sheets & certificates 10th, 12th, Graduation, Post-Graduation & any other qualification.
- 2. Date of Birth proof School Leaving certificate / Birth Certificate / Passport / PAN Card / Driving License.
- 3. Identity Proof Driving License / Passport / Ration Card / Election Card.
- 4. Photocopy of PAN Card.
- 5. Resignation letter/email printout, as the case may be, with the LWD mentioned on the same and duly accepted /stamped by the authorized person / Relieving letter from the Company.
- 6. Four passport size photographs in red background only. (3cm x 4cm)



- 7. Details of HDFC Bank account number if you hold one and wish to continue with the same account OR a New HDFC Bank account will be opened at the time of joining.
- 8. Income Tax Investment Proof submission form (For employees who join in the month of January March).
- 9. Provident Fund Account details (In case PF account needs to be transferred).
- 10. Tax Computation Sheet.
- 11. Marriage Certificate / Proof of marriage (Mandatory )

Photocopies of all the documents necessarily need to be self-attested. Kindly carry the original documents while submitting the documents for verification by the concerned person of the Company. Please ensure to submit all documents at the time of joining to avoid deferment of your joining the Company.

Kindly note that your employment with the Company is subject to your Reference and Credentials check to our satisfaction. In event of any discrepancy found during the Reference and Credentials check, including but not limited to your name getting listed in United Nations/ Unites States of America/ Germany/ European Union Sanction List, your appointment will be terminated forthwith without any notice being required to be given to you by us in this behalf." You are requested to accept this offer and confirm the same via return email to the Company.

With Best Wishes,

**Farida Patel** Chief Human Resources Officer



#### Annexure – A

Name:	Tonge So	pan Laxam				
Designation:	Software	Engineer				
Location :	Mumbai	Band :	JM2-B			
Department:	ADM	Function :	SAP			
			figures in INR per annum			
Pay Components (A)	Amount	Mode of Payment	Remarks			
Base Salary	2,45,000	Monthly through Payroll	Fully Taxable			
Special Allowance	2,71,671	Monthly through Payroll	Fully Taxable			
House Rent Allowance	85,750	Monthly through Payroll				
Meal Allowance	26,400	Monthly through Payroll	Taxability as applicable			
Leave Travel Allowance	30,000	Monthly/Annual Payment				
Total of A	6,58,821					
Retirals (B)						
Provident Fund	29,400	Company Contribution	As per the applicable			
Gratuity	11,779	Gratuity as per the Act	laws			
Total of B	41,179					
Total Fixed ( C ) = A + B	7,00,000					
Employee Benefits (D)						
GTL Insurance		Sum assured for Self : 20 La	khs			
GPA Insurance	17,968	Sum assured for Self : 35 La	ikhs			
GMC Insurance	17,968	Sum Assured for Self, Spous children : 4 Lakhs	se and two dependent			
Total of D	17,968					
Performance Bonus (E)	35,000					
Total Cost to Company(C+D+E)	7,52,968					

Note :

a) You may avail the retirement benefits under the scheme of NPS as per the policy

b) Total Cost to Company (CTC) is a total of pay components, retirals, employee benefits and Performance Bonus

c) As a part of employee benefits, insurance premium is paid by the company to the concerned insurer

d) LTA is paid annually. Employees may opt for monthly mode of payment. Taxability as per Income Tax Act

#### To, Pawara Ravindra Ramesh

At. Umrani Khurd, PO: Dhadgaon, Sub Dist. Akrani, Dist. Nandurbar - 425 414 Mob No. 8767499624



## भारत इलेक्ट्रॉनिक्स लिमिटेड

(भारत सरकार का उद्यम, रक्षा मंत्रालय) एन. डी. ए. रोड, पाषाण, पुणे - 411021 - भारत.

#### BHARAT ELECTRONICS LIMITED

(A Govt. of India Enterprise, Ministry of Defence)
N.D.A. ROAD, PASHAN, PUNE 411 021 India.
☎ : 091- 20-2290 3000
Fax : 091- 20-2290 3313, 2586 5729, 2586 5708

GENERAL MMD MKTG

No. PN / 18604 / 1 / TE

Date : 13.06.2023

Dear Sir/Madam,

#### Sub: Provisional Offer of Engagement as "Trainee Engineer".

Further to the Written Test & Interview, we are pleased to inform you that you are selected as **'Trainee** Engineer' provisionally for Pune Unit on following Terms and Conditions:

#### TERMS AND CONDITIONS:

- 1. You will be engaged initially for a period of **TWO YEARS** with effect from the date of your joining. Your engagement is subject to the following:
  - Satisfactory verification of your credentials/testimonials etc.
  - You should produce a recent medical fitness certificate from a medical officer not below the rank of Civil Surgeon/ Asst. Surgeon from Govt. District Hospital in attached format "PRE-EMPLOYMENT MEDICAL EXAMINATION REPORT"

The period of two year will be extended up to maximum of Three Years(Including initial period) based on requirement of the Company and your satisfactory performance.

- The Provisional Offer of Engagement will not confer any right on you to claim absorption, regularization on any ground in the Company.
- 3. Your place of posting will be Bharat Electronics Limited, NDA, Road, Pashan, Pune 411 021.
- Your consolidated remuneration and Designation will be as follows:

Year	Consolidated Remuneration per month ( in Rupees)	Designation
1 <sup>st</sup>	30,000/- (Thirty Thousand only)	Trainee Engineer-I
	35,000/- (Thirty Five Thousand only)	Trainee Engineer-II
3 <sup>rd</sup>	40,000/- (Forty Thousand only)	Trainee Engineer-III

Income tax / Professional tax and other statutory deductions will be made as per applicable rules.

5. In addition to the remuneration indicated above, a consolidated amount of Rs. 12,000/- (Rupees Twelve Thousand only) per year will be paid towards expenses like medical insurance premium, attire allowance, stitching charges, footwear allowance etc. the additional amount shall be paid in two installments i.e. First installment will be paid in the first month's salary after joining and the second installment will be paid after completion of 6 months from the date of joining.

Page 01 of 03

पंजीकृत और सामूहिक कार्यालय : आऊटर रिंग रोड, नागवारा, बंगलोर – 560 045 भारत. Reg. & Corporate Office : Outer Ring Road, Nagavara, Bangalore - 560 045, India. 🖀 : 91 80 2503 9300 Fax : 91 80 2503 9305 Website : http://www.bel-india.com

ISO 9001 and ISO 14001 Certified Company

- Apart from the remuneration and benefits indicated above you will not be eligible for any other benefits / facilities. However, you can avail Company's canteen services on payment of prescribed rates at actual, during your tenure with the organization.
- You will be deputed to outstation duties as and when necessity arises. In such case, you will be eligible for TA/DA, Hotel accommodation as per the entitlement extended to employees under Category 'C' of Travelling Allowance Rules of the Company.
- 8. You are also required to work in shifts as decided by the Department Head/Divisional Head.
- You are eligible for one day casual cum sick paid leave for every completed month of service. Apart from this, you will also be eligible for paid holidays declared for the Unit (including Optional Holiday-OH).
- 10. Your performance will be reviewed periodically with reference to the tasks assigned to you to ensure completion of the assigned Job / Project on time.
- 11. You shall not communicate, directly or indirectly, any official document/Information or any part thereof, or part with any information, which comes into your possession or knowledge, in connection with your official duties, to any other persons directly/indirectly, intentionally/unintentionally to whom you are not authorized to communicate such document, Information, article, paper, etc., without obtaining prior and specific permission of the superiors. In other words, you shall maintain utmost secrecy of the work related aspects of the assigned Job / Project, any classified / secret / critical document/information relating to the assigned Job / Project in the interest of the organization.

Further, you shall at all times during the tenure of this engagement:

- Maintain absolute integrity,
- Maintain devotion to duty; and
- Do nothing which is against the interest of the Job / Project / Company.
- 12. You are required to be regular in attendance. In the event of irregular attendance or unauthorized absence, the tenure shall be terminated immediately without notice or compensation in lieu of notice.
- 13. This engagement is provisional and is subject to the OBC-NCL / Caste / Tribe / EWS certificate being verified through proper channel and if the verification reveals that your claim to belong to OBC / Scheduled Caste / Scheduled Tribe / Economically Weaker Section as the case may be, is false, then your tenure of engagement with the organization will be terminated without assigning any further reasons and also without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.
- 14. The Engagement would come to an end on completion of the tenure or on Completion of the project whichever is earlier. During the period as Trainee Engineer, either Party may terminate the Engagement with 1 month prior notice in writing or by payment of consolidated remuneration in lieu of notice thereof. Before leaving the company you shall hand over all tools and fixtures, drawings, designs or any other document related to your assignment to the concerned authorities.
- 15. During your Engagement, you will be bound by rules and regulations of service including Conduct and Discipline as applicable to the personnel engaged, that may be in force and your acceptance of this offer of engagement carries with it your agreement to observe all such rules and regulations
- 16. Any other matter regarding your service not dealt with herein shall be governed by the discretion or decision of the Management.
- 17. You are required to get Police Verification done from the Police authorities and the same shall be submitted to us at the time of joining.

Page 02 of 03

- 18. You are required to take a Medical Insurance policy initially for a period of one year with a minimum coverage of Rs. 2,00,000/- and Rs. 5,00,000/- for life cover. A copy of the same is to be submitted to HR department without fail at the time of joining. You are also responsible for subsequent renewal of the Medical Insurance policy during the tenure of engagement with the Company and the premium to be paid to Insurance Company shall be borne by you. In the event of extension of tenure of engagement, it will be mandatory for the concerned Engineer to submit the copy of renewed Insurance policy to HR department.
- 19. While reporting, you shall bring the following documents in Original for verification and submit a copy of each for our records:
  - All Semester / year Marks Sheets and Degree Certificate (Self attested)
  - SSC / SSLC marks card / Certificate with mention of Date of Birth or Birth Certificate.
  - SC/ST/OBC/PwD Certificate, if applicable and OBC & OBC-NCL Certificate should be latest one and in the prescribed format only.
  - Candidates availing EWS reservation shall produce Income & Asset Certificate in the prescribed format.
  - Any other relevant Certificates
  - Three latest stamp size (3 cm x 3 cm) colour Photographs.
  - Relieving letter and Experience Certificate from the present employer, if any.
  - PAN Card
  - Medical fitness Certificate from a medical officer not below the rank of Civil Surgeon/Asst. Civil Surgeon of District Govt. Hospital.
  - Police Verification certificate.
  - Copy of Medical Insurance policy with a min. coverage of Rs. 2,00,000/- (Self attested)
  - Copy of Life Insurance policy Rs. 5,00,000/- for life cover (Self attested)
  - COVID-19 both doses vaccination certificate is mandatory.
- 20. If all the above terms and conditions are acceptable to you, please send your acceptance of this offer of engagement duly signed to the undersigned latest by **17.06.2023** at **contengr-1@bel.co.in.**
- 21. You are required to report to the under signed with all the above documents on or before **26.06.2023** Forenoon failing which the offer stands cancelled.

Thanking You,

Yours Faithfully, For BHARAT ELECTRONICS LIMITED,

DY. MANAGER (HR & A)

#### Acceptance of offer of employment:

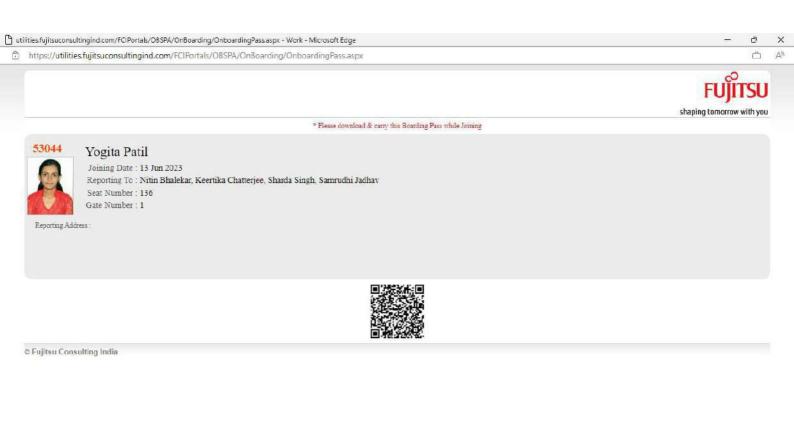
I hereby accept this Provisional Offer of Engagement on the Terms & Conditions contained therein. I am aware that **Trainee Engineer** post offered to me is for initial period of 02 years and does not entitle me to claim permanent absorption or regularization. I hereby undertake not to claim benefits than what is offered to me. In acceptance of the said Terms & Conditions, I can report for duty on \_\_\_\_\_\_

Signature :

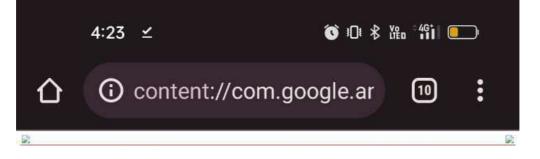
Name :\_\_\_\_\_

Date :

Page 03 of 03



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Yogita Patil Address :At Post Vardi

Date:2023-06-12

Chopada Maharashtra 425107 India

# **Apprentice Engagement Agreement**

This Apprentice Engagement Agreement (hereinafter referred to as the "Agreement") is made effective from 2023-06-13

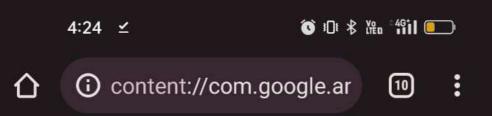
# BETWEEN

FUJITSU CONSULTING INDIA PRIVATE LIMITED, a Company incorporated and existing under the Companies Act, 1956, and having its registered office at A-106, LGF, Dayanand Colony, Lajpat Nagar-IV, New Delhi, PIN – 110024 and having Head Office as A-15, MIDC Technology Park, Talawade, Pune, PIN - 411062 India (hereinafter referred to as the "Company" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors in interest and assigns) of the ONE PART;

# AND

Yogita Patil, Age –24 years, – residing at At Post Vardi Chopada Maharashtra 425107 India (hereinafter referred to as the

 $\triangleleft$ 



I hereby confirm acceptance of the above Apprenticeship agreement, on the terms and conditions stipulated therein and hereby declare that (1) I am currently not employed (Part Time / Full Time / Fixed Term Contract) for gains with any third party and that I hold a Graduate / Diploma Certificate from a recognized university. (2) On the date of Commencement of the Training I am above the age of 16 years. (3) I am mentally and physically fit to undergo Training as specified by Fujitsu Consulting India Private Limited.

I hereby confirm that with the acceptance of my first Stipend it will be a conclusive proof of my acceptance of the terms and conditions laid out in this Apprenticeship agreement. I understand and agree that this Apprenticeship agreement does not confer employment by Fujitsu Consulting India Private Limited or any guarantee of employment.

For Fujitsu Consulting India Private Ad Limited

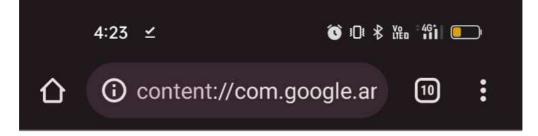
Accepted and Agreed

# Sumit Sabharwal Head of HR Delivery Management, Global Delivery

Signature and date:

 $\triangleleft$ 

Note: The acknowledged copy to be dispatched to below mentioned address: To, HCM, Fujitsu Consulting India Private Limited A-15 Technology Park MIDC



## AND

Yogita Patil, Age –24 years, – residing at At Post Vardi Chopada Maharashtra 425107 India (hereinafter referred to as the "Apprentice" which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and shall include legal heirs, executors, nominees and administrators of the Apprentice) of the OTHER PART.

We are pleased to engage you as an Apprentice Trainee subject to the following terms and Conditions:

1. The period of training shall be for 12 months commencing on 2023-06-13 and ending on 2024-06-13 and the same shall not be entitled for any further extension.

2. You will undergo the Training and it shall not be obligatory on the Company's part to offer you any employment during or on successful completion of your Training Period. As an apprentice Trainee undergoing Training in an establishment you shall be a trainee and not a workman / employee and as such, the provisions of any labour legislations shall not apply

3. In relation to you and your Training shall be solely governed by as per the provisions of Fujitsu Consulting India Private limited

 $\square$ 

 $\triangleleft$ 

Suzion Global Services Limited One Earth, Hadapsar, Pune - 411 028, India



Phone :+91.20.61356135 / 67022000 Fax :+91.20.67022100 / 67022200

> HRD/APPT/00036042 11.02 2022

Mr Anil Bhaidas Rathod AP- Ranaiche, Tal- Amalner, Dist- Jalgoan Amalner 425401

2

# Appointment Letter

Dear Mr Anil Bhaidas Rathod,

appoint you as Engineer, (Building Block (BB) role) w.e.f. 11.02.2022 based at Titali. You will report This has reference to your application and subsequent interview you had with us. We are pleased to to the Engineer. 1. You will be on probation for a period of **6 Months** from the date of joining. Your confirmation in the services of the Company at the end of the probation period would be subject to satisfactory performance A letter of probation period as well as satisfactory responses from your references. confirmation would be issued to you at the satisfactory completion of the probation. during the

260,004.00 per annum (Rupees Two Lakh Sixty Thousand Four Only) as detailed in Part A of Annexure I 2. You shall be entitled to receive a Total Cost to the Corripany (hereafter referred to as TCTC) of INR to this appointment letter.

# Employees in Building Blocks (BB) roles

performance (as applicable). Should your role change to Other than Building Blocks (OBB) role, you will discontinue to be part of QPLI scheme and move to annual Variable Pay compensation, which will be paid as decided by the Management based on company & individual performance on a pro-rata basis You will be entitled for a Quarterly Performance Linked Incentive (QPLi) to be paid based on team/unit from the date of such role change after end of the financial year.

notice. Over and above the company reserves the right to transfer you to any of Suzlon group of 3. Your services are transferable to office/site/works of the company anywhere in India within short companies.

# 4. Confidentiality.

Confidentiality Agreement"). Your obligations under the Confidentiality Agreement shall survive As an obligation consistent with the terms of employment hereunder you are simultaneously executing Confidentiality Agreement in the form attached as Annexure II of this Agreement (the termination of this Agreement for any reason as stated in the Confidentiality Agreement.

# 5. Termination.

5.1 Cause. The Company may terminate you from your employment with the Company for Cause. For purposes of this Agreement, you shall be considered to be terminated for "Cause" only if.



#### Offer Letter - Jakkur Technoparks Private Limited

1 message

**Vinodh** <vinodhn@integramicro.com> To: komalsonwane2000@gmail.com Cc: meghanasr@integramicro.com Fri, 13 Oct, 2023 at 5:26 pm

Dear Ms. Komal S Sonawane,

Sub: Offer Letter

We are pleased to make you an offer of contract as a **Customer Support Executive** in our Company with the following terms and conditions:

- Your gross emoluments at the time of joining will be **Rs. 20,000**/- (Rupees twenty thousand only) **per month** excluding PF, Personal Accident Insurance, ESI benefits according to the rules of the Company.
- Your current work location is **Wadala**, **Mumbai** however you will be required to travel and be posted anywhere in India.
- You will be responsible for managing the operations from **Mumbai**.
- All the rules and regulations of the Company pertaining to your category of employment will be applicable.
- You will be required to submit copies of all the original certificates and mark sheets of the SSLC/SSC/X Std. /High School leaving certificate, PUC/Intermediate/12th Std., and certificates of the highest qualification as mentioned in your application for employment.
- You will be required to give one (1) month advance notice before leaving the Company for any reason whatsoever, during the period of your service.
- You are required to undergo a medical fitness checkup with the medical practitioner authorized by the Company on the date of your joining the Company or on any other date decided by the Company. Your appointment is subject to the medical fitness certificate given by the medical practitioner.

#### <u>Salary break-up:</u>

Particulars	Component	Amount	Remarks
Salary	Basic	15000	
	House Rent Allowance	3500	

Variable       Company Performance (VCP)         Variable       Company Performance (VCP)         750       Payable based on the performance and profitability of the company for the financial year. Actual payment will be based on calculations after the end of the financial year.		Total	18500	
Other Benefits         Provident Fund         1800         Company contribution           Gratuity         625         15 days basic per year; requires at least 3 years of service           ESI*         650         Medical benefits covered as per ESI rules. 1 amount is 3.25% of gross salary as contribution from Employer(0.75% of gross will be deducted from the gross salary towards employee contribution).           Insurance Premium         400         Rs. 8,75,000 insurance under EDLI scheme per LIC rules           Variable         Company Performance         750         Payable based on the performance and profitability of the company for the financial y early contract with the financial y early contract with the financial y employee needs to be in service at the time.			1500	
Gratuity         625         15 days basic per year, requires at least 3 years of service           ESI*         650         Medical benefits covered as per ESI rules. 1 amount is 3.25% of gross salary as contribution from Employer(0.75% of gross will be deducted from the gross salary towards employee contribution).           Insurance Premium         400         Rs. 8,75,000 insurance under EDLI scheme per LIC rules           Accident Insurance is covered only for employee up to a maximum of Rs. 10,00,000 per year as per Insurance company rules         Term Insurance is covered only for employeu up to a maximum of Rs. 5,00,000/-per year per LIC rules           Variable         Company Performance (VCP)         750         Payable based on the performance and profitability of the company for the financial year. Actual payment will be based on calculations after the end of the financial year.		Salary (PM Rs.)	20000	
Variable       Company Performance (VCP)       750       Payable based on the performance and profitability of the company for the financial y Employee needs to be in service at the time	Other Benefits	Provident Fund	1800	Company contribution
Variable       Company Performance       750       Payable based on the performance and profitability of the company for the financial year. Actual payment will be based on the performance and profitability of the company for the financial year.		Gratuity	625	
Variable       Company Performance (VCP)       750       Payable based on the performance and profitability of the company for the financial year. Actual payment will be based on calculations after the end of the financial year.		ESI*	650	contribution from Employer(0.75% of gross will be deducted from the gross salary
Insurance Premium       400       employee up to a maximum of Rs.10,00,000 per year as per Insurance company rules         Term Insurance is covered only for employee up to a maximum of Rs.5,00,000/-per year per LIC rules       Term Insurance is covered only for employee up to a maximum of Rs.5,00,000/-per year per LIC rules         Variable       Company Performance (VCP)       750       Payable based on the performance and profitability of the company for the financial year. Actual payment will be based on calculations after the end of the financial year more performance at the time.				Rs. 8,75,000 insurance under EDLI scheme as per LIC rules
Variable       Company Performance (VCP)       750       Payable based on the performance and profitability of the company for the financial year. Actual payment will be based on calculations after the end of the financial year		Insurance Premium	400	employee up to a maximum of Rs.10,00,000/-
(VCP) profitability of the company for the financial year. Actual payment will be based on calculations after the end of the financial year between the service at the time.				Term Insurance is covered only for employee up to a maximum of Rs.5,00,000/-per year as per LIC rules
	Variable		750	profitability of the company for the financial year. Actual payment will be based on calculations after the end of the financial year. Employee needs to be in service at the time of
Total Monthly Package Rs. 24225		Total Monthly Package Rs.	24225	

CTC Rs.	<b>290700</b> PA
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**Note:** Net salary (take home monthly salary) = (Salary - Provident Fund - Professional Tax - ESI)

If this offer is acceptable to you, please acknowledge this letter, and reply it to us on or before **Friday**, **October 13**, **2023**.

You should join no later than Monday, October 23, 2023.

-

#### **DOCUMENTS REQUIRED**

- **1. All Educational Certificates Photocopies**
- 2. Experience Certificates (For Experience Candidates) (if applicable)
- 3. Passport size photos 5 nos.
- 4. Family postcard photo
- 5. Bank Account No. for salary (preferably SBI or ICICI) with IFSC Code
- 6. 2 Dose vaccination certificate (Mandatory or first dose certificate completion)
- 7. Copy of Bank Pass Book (First and last page) (SBI/ ICICI) or Cancelled Cheque
- 8. ID proof (Election ID Card, Ration Card, Driving License, etc.,)
- 9. 2 Dose vaccination certificate (Mandatory or first dose certificate completion)
- 10. PAN card Xerox
- 11. Aadhar card Xerox

Thanks and Regards,

Vinodh



*Confidentiality Disclaimer:* "The information contained in this electronic message (email) and any attachments to this email are intended for the exclusive use of the addressee(s) and access to this email by anyone else is unauthorized. The email may contain proprietary, confidential or privileged information or information relating to Integra Group. If you are not the intended recipient, please notify the sender by telephone, fax, or return email and delete this communication and any attachments thereto, immediately from your computer. Any dissemination, distribution, or copying of this communication and the attachments thereto (in whole or part), in any manner, is strictly prohibited and actionable at law. The recipient acknowledges that emails are susceptible to alteration and their integrity cannot be guaranteed and that Company does not guarantee that any e-mail is virus-free and accept no liability for any damage caused by any virus transmitted by this email."



8th January 2024

To, **Mr. Gaurav Kulkarni** Pune.

Dear Gaurav,

Pursuant to the discussions that we had with you; we are pleased to offer you employment with our Company on the following terms:

- 1. You will be designated as Assistant Manager Electrical in the Planning and Engineering Department of the Company.
- 2. You will be posted in Thane office of the Company however you are liable to be transferred to any office of the Company anywhere in India.
- 3. You will be entitled to an annual compensation of **Rs. 9,00,000/- (Rupees Nine Lakh Only)** as per the following breakup: The break-up of your annual compensation is given in Annexure 1.
- 4. In addition to the above, you will be entitled to:
  - Group Personnel Accident Cover of Rs. 50,00,000/-.
  - Group Mediclaim Insurance Cover for self, spouse and 2 children (up to age of 21) for Rs. 5,00,000/- after your confirmation.
- 5. The above emoluments and the benefits supersede any other commitments (monetary or nonmonetary), which have been conveyed to you, verbally or in writing by any Authority representing the Company.
- 6. Please be advised that your salary and benefits are matters strictly between the Company and yourself. You are therefore advised to maintain strict confidentiality on this matter.
- 7. You will join the company on or before 15th February 2024.
- 8. You will be on probation for a period of 6 (six) months from the date of your joining the Company. Unless confirmed in writing, you will continue to be on probation. During the period of your probation, your employment can be terminated at any time by giving 7 (seven) days' notice, without assigning any reason there for.
- 9. After confirmation, the Company may terminate your services by giving you 1 (One) months' notice or by payment of salary to you in lieu of the notice period. If you desire to sever your association with the Company, it will be necessary for you to give 1 (One) months' notice to the Company of your intention to do so.
- 10. Your employment may be terminated by the Company without any notice or payment of any kind, in lieu of notice for any act of dishonesty, disobedience, intemperance, or other misconduct.

11. You will not without any previous written permission, carry out any business or enter for any part of your time, in any capacities, the services of or be employed by any other Company/ Firm/
 Fortress Infracon Ltd CIN: U93000MH1995PLC090120 (formerly known as Fortress Financial Services Ltd)
 Corporate office : 204, Lotus Park, 2nd Floor, Road No 16, Wagle Estate, Thane (W) 400 604, India: Tel : +91 (22) 6288 7900
 Registered office : Daryanegar House, 2nd Floor, 69 Maharshi Karve Road, Marine Lines, Mumbai 400 002, India. Tel : +91 (22) 2200 7973



Person. You will devote your time and attention to your duties to promote the interest of the Company and will not utilize or divulge to any person or persons, any of our proprietary information, company documents and other confidential information which you may come across during the course of your employment with the Company.

- 12. This offer is subject to the condition that you produce all original certificates of your age, address, educational qualifications and experience for our verification.
- 13. Kindly sign and return the duplicate copy of this Letter within 3 (three) days of receipt of this letter by email as a token of acceptance of the offer and other terms and conditions.

Yours faithfully, For FORTRESS INFRACON LIMITED



 Forti'ess infracon Ltd
 DIN : U93000MH1995PLC090120
 (formerly known as Fortress Financial Services Ltd)

 Corporate office : 204, Lotus Park, 2nd Floor, Road No 16, Wagle Estate, Thane (W) 400 604, India. Tel : +91 (22) 6288 7900

 Registered office : Daryanager House, 2nd Floor, 69 Meharshi Karve Road, Marine Lines, Mumbai 400 002, India. Tel : +91 (22) 2200 7973

 W W W, FORTRESS.CO.IN
 Fortress@fortress.co.in

# - 💢 FORTRESS

#### ANNEXURE I GAURAV KULKARNI ASSISTANT MANAGER

	Break up of Salary of Rs	9,00,000/-	
CHEQUE		P. M.	P. A.
	Basic	36,080	4,32,960
	HRA	18,040	2,16,480
	CCA	8,120	97,440
	Special Pay	8,120	97,440
		70,360	19 1 4 4 4 1
	Transport Allowance	1,600	19,200
	Medical	1,250	15,000
		73,210	8,78,520
Less			
	Professional Tax	200	
	PF	1,800	
		71,210	
1.1	Take Home Monthly	71,210	
Add	Company PF Contribution	1,800	21,600
	Total Salary	75,010	9,00,120

 Fortress Infracon Ltd
 CIN: U93000MH1995PLC090120
 (formerly known as Fortress Financial Services Ltd)

 Corporate office: 204, Lotus Park, 2nd Floor, Road No 16, Wagle Estate, Thane (W) 400 604, India. Tel: +91 (22) 6288 7900

 Registered office: Daryanagar House, 2nd Floor, 69 Maharshi Karve Road, Marine Lines, Mumbai 400 002, India. Tel: +91 (22) 2200 7973

 W W W, FDRTRESS, CO. IN
 Fortress@fortress.co.in



#### Date: 06/01/2023

#### **Offer Letter**

#### Dear Suraj Mohan Dhande,

Congratulations on your selection at PerpetualBlock Technologies Pvt. Ltd.

We Welcome You Aboard. We are pleased to Offer you the Position of **"Jr. Software Engineer"** with us effective from **9th January 2023** at our **Pune Office.** 

Work-Life at PerpetualBlock is all about Exciting New Challenges and Innovation embedded into the fabric of every Deliverable for Mutual Growth. We Invite you to be a part of the Journey to make it even a Better Place!



#### Offer Letter

Ajay Satish Joshi ajayjoshi 788@gmail.com 8275419629

Dear Ajay,

With reference to your application and subsequent interview you had with us, we are pleased to extend this offer of employment for the position of Quality Engineer at Masters India Private Limited on 8 June, 2023.

**Cash Compensation**. The Company will pay you a starting salary at the rate of INR 3,78,624 Lakhs per year, in accordance with the Company's standard payroll schedule. The salary figure is inclusive of basic salary, monthly allowances, and social security remuneration. This salary will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time.

**Employment Relationship**. Employment with the Company is for no specific period of time. Your employment with the Company will be "at will," meaning that either you or the Company may terminate your employment at any time and for any reason, with or without cause. Both the employee and employer are normally entitled to a minimum 30-day period of notice on termination of employment. Any contrary representations that may have been made to you are superseded by this letter agreement. This is the full and complete agreement between you and the Company on this term. Although your job duties, title, compensation and benefits, as well as the Company's personnel policies and procedures, may change from time to time, the "at will" nature of your employment may only be changed in an express written agreement signed by you and a duly authorized officer of the Company (other than you).

Leaves. You will be entitled for leave benefits as per Company's Leave Policy.

**Probation Period**. You will be on probation for 3 months from the date of your appointment. The management at its discretion may extend your probation period. Until you are issued a confirmation letter in writing, you will continue to be on probation. In case of termination the services during the probation period, the Management reserve the right to terminate the services without any notice for any reason deem fit by the Management.

**Proprietary Information and Inventions Agreement**. Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company's standard Proprietary Information and Inventions Agreement.

**Privacy.** You are required to observe and uphold all the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

www.mastersindia.net

Masters India Private Limited Plot no: 63/1,2,3 Palki, Wada Manor Road, Village / Post Varale, Tal: Wada, Dist.: Palghar, Maharashtra-421303



Withholding. All forms of compensation referred to in this letter agreement are subject to reduction to reflect applicable withholding and payroll taxes and other deductions required by law.

**Tax Advice**. You are encouraged to obtain your own tax advice regarding your compensation from the Company. You agree that the Company does not have a duty to design its compensation policies in a manner that minimizes your tax liabilities, and you will not make any claim against the Company or its Board of Directors related to tax liabilities arising from your compensation.

**Interpretation, Amendment and Enforcement.** This letter agreement supersedes and replaces any prior agreements, representations, or understandings (whether written, oral, implied or otherwise) between you and the Company and constitute the complete agreement between you and the Company regarding the subject matter set forth herein. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company.

You may indicate your agreement with these terms and accept this offer by signing and dating this agreement on or before 8 May, 2023.

Sincerely,

Company Director Himank Goyal

Date 5-5-2023

Applicant (Sign)

Applicant [Name] Ajay satish Joshi.

Date

07-05-2023

Masters India Private Limited Plot no: 63/1,2,3 Palki, Wada Manor Road, Village / Post Varale, Tal: Wada, Dist.: Palghar, Maharashtra-421303

www.mastersindia.net

# HINDUSTAN AERONAUTICS LIMITED Training & Development Institute Ojhar, Nasik-422207

### HAL/T&D/1614(2)/22-23/50

#### Date: 17<sup>th</sup> May 2023

# <u>General Instructions for Provisionally Shortlisted Candidates For</u> <u>Apprenticeship Training – Graduate/Diploma</u>

- A. All provisionally shortlisted candidates are hereby informed to report for joining on 25<sup>th</sup> May 2023 at HAL main gate on 0900 hrs.
- B. Candidates have to produce original certificates for verification and photocopies for submission of the following :
  - 1. SSC/HSC board certificate
  - 2. Graduate/Diploma Semester wise mark sheets
  - 3. Graduate/Diploma Certificate or provisional whichever is applicable
  - 4. MHRDNATS Portal registration copy (with 100% profile and E-KYC completion)
  - 5. Caste certificate (OBC/SC/ST)
  - 6. Economically Weaker Sections (EWS) :Income and Asset verification certificate (if applicable)
  - 7. Non Creamy layer certificate (For OBC-In Central Govt.Format)
  - 8. PWD (Person with Disability) (If Applicable)
  - 9. Aadhaar Card
  - 10. MSI Card (for only HAL wards)
  - 11. 2 Passport and 2 Stamp size photographs
  - 12. Copy Of front page of SBI saving account passbook if available (Account may be opened in the SBI branch- HAL Factory after joining also)
- C. The Candidate will be required to produce Medical fitness certificate from Govt. Hospital & Police verification issued by SP/CP.
- D. Uniform: The candidates are required to prepare two sets of uniform for the training

# Graduate:

- Boys: White Colour Half sleeves shirt, Grey/Ash colour formal trousers & Black shoes
- Girls: White Colour Top, Grey/Ash colour Salwar and Duppatta (Formal Punjabi Suit) and Black Shoes.

#### Diploma:

- Boys: Navy Blue Colour Half sleeves shirt, Cream colour formal trousers & Black shoes
- Girls: Navy Blue Colour Top, Cream colour Salwar and Duppatta (Formal Punjabi Suit) and Black Shoes.
- E. Other Instructions:
  - 1. Candidates should not carry any electronic gadgets or baggage to the factory during the training.
  - 2. If the candidates fail to report on the mentioned date & time, it will be presumed that candidate is not interested in Apprenticeship Training and his/her candidature will be cancelled.
  - 3. HAL- Nasik will not be under any obligation to provide Employment on completion of the Apprenticeship Training.
  - 4. The Candidate has to make his/her own arrangement for accommodation & travelling for the engagement process/during apprenticeship Training Period & No accommodation & travelling allowance will be paid by the company.
  - 5. If a candidate has already joined/completed apprenticeship in other establishment, he/she will not be eligible for apprenticeship training in HAL-Nasik.





# Amit Nehete

Jalgaon,

# Dear Amit Nehete

It gives me immense pleasure to welcome you to **nCircle Tech Pvt. Ltd.** At nCircle Tech we believe that each employee contributes directly to the growth and success of the company and I am sure you would be a great asset to our team. We look forward to a long and mutually rewarding journey.

I would like to wish you all the best and sincerely hope that with talented and skilled individuals like you and our existing team at nCircle, we shall be well placed to navigate the road ahead to meet our customer expectations.

Enclosed please find your employment contract and other relevant details for your review and acceptance.

Looking forward to seeing you soon in nCircle Tech Pvt. Ltd

On Behalf of nCircle Tech Pvt. Ltd.

Nikhil Kulkarni

HR Head



Date:

Amit Nehete

Jalgaon,

# Subject: Offer cum Appointment Letter

Dear Amit Nehete,

This has reference to your application for employment for the position of **Member of Technical Staff** and subsequent interview you had with **nCircle Tech Pvt. Ltd**., we are pleased to appoint you on the following terms and conditions.

1. **Appointment:**You are appointed on the rolls of the company w.e.f. **07/17/2023** and you will be designated as **Member of Technical Staff**.

2. **Probation, Confirmation / Extension:** You will be on probation for a period of **6 Months** from your date of joining. Your performance will be observed during the probation period. You will be made permanent in the services of the company by issuing a confirmation letter after completion of your probation period subject to your performance and conduct being satisfactory during the probation period. The Company may extend your probation for a period of 03 (three) months if the performance / conduct is found to be unsatisfactory. Such extension may be done for not more than 2 occasions.

3. **Remuneration:** Your CTC (Cost to Company) will be **4,30,000/-.** Detailed CTC breakup shall be shared separately. Please note that CTC structure may be subject to change as per prevailing government rules and regulations.

4. **Confidentiality of CTC:** The contents pertaining to the overall earnings including the annual benefits are strictly confidential and only meant for your consumption. Any leakage, passing out of the information by you within the organisation or otherwise will be viewed very seriously by the Management.

5. **Taxes:** Any tax liability as per prevailing laws arising out of your salary / allowances / benefits shall be borne by you. The Company may deduct such tax liability or any amounts owed by you to the Company from your salary or from any other amounts payable by the Company to you.



6. **Medical fitness:** Your appointment and continuance in employment shall be subject to your initial and intermittent fitness (Physical and Mental) to be certified by the Company appointed Doctor / empaneled Medical partner agency, whose findings shall be final and binding.

7. **Governance of your services:** You shall be governed by company policies and rules and regulations, existing and amended from time to time. All prevailing employment laws and amendments that may be done from time to time shall be applicable and binding on you.

8. Job Responsibilities and Duties: You shall perform all tasks and duties as assigned to you by your superiors from time to time. You shall also undertake to do all duties and tasks including the work ancillary and incidental to your duties with utmost care and sincerity.

9. **Transfers:** Your services are transferable. As such you may be transferred at a short notice to any existing or future department / branch/ office/establishment / works/ location etc. of the Company or its collaborators / associates or subsidiaries of any of these Companies within India or abroad, or deputed at a client site / office either existing or newly setup in future as the case may be. You shall abide by the rules and regulations of conduct, performance and discipline prevailing at such place of transfer. The Company shall issue such orders based on the exigencies of business and other requirements. Such transfer orders can be issued to the employee in the same designation / position or otherwise as the Company deems fit. Such transfers cannot be refused by any employee and any such refusal if not accepted by the Company may be treated as resignation by the Employee.

10. **Travel for company work:** You shall be required to travel for company work as per requirement from time to time and you shall be eligible to receive travel expense reimbursement including stay, food and incidental, as per company travel policy applicable to your category of employees.

11. **Training:** If you are required to undergo any specialized training arranged by the Company that involves investment of monetary and non-monetary nature from the Company, you shall execute a Training Agreement, if the Company so requires.

12. **Leave/Holidays:** You shall be eligible to get annual paid leaves and festival holidays as per company leave and holiday policy.

13. **Code of Conduct:** You will abide by the code of conduct of the company and shall sign the undertaking to that effect.



14. **Confidentiality:** It is a material term of your appointment that you will not at any time during your appointment or after termination of your appointment, divulge to any person, firm or corporation, any information received by you during the course of your employment with regard to financial or other affairs of the Company including but not limiting to Company's client and such information shall be kept confidential by you. You shall also not divulge, publish or otherwise reveal any knowledge or information or any facts concerning any ideas, methods, inventions, processes, technical know-how, pricing, proprietary designs, systems or devices used by the Company and disclosed to you by reason of your employment. Failing to comply with this shall attract strict legal action. You have also signed an Employee Confidentiality Agreement which will form part and parcel to this letter.

15. **Intellectual property rights:** Any innovation, 'first time' improvement in product, process, design, etc. relating to the Company's business shall be the exclusive intellectual property of the Company and the Company shall obtain the exclusive and unlimited right to make use of all works that may be subject to copyright law and are the result of any activities carried out within the framework of employment by the Company, including but not limited to improvements which are the result of planning, engineering, technical development and the use of computer programs. The conditions under which such rights of utilization are transferred to the Company shall be the subject of agreements. Provisions shall not be affected by termination of employment at the Company by either of the parties i.e. employer or employee in accordance with terms of employment conditions or statutory right.

16. Whole time employment: You are employed as a full-time employee and you shall not undertake any job or employment or enter into any business independently and / or in association with any competitor / prospect of the Company and its business directly or indirectly or in any other unrelated domain, and / or also not to advise or render consultancy services of any kind and in any manner to others, including competitors of the company, during your employment with the Company. Failure to comply with this shall result in you being liable to liquidity damages as determined by the Company and you authorize the Company to deduct the said amount from your other legal dues resulting from separation. In case the dues are insufficient you shall be required to make good the balance amount within 30 (thirty) days of separation or from the date the notice is issued to you by the Company.

17. **Notice:** While on probation, your services may be terminated by the Company by giving One month notice (1 month) or salary in lieu thereof. If you wish to voluntarily resign from the services of the Company while on probation, you will need to give One month notice to the Company or salary in lieu thereof. Post confirmation, the notice period in case of Management initiated termination of services as well as voluntary resignation by you shall be 90 (ninety) days



or salary in lieu thereof. However, notice period buy out in case of voluntary resignation shall be subject to Management's discretion.

18. **Handover**: On resignation / upon termination of services, nearer to the date of relieving, as agreed between your Manager and you, you shall return, Company documents [Hard / Soft Copies], Drives [ USB-drives, Hard-Disks, CDs etc...], and any other company assets, equipment, data [Login Credentials, Subscription details, Software license information etc.] which may have been entrusted to or be in your care and custody during your employment.

19. **Retirement:** You shall retire on attaining the age of 58 years Your date of birth as per the Company records is **06/06/1998**. This is as per the documents produced as the proof of age. For all purposes relating to your length of service, your joining date shall be considered as **07/17/2023**.

20. **Work From Home (WFH)**: WFH is allowed (If approved by your reporting senior / client). You must have a stable & high speed (min 50Mbps) internet connection. You will be required to relocate to **Pune** as per companies/client policy, as communicated to you in advance.

21. In case of disassociation with the company within a period of 6 months from date of joining, the company would be authorized to deduct the joining, relocation and training expenses incurred on the employee, if any, from the full and final settlement.

Please provide us your acceptance to this offer by returning a signed copy of this letter.

We look forward to welcoming you on board to the nCircle Tech family!

With the acceptance letter, please share soft copies of documents as per Annexure A.

For, nCircle Tech Pvt. Ltd.,

kill?

Nikhil Kulkarni

Head - Human Resources



I have understood the terms and conditions mentioned in this Appointment letter and accept the same fully. I agree to abide by the same in word and spirit.

# <u>Annexure - A</u>

# List of documents to be submitted along with offer acceptance:

- a) Signed copy of Offer cum Appointment Letter
- b) Identity Proofs / Permanent Address Proof (Mandatory) :
  - 1. Aadhar Card (2 copies)
  - 2. PAN Card (2 copies)
  - 3. Passport Copy OR Driving License OR Electricity Bill (1 copy)
- c) Current Residence Proof :

Rent agreement OR Lease license OR Electricity Bill/Telephone bill of landlord with a letter mentioning that you are staying with him/her.

- d) Previous Employment (If Applicable) :
  - 1. Last 3 months Salary Slip
  - 2. Last Increment Letter
  - 3. Relieving & Experience Letter from previous employers (last 2 employers only)
- e) Educational Certificates :
  - 1. Copies of Certificates (Highest 2 Degrees)
  - 2. Mark statements supporting your educational qualification (Highest 2 Degrees)
  - 3. Any Other Certificate (if any)

f) Latest Passport Size photograph (3 Copies)

HRD/3T/1003098902/22-23



Ms. Juneriya Shaikh Plot No. 16 Narsingpur Near Gangasagar Gasgodown Garada Road Kannad Aurangabad-431103 India

Ph: +91-7841915592

Dear Juneriya,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO EVP and Head Human Resources - Infosys Limited** 



INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com HRD/1003098902/22-23



Ms. Juneriya Shaikh Plot No. 16 Narsingpur Near Gangasagar Gasgodown Garada Road Kannad Aurangabad-431103 India

Ph: +91-7841915592

Dear Juneriya,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

# Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ( "Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company. "Company" refers to Infosys Limited.

"**Control**" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

# Joining

Your scheduled date of joining the employment of the Company will be 06-Jun-2022.

# Location

Your location for employment is MYSORE, India .

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.



# Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

# **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company`s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:



a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

# **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

# Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

# **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

# Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.



# **Compensation and Benefits**

# Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

# **Performance- linked Incentive**

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

# Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

# **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.



# **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

# Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

# **Passport & Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

# **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.



# **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

# **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.



You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.



Yours sincerely,

# **RICHARD LOBO EVP and Head Human Resources - Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

Sign your name

Print your full Name

Location



#### INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com



### **ANNEXURE - I** (Compensation during the first six months from the Date of Joining)

	COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Juneriya Shaikh	
ROLE	Systems Engineer	
ROLE DESIGNATION	Systems Engineer Trainee	
1. MONTHLY COMPONENTS	S	
BASIC SALARY		15,000
BASKET OF ALLOWANCES		4,478
BONUS / EX-GRATIA (95% of monthly basis)	the eligible amount (20% of Basic Salary) being paid out on a	2,850
MONTHLY GROSS SALARY		22,328
2. ANNUAL COMPONENT		
BONUS / EX-GRATIA - (Balance the advance (95%) paid out on a balance (95\%) paid out on	ce 5% will be paid out in the end of the financial year after adjusting monthly basis)	150
3. RETIRAL BENEFITS		
PROVIDENT FUND - 12% of Basic Salary		1,800
GRATUITY - 4.81% of Basic Salary*		722
FIXED GROSS SALARY (1+2	+3)	25,000
TOTAL GROSS SALARY		25,000

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



# **ANNEXURE - II** (Compensation post successful completion of six months)

			NSATION DI es in INR per			
NAME	Ms. Juneriya Shaikh					
ROLE	Systems Engineer					
ROLE DESIGNATION	Systems Engineer	Trainee				
1. MONTHLY COMPON	IENTS					
BASIC SALARY						15,00
BASKET OF ALLOWAN	CES					4,47
BONUS / EX-GRATIA (9. monthly basis)	5% of the eligible amount (	20% of Basic	Salary) being	paid o	ut on a	2,85
MONTHLY GROSS SAI	LARY					22,32
2. ANNUAL COMPONE BONUS / EX-GRATIA - ( the advance (95%) paid ou	Balance 5% will be paid ou	t in the end o	f the financial	year af	ter adjusting	15
3. RETIRAL BENEFITS						
PROVIDENT FUND - 129	% of Basic Salary					1,80
GRATUITY - 4.81% of Ba	asic Salary*					72
FIXED GROSS SALARY	(1+2+3)					25,00
4. INCENTIVE COMPO	NENTS		At an indica Payout of 59		At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)			1,250		2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)					26,250	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)					27,500	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)					30,000	
		OTHE	R BENEFITS			
Scheme	Eligible Amount In INR	Interest		Mont	thly Instalments	Margin Money (To be borne by the employed
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil		12		Nil
	as per Company's policies, v fulfilment of all criteria def					

\*The gratuity amount set out above is an approximation. Your eligibility and the fin determined in strict accordance with the provisions of the Payment of Gratuity Act





**Private & Confidential** 

02 Aug 2022

Employee Name: Ahemed Raza Khan Nadim Khan Designation: "Jr. Modeller" Employee Code: 1944

#### Sub: Letter of Appointment.

#### Dear Ahemed Raza Khan Nadim Khan,

We are pleased to appoint you in our organization as "Jr. Modeller" in grade as "C2".

You will be based in our "Jalgaon" office.

You will be paid gross emoluments as detailed in Annexure-I (provided along with Offer Letter).

Please sign and return duplicate copy of Appointment Letter in token of your acceptance in full along with Offer Letter and Terms and Conditions of Employment.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you for our support for your professional development and growth.

Yours Truly,

### For Techflow Engineers India Private Limited



Ms.Vaibhavi Shah Manager-Human Resources

I, \_\_\_\_\_\_, acknowledge that I have received, read through and understand the contents of this letter and the suite of documents recording the terms and conditions of my employment.

**Employee Sign:** 

Date:

#### TECHFLOW ENGINEERS (I) PVT. LTD

Unit 415, Building 2(A-3), Sector - 1 Millennium Business Park, Mahape. Navi Mumbai - 400710, Maharashtra, India.

CIN No: U28910MH2009PTC198086

Tel: +91 22 2778 2401 VOIP: +1 205 683 1822 Web: www.techflowengg.com





CIN No: U28910MH2009PTC198086

Tel: +91 22 2778 2401 VOIP: +1 205 683 1822 Web: www.techflowengg.com

#### Schedule A

#### **TECHFLOW ENGINEERS INDIA PRIVATE LIMITED**

#### **General Terms and Conditions of Employment**

The following outlines the terms and conditions of employment between Techflow Engineers India Private Limited (hereinafter referred to as "the Company") and you. The Company reserves the right to change these terms and conditions as necessary, with due notice.

The Company and you together would be referred as "parties" and individually as "party".

With reference to your application and subsequent interviews with us, we are pleased to appoint you as **"Jr. Modeller"** and grade as **'C2'**. in our organization on the following terms and conditions. Please read this document carefully before indicating your acceptance to the same.

1. Reporting: You shall report to the "PROJECT MANAGER".

2. Date of Joining: Your employment commencement date is 01 Jul 2022.

**3. Remuneration:** Your annual all-inclusive fixed cost to the company would be **Rs. 3,05,908.00**/-and its detailed break up in Annexure - I is attached for your reference. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.

Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

**Reimbursement and Allowances:** You can claim tax benefit in case of admissible allowances and reimbursements (e.g., HRA, telephone and medical reimbursement etc.) upon submission of supporting invoices (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.

**Statutory Payment:** The statutory payments (PF, ESIC, PT etc.) are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.

Employee's contribution towards PF and ESI will be made from the monthly salary. If employee moves out of ESI coverage on account of his/her salary crossing the defined threshold, deduction of employer and employee's contribution would continue up to the ESI contribution cycle defined by law.

The following elements are included in the compensation package (CTC) stated above:





CIN No: U28910MH2009PTC198086

Tel: +91 22 2778 2401 VOIP: +1 205 683 1822 Web: www.techflowengg.com

- a. Provident Fund- You will be covered under the Company's Employees' Provident Fund (PF) scheme wherein; the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
- b. Profession Tax- As per Constitution of India, you will be covered under Professional Tax wherein every month tax will be paid from your compensation by the Company to the State Government.
- c. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

**4. Job Responsibilities:** You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized officer by the management to assign such duties and responsibilities. Your duties and responsibilities are outlined in job description shared with you. However, you should be aware that you may be assigned work/tasks in addition to your job responsibilities and you cannot expect your duties to remain unchanged throughout your employment by the management. We operate in a highly competitive environment and reserve the right to use our employee's skills to their best advantage. The same may be revised or changed upon your change in designation and/or department. During the course of employment, if you are further required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the company, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company by executing Service Bond.

**5. Working Hours:** Your official working hours will be from 09:00 hours till 18:00 hours, Monday through Saturday which are inclusive of a lunch and tea breaks, which may vary as per location. Second & Forth Sunday & All Saturday of every month will be an official off. Any changes made to your working hours, shall be communicated to you by the management from time to time. Your remuneration is in payment for all hours, which may be required to complete your responsibilities.

**6. Place/Transfer:** Your present place of work will be **'Jalgaon'**, but during the course of the service, you shall be liable to travel to other locations and/or be posted/transferred anywhere, temporarily or permanently, existing now or still to be formed, to serve any of the Company's Projects or any other establishment under the same management in India or outside, at the sole discretion of the management without adversely affecting your emoluments and general condition of service. You will be governed by the transfer rules prevailing in the company at that given point of time.

**7. Probation/Confirmation:** You will be on a probation period for **6 MONTHS** from the date of joining. Based on your performance and conduct, this period may be reduced, dispensed or extended (up to one year) at the discretion of the management and unless an order in writing is given to you, you shall be not being deemed to have been confirmed.

8. **Career Growth:** During the course of Employment, you will be reviewed and appraised on basis of your performance. If there is any elevation in job role/profile other than which you are specialized into, that is, Horizontal Growth in your Career, it shall be subject to your performance during the probationary period. Clause 7 shall be applicable in such case.





CIN No: U28910MH2009PTC198086

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**9. Absence Without Notice:** Absence without leave or prior approval of your superior or intimation to Human Resources or remaining absent beyond the period of leave originally granted or subsequently extended, shall result in voluntary termination of your employment without any notice or salary in lieu thereof or hold on salary disbursement, unless you return to work within 3 days from the commencement of such absence and provide satisfactory explanation to management regarding such absence.

**10. Leave:** Employee has to take prior approval for the Leave from his/her reporting officer. Leave can be claimed as of right once granted by the authority. Discretion is reserved to the authority empowered to grant leave to refuse or revoke leave at any time according to the exigencies of work.

Employees are entitled to leaves such as PL, CL, and Public Holidays. Public Holiday can be availed as & when applicable. During Probation period, employees are entitled to avail CL on pro-rata basis and PL can be availed only after employment confirmation of the Employee which will be accumulated on prorate basis from date of joining. Any additional sick leave/ casual Leave apart from actual granted to an employee shall be considered as Leave Without Pay (LWP).

You will be eligible to other benefits as per leave policies, applicable from time to time.

#### **11. Notice Period:**

- **O Probation**: During probation or extended period(s) thereof, either party may terminate this agreement by giving fifteen (15) days' notice or gross salary in lieu thereof. If you decide to resign during the probation period will be required to serve fifteen (15) days' notice period or payment of an amount equivalent to seven day's gross salary in lieu thereof.
- **Confirmation**: Post Confirmation, if you decide to resign, you will be liable to serve a Three (3) months' notice period or payment of an amount equivalent to three month's gross salary in lieu of the notice period.

However, only in special cases the management in its absolute discretion may waive the notice period, fully or in part or request to extend.

Failure to serve your notice period as deemed mandatory as per company policies, notice pay and any other outstanding, which may be due from you, will be deducted from dues payable to you on separation and / or recovered from you. In case the notice period is waived off by the management, the waived notice period will not be considered for the purpose of remuneration and entitlements payable to you, if any. You will not be entitled to avail any Leave while serving the notice period and any leave shall be considered as Leave Without Pay.

**12. Termination:** In course of your duty if found unsatisfactory in your performance and /or guilty of misconduct, you may be terminated with immediate effect. However, under the following circumstances the company shall be entitled to terminate the services of the Employee with immediate effect and the employee shall not be entitled to any compensation, notice or salary in lieu thereof from the company:

- i. The employee is found to be involved in theft, sexual harassment, infringement of Intellectual Property Rights, disclosing confidential information to third party;
- ii. The employee becomes insane and / or incapable of performing his duties;
- iii. Employee willfully disobey the lawful and reasonable orders of the company and remain abstain without leave and/or neglect in abiding by the Policies of the company as when issued for the employees;
- iv. Wrongly conduct himself or is found taking part in any movement of propaganda which is detrimental to the interest and goodwill of the company;
- v. Is guilty of misconduct and there are issues of integrity;





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- vi. Gets himself engaged in dual employment ship either on payroll or on contractual basis;
- vii. Any breach of the Agreements including the employment agreement entered by him with the company;
- viii. Insubordination;
- ix. Involved in any illicit act (whether civil or criminal) before or after joining the company and that the management gains knowledge of the same;
- x. Concealment of any information which is directly or indirectly related to the employment conditions and the same is detrimental to the interest and goodwill of the company;

If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonesty, disobedience, breach, inaccuracy of any warranty, representation, covenant, infringement of any Intellectual Property Rights, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated with immediate effect without notice and salary and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

In case of termination due to unsatisfactory performance and or misconduct, requests for notice settlements would not be entertained.

**13. Resignation:** If the employee decides to leave the organization by resigning his position from joining, He / She should give the written resignation (formal letter/Email). Employee should serve the notice period as stated in Clause 11 of notice period hereof.

During the Notice period the employee should prepare the handover documents which give the complete detail on the activities handled by the employee. The handover document should be given to management and the immediate manager (in-charge)/reporting authority.

On satisfactory completion of handover / notice period, the reliving letter & settlement if any will be given to the employee by the management.

Once employee is relieved, they will get the relieving cum experience certificate. In case employee seeks for PF withdrawal/transfer, employee shall either process through online mode or through company's HR department.

#### 14. Training Cost Deduction & its Repayment:

14.1. As a part of our Induction Program, we shall be imparting you with advance training related to Steel Detailing / US Detailing / Tekla / SDS2 Software for your brief understanding of the subject. This Internal Training Program which shall be provided to you, while induction and further, as and when required shall cost you approximate of Rs.1,00,000/- (One Lakh Rupees) if obtained from a training institute outside or through CCSSD training program introduced by **"Techflow Engineers (I) Pvt. Ltd."** 

14.2. Beside this, your deployment will be on long running projects and intermittently your exit from employment will cause to bear the certain amount of damage to the Company like delay in submittal, replacement of resources for the respective projects, training cost etc.

Considering the above two facts (Point No. 14.1 & 14.2), we are expecting our association with you as an employee for a minimum period of 3 years from your DOJ. So, as an assurance of your long-term employment with Techflow,

at least for a period of 3 years from the date of your Joining, we shall be deducting a sum amount (15% of your Gross Salary) from your monthly salary as a retention amount, which we incurred for your training program, for a period of 2 years. There will not be any deduction from 25<sup>th</sup> month onwards. Further, the retention amount will be paid back to you up on successful completion of 3 years of service with **Techflow Engineers (I) Pvt. Ltd.** 





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And in the event of separation/exit before completing 3 years with Techflow, the retention amount will be paid back to you subject to the mutually agreed terms mentioned below;

- You have to successfully compete the exit process as per the Clause No. 11 & 13.
- On successful completion of notice period and exit formalities, the retention amount will be disbursed to you along with your Full & Final settlement.
- **o** In the event of breaching the exit policy, the whole retention amount shall be withheld by the organization.

**15. Full and Final Settlement:** Full and Final settlement amount shall be paid within Forty-Five (45) days from your last working date. It will be paid to you by cheque only. The F&F amount shall be calculated based on the Final Attendance as per HR/Biometric Records. Recovery/damages if any as per Clearance Form, will be recovered and adjusted against F&F payout. As per Leave policy any additional leaves availed during the service period will be adjusted and recovered in F&F.

**16. Retirement:** You shall automatically retire from the services of the company on attaining the age of 60 years on the basis of the age proof submitted by you, subject to your being medically and mentally fit.

17. **Benefits:** You shall be entitled to avail all benefits offered by our organization as per Company Policies subject to any change made by the Company from time to time.

**18. Conflict of Interest:** You undertake that while in the employment with the Company and for a period of 24 months after separation from the Company, for any reason whatsoever, you will:

- a. Not start on your own or together with third party and/with company's client's proprietorship/ partnership/company/training or business consultancy or freelancing or develop products identical or similar to those of the Company for himself or for third party, on behalf of himself through a third person or any services in competition to business of the company along with training and consultancy in SME sector.
- b. Not to seek or obtain employment or consultancy directly or indirectly with any other company/ business entity/ organization or their associates/ affiliates, which are in competition with the Company and with the Company's Clients.
- c. Not to abet, solicit or endeavor to entice any employees, officers, agents, contractors, clients and customers involved, associated and related directly or indirectly with the Company to leave their employment/contractual obligations, or to do any private trainings, consulting services or otherwise violate the policies of the Company or any of its subsidiaries.





#### TECHFLOW ENGINEERS (I) PVT. LTD

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While employed with the Company, you agree to work on full time basis exclusively for the Company and agree that you shall neither be employed or engaged in any capacity in promoting, undertaking or carrying on any business nor take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, temporary, freelance or consultative in nature, without the prior written permission of our

organization, failure to which will considered as a violation of the terms of employment mentioned herewith, leading to termination of your employment services, without notice or salary in lieu thereof.

You will neither accept nor offer any present, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealings with the Company without the permissions in writing.

You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to Company's products or to any matter with which Company may be concerned, unless you have previously obtained the written permission from the Company.

You further acknowledge that monetary damages may not alone be a sufficient remedy for unauthorized disclosure of Confidential Information and Company shall be entitled to seek all remedies and damages available in law and equity, including but not limited to such injunctive relief as may be deemed proper by a court of competent jurisdiction.

**19. Confidentiality:** You agree that Company has the complete ownership of its "confidential information" regardless of form (written/electronic/oral) or marking or storage, and you shall keep all such confidential information secret. "Confidential information" includes but not limited to the following:

Company's archives in any formats, technical or manual, including but not limited to contracts, personnel archives, processes, data, administrative documents, data transactions, lists of suppliers, clients and prospective customers etc.;

Company's technical materials, including but not limited to all development plans, development prospectuses, technical files, data in any format, technical diagrams, drawings, formulas, models and relevant technical articles, technical reports, matters relating to project initiatives and designs, etc. owned by Company;

Company's sales materials, including but not limited to all quality management methods, pricing methods, sales methods, customers' materials, etc. owned by Company. Information about costs, profits, pricing, policies, markets, sales, suppliers, customers (e.g., names and addresses), product plans, and marketing concepts, processes, formats plans or strategies.

Company's financial materials, including but not limited to all bank account materials, stockholders' materials, investment background, etc. owned by Company;

Matters of a human resources nature such as employment/contractual policies and practices, personnel, including individual names, addresses, and telephone numbers; compensation and employee benefits,

Processes and procedures which are reasonably sufficient to ensure that all transmissions of documents are authorized and to protect its business records and data from improper access. All the intellectual property rights whether present or future (including those exclusively owned by Company, those owned by Company and other companies or those owned by Company now and developed by Company in the future); trade secret processes or devices, know-how, data, formulas, inventions (whether or not patentable or copyrighted), specifications and characteristics of products or services planned or being developed, and research subjects, methods and results. Technical information contemplated, developed and accomplished by employees of Company; Any third party's confidential information which Company has the responsibility to keep confidential pursuant to laws and agreements between Company and such third party; Unprotected information: Information acquired from the public media, Information that Company legitimately obtains from a third party with whom Company has never signed a confidentiality agreement; and

Further, all of the Company's Clients data, products, processes, concepts or strategies, Intellectual Property Right, Information whether oral, written, product catalogue, etc. which shall be disclosed to the you or you come across the same through any of your co-employees or third party during your employment with the Company and thereafter shall be kept confidential at all times and not to be disclosed with any third party





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Any other information that Companies claims and/or information of the nature that a reasonable person would understand its owner would not want it disclosed to the public shall be treated as confidential.

#### 0 Implementation of confidential information:

You have the responsibility and duty to keep confidential all confidential information and to abide by and strictly implement all confidentiality regulations;

You shall not provide or disclose confidential information to any third parties (including irrelevant employees/agents of Company) without Company's written approval;

You shall not use confidential information for any purpose other than for fulfilling Company's assignments or responsibilities;

You shall not copy, transfer or use confidential information other than for the purposes of job requirements. If confidential information has to be copied due to work requirements, the copies (including but not limited to files, discs, CDs, pen drives, computer memories, etc.) are exclusively owned by Company and you shall clearly mark the copies and protect and manage the copies;

You shall not take any media carrying confidential information (including but not limited to files, discs, CDs, computer memories, etc.) out of Company's offices without Company's written approval;

You shall not talk about the content of any confidential information in public or through public media (including but not limited to telephones, e-mail, internet, etc.).

#### 0 <u>Return and destruction of confidential files:</u>

You shall return or destroy confidential information at the request of Company. If Company does not set forth specific requirements, you shall return confidential information to Company within three working days after the use of the confidential information. You shall be responsible for safekeeping and return in good condition and order all the Company property, which may be in your use, custody or charge.

When you terminate the employment with Company, you shall return all original files and copies that contain, represent, display, record or constitute confidential information and/or intellectual property rights including but not limited to electronic devices, records, data, notes, reports, proposals, business cards, letters, specifications, drawings, equipment, materials, etc. to Company.

You further acknowledge that monetary damages may not alone be a sufficient remedy for unauthorized disclosure of Confidential Information and Company shall be entitled to seek all remedies and damages available in law and equity, including but not limited to such injunctive relief as may be deemed proper by a court of competent jurisdiction.

#### **20. Intellectual Property Rights:**

#### 0 <u>Technical information</u>

During the period when you are employed and/or engaged on a contractual/advisory/consultancy basis by Company and after both Parties terminate their employment /contractual/consultancy relationship, all technical information, including, but not limited to, discoveries, inventions, know-how, ideas, concepts, processes, formats, products, data, methods and innovations (hereinafter referred to as "Technical Information"), related to the businesses, consultancy services, products, programs and services for Company that are contemplated, developed and accomplished by you, whether independently or jointly with others, shall be deemed Company's Technical Information and absolute property, and all the corresponding rights including intellectual property rights shall belong solely to Company.

You agree to record and keep the technical information developed by Company, whether independently or jointly with others, according to the formats or methods required by Company while you are employed / engaged by Company with utmost care. These materials belong to Company exclusively and Company has the right to retrieve the above-mentioned materials at any time.





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#### 0 Application for intellectual property rights

You agree to help Company or Company's agents, at Company's expense, to protect Company's interests in the aforesaid technical information and their related intellectual property rights by appropriate means in any country, including by disclosing all relevant information and data and by executing all relevant legal documents. You agree that the relevant legal documents executed according to the aforesaid obligations shall survive the termination of the employment/contractual/consultancy relationship between the Parties. If you fail to sign the relevant legal documents due to psychological, physical or any other reasons, you agree to delegate Company or Company's authorized person or agents as your proxy to sign the aforesaid legal documents on behalf of you and to exercise other activities permitted by laws in order to obtain relevant patents, copyrights and other intellectual property rights. The actions of the persons delegated by you shall have the same binding effect as your action.

#### o <u>Prior information</u>

You shall list all your inventions, original works with copyrights, improvements, renovations and other business secrets (hereinafter referred to as "prior achievement ") that are related to the businesses, products and research and development of Company but not transferred to Company prior to your employment/contract/consultancy by Company, as an attachment to this agreement.

You agree that you shall not have any "prior achievement" if you do not list such prior achievement as an attachment to this agreement.

During the period you are employed/contracted by Company, if you introduce any "prior achievement" in which you have ownership or interests in the products, processes, formats and machines of Company, you agree to give Company nonexclusive, irrevocable, permanent and global permission to produce, revise, use or sell the above products, processes, machines or related "prior achievement" and Company shall not be required to pay any fees to you.

You further acknowledge that monetary damages may not alone be a sufficient remedy for unauthorized disclosure of Confidential Information and Company shall be entitled to seek all remedies and damages available in law and equity, including but not limited to such injunctive relief as may be deemed proper by a court of competent jurisdiction.

In breach of Clause 17 to Clause 19 mentioned hereinabove, without prejudice to the rights of Company, Company shall also be entitled to seek damages amounting to Rs. 1,50,000/- (One Lakh Fifty Thousand Rupees) or Six (6) month's Salary to the Company. (Salary shall mean Cost to Company [CTC] offered at the time of departure) or actual loss and/or potential loss suffered whichever is more.

#### 21. Limitation of Liability and Indemnity:

Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

You agree and undertake to indemnify and keep indemnified Company and its directors, officers, servants, agents, consultants and employees against all losses, costs, expenses, claims, liabilities, actions, proceedings, demands, damages whatsoever, which may be brought against or incurred or suffered or awarded or paid (including the costs of litigation and attorneys' fees) by the Company, its directors, officers, servants, agents, consultants or

employees or any other person on their behalf in respect of or arising out of any breach of terms of appointment, nonperformance or inaccuracy of any warranty, representation, covenant, infringement of any Intellectual Property Rights





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etc. hereinbefore given on your part or out of any claim by a third party based on facts, which if substantiated would constitute a breach or non-performance of such warranties.

#### 22. Miscellaneous:

#### 0 <u>Notice</u>

Any notice or communication required or allowed under this agreement, regardless of the communication method, shall take effect upon actual delivery. The "actual delivery" in the above article refers to the arrival of any notice at the legal domicile, residence or mailing address, email ids of the receiving Party as per Company's records. If you alter your notification address or mailing or emailing address, you shall notify the Company of your new address within three days after the alteration. Otherwise, you shall be held responsible for all consequent legal liabilities.

#### 0 <u>Entire agreement</u>

This agreement and all of its appendices constitutes the entire agreement agreed upon by you and supersedes all prior oral or written negotiations, representations or agreements reached by you.

#### 0 <u>Validity</u>

This agreement shall be effective until the employment/contractual relationship between both Parties is terminated. However, clauses pertaining to non-competition, non-solicited, confidentiality, IPR shall survive during the subsistence and thereafter as contemplated herein shall be handled according to this agreement.

Further, the articles which are agreed to survive the termination of the employment/contractual relationship between both Parties shall remain binding upon the Parties. The terms of employment shall survive the expiry or early termination of the employment

#### 0 <u>Waiver</u>

If Company does not exercise its rights or take actions in response to the defaulting acts of you, it shall not be regarded as renouncing its rights or abstaining from pursuing investigating and affixing defaulting responsibilities or duties of you. All renouncements of rights must be in writing.

#### o <u>Policies</u>

Company has established a variety of policies and standards that ensure a safe, enjoyable working environment. During the period of your employment with us, you agree to be bound by these policies and standards, and any future policies and standards that are reasonably introduced by the Company. It is agreed that the introduction and administration of these policies is within the sole discretion of the Company and that these policies do not form a part of this Agreement. It is agreed that if the Company introduces, amends or deletes employment-related policies as conditions warrant that such introduction, deletion or amendment does not constitute a breach of this Agreement.

#### 0 <u>Non-Disparagement</u>

During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.





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#### 0 Rights to injunctive relief

You hereby expressly acknowledge that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

#### 23.Governing Law and Arbitration:

This Agreement shall be governed and construed by the law of India and Courts situated at Navi Mumbai, Maharashtra shall have exclusive jurisdiction over any other Court.

In the event of any dispute or difference between the parties hereto arising out of or in connection with this employment terms/conditions of whatsoever nature the validity, interpretation, or breach thereof, including claims seeking redress or asserting rights under applicable law shall be resolved with mutual discussions. In case no settlement can be reached, the case may then be submitted for arbitration under the Indian Arbitration and Conciliation Act, 1996 as amended from time to time, in accordance with the provisional Rules of Procedures

promulgated by the said Arbitration Tribunal. The arbitration shall be held in Mumbai. The arbitral proceeding shall be conducted in English language and the arbitration award shall be final and binding upon both parties.

24. You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

**25**. Upon separation/ termination of your employment, you shall repay all the amounts given by the Company by way of loans or advances, and you shall obtain clearance from all departments. On completion of same, your dues, if any, will be settled by the company.

**26**. During your services with the company, you will be governed by the rules and regulations in respect to conduct & discipline and other matters as may be framed by the company from time to time and as per Employee Handbook.

27. During the period of your employment with the Company, you will be required to apply and maintain highest standards of professional and personal ethical conduct and integrity and comply with all our Organization's policies and procedures in dealing with Company employees, customers, service provider, agents, governments or any other third party. All acts subversive of good conduct and discipline like insubordination, gross negligence,

corruption, fraud, forgery, misappropriation, etc. would warrant strong disciplinary action from our Organization, including right to terminate your employment without notice.

Please sign each page of the duplicate copy of this letter signifying your acceptance to all the above terms and conditions set out herein.





TECHFLOW ENGINEERS (I) PVT. LTD Unit 415, Building 2(A-3), Sector - 1

Millennium Business Park, Mahape. Navi Mumbai - 400710, Maharashtra, India.

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VOIP:	+1 205 683 1822
Web:	www.techflowengg.com

We welcome you to the family and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit.

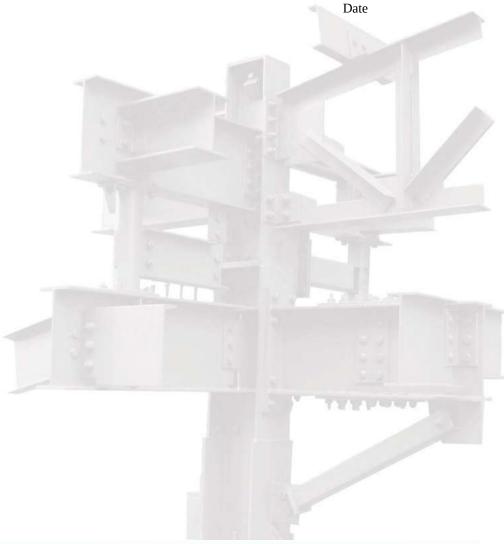
Wishing you all the very best!

#### For Techflow Engineers India Private Limited



Ms.Vaibhavi Shah Manager-Human Resource

I unconditionally agree to all the above terms & conditions and any Annexure attached herewith. Signed: Employee Name:







#### TECHFLOW ENGINEERS (I) PVT. LTD

Unit 415, Building 2(A-3), Sector - 1 Millennium Business Park, Mahape. Navi Mumbai - 400710, Maharashtra, India.

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		Annexure I			
		Salary Annexure A			
Employee Name: Designation:		Ahemed Raza Khan Nadim Khan			
		Jr. Modeller			
Depart	tment:	Production			
Locatio		Jalgaon			
Grade:	:	C2			
Compo	onents		CTC 2022		
compt		Per Month (Rs.)	Per Annum (Rs.)		
	Basic	9,200.00	1,10,400.00		
	House Rent Allowance	4,600.00	55,200.00		
	Conveyance Allowance	1,600.00	19,200.00		
(A)	Medical Allowance	1,250.00	15,000.00		
	Special Allowance	6,350.00	76,200.00		
	Mobile Allowance	0.00	0.00		
	Food Allowance	0.00	0.00		
Gross 1	Remuneration	23,000.00	2,76,000.00		
	Employer's Contribution to PF	1,800.00	21,600.00		
	Employer's Contribution to ESI	0.00	0.00		
	Medical Insurance	250.00	3,000.00		
	Gratuity	442.33	5,308.00		
Cost to	Company (Annual CTC)	25,492.33	3,05,908.00		
	Employee's Contribution to PF	1,800.00	21,600.00		
(B)	Employee's Contribution to ESI	0.00	0.00		
(-)	Professional Tax**	200.00	2,400.00		
	Income Tax	0.00	0.00		
	muneration (A) - (B)*	21,000.00	2,52,000.00		
Notes:	In addition, you are entitled for the fo		16		
1 2		our service based on your Grade for you	rself. Tax as per the state laws, rules and norn		
	prescribed by the Government of Inc share, as required from time to time. exempted from and/or other statu emoluments/benefits due to you will Income Tax Act and rules made there tax exemption benefit, you must sub such reimbursement, if any to HR in a	lia from time to time and after making a The firm also makes a monthly contrib- tory benefits which is outside of yo be subject to the deduction of Income a under as also other applicable laws, if a mit bills/receipts towards components line coordance with the HR policy in effect.	all statutory deductions, if any of employee bution to your Provident Fund account, if n our gross remuneration like gratuity. Th Tax in accordance with the provisions of th any, as may be in force time to time. To ava ike HRA, Medical Reimbursement and othe		
3	discussion or disclosure of your com will considered as breach of this cla other employee.	pensation with anybody other than you use. Your compensation package is uni	. The management strongly discourage ar ir departmental head or HR. Non-compliance que to you and not for comparison with ar		
4	Statutory calculations are applicable as per the Statutory Act. Any new amendments in the statutory compliances will b borne by an employee. Income Tax deduction will be done as per the norms of Government of India				
5	continuous service with the organiza reserves the right of changing the co	tion. Labour Welfare Fund is governe mpensation structure at its discretion w	r the law is payable on exit only after 5 yea ed by laws of respective states. Manageme ithout prior intimation. Salary structure on ot be changed or edited, until end of financi		





# Offer Letter

Ajay Satish Joshi ajayjoshi 788@gmail.com 8275419629

Dear Ajay,

With reference to your application and subsequent interview you had with us, we are pleased to extend this offer of employment for the position of Quality Engineer at Masters India Private Limited on 8 June, 2023.

**Cash Compensation**. The Company will pay you a starting salary at the rate of INR 3,78,624 Lakhs per year, in accordance with the Company's standard payroll schedule. The salary figure is inclusive of basic salary, monthly allowances, and social security remuneration. This salary will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time.

**Employment Relationship**. Employment with the Company is for no specific period of time. Your employment with the Company will be "at will," meaning that either you or the Company may terminate your employment at any time and for any reason, with or without cause. Both the employee and employer are normally entitled to a minimum 30-day period of notice on termination of employment. Any contrary representations that may have been made to you are superseded by this letter agreement. This is the full and complete agreement between you and the Company on this term. Although your job duties, title, compensation and benefits, as well as the Company's personnel policies and procedures, may change from time to time, the "at will" nature of your employment may only be changed in an express written agreement signed by you and a duly authorized officer of the Company (other than you).

Leaves. You will be entitled for leave benefits as per Company's Leave Policy.

**Probation Period**. You will be on probation for 3 months from the date of your appointment. The management at its discretion may extend your probation period. Until you are issued a confirmation letter in writing, you will continue to be on probation. In case of termination the services during the probation period, the Management reserve the right to terminate the services without any notice for any reason deem fit by the Management.

**Proprietary Information and Inventions Agreement**. Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company's standard Proprietary Information and Inventions Agreement.

**Privacy.** You are required to observe and uphold all the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

www.mastersindia.net

Masters India Private Limited Plot no: 63/1,2,3 Palki, Wada Manor Road, Village / Post Varale, Tal: Wada, Dist.: Palghar, Maharashtra-421303



Withholding. All forms of compensation referred to in this letter agreement are subject to reduction to reflect applicable withholding and payroll taxes and other deductions required by law.

**Tax Advice**. You are encouraged to obtain your own tax advice regarding your compensation from the Company. You agree that the Company does not have a duty to design its compensation policies in a manner that minimizes your tax liabilities, and you will not make any claim against the Company or its Board of Directors related to tax liabilities arising from your compensation.

**Interpretation, Amendment and Enforcement.** This letter agreement supersedes and replaces any prior agreements, representations, or understandings (whether written, oral, implied or otherwise) between you and the Company and constitute the complete agreement between you and the Company regarding the subject matter set forth herein. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company.

You may indicate your agreement with these terms and accept this offer by signing and dating this agreement on or before 8 May, 2023.

Sincerely,

Company Director Himank Goyal

Date 5-5-2023

Applicant (Sign)

Applicant [Name] Ajay satish Joshi.

Date

07-05-2023

Masters India Private Limited Plot no: 63/1,2,3 Palki, Wada Manor Road, Village / Post Varale, Tal: Wada, Dist.: Palghar, Maharashtra-421303

www.mastersindia.net

# HINDUSTAN AERONAUTICS LIMITED Training & Development Institute Ojhar, Nasik-422207

### HAL/T&D/1614(2)/22-23/50

#### Date: 17<sup>th</sup> May 2023

# <u>General Instructions for Provisionally Shortlisted Candidates For</u> <u>Apprenticeship Training – Graduate/Diploma</u>

- A. All provisionally shortlisted candidates are hereby informed to report for joining on 25<sup>th</sup> May 2023 at HAL main gate on 0900 hrs.
- B. Candidates have to produce original certificates for verification and photocopies for submission of the following :
  - 1. SSC/HSC board certificate
  - 2. Graduate/Diploma Semester wise mark sheets
  - 3. Graduate/Diploma Certificate or provisional whichever is applicable
  - 4. MHRDNATS Portal registration copy (with 100% profile and E-KYC completion)
  - 5. Caste certificate (OBC/SC/ST)
  - 6. Economically Weaker Sections (EWS) :Income and Asset verification certificate (if applicable)
  - 7. Non Creamy layer certificate (For OBC-In Central Govt.Format)
  - 8. PWD (Person with Disability) (If Applicable)
  - 9. Aadhaar Card
  - 10. MSI Card (for only HAL wards)
  - 11. 2 Passport and 2 Stamp size photographs
  - 12. Copy Of front page of SBI saving account passbook if available (Account may be opened in the SBI branch- HAL Factory after joining also)
- C. The Candidate will be required to produce Medical fitness certificate from Govt. Hospital & Police verification issued by SP/CP.
- D. Uniform: The candidates are required to prepare two sets of uniform for the training

# Graduate:

- Boys: White Colour Half sleeves shirt, Grey/Ash colour formal trousers & Black shoes
- Girls: White Colour Top, Grey/Ash colour Salwar and Duppatta (Formal Punjabi Suit) and Black Shoes.

#### Diploma:

- Boys: Navy Blue Colour Half sleeves shirt, Cream colour formal trousers & Black shoes
- Girls: Navy Blue Colour Top, Cream colour Salwar and Duppatta (Formal Punjabi Suit) and Black Shoes.
- E. Other Instructions:
  - 1. Candidates should not carry any electronic gadgets or baggage to the factory during the training.
  - 2. If the candidates fail to report on the mentioned date & time, it will be presumed that candidate is not interested in Apprenticeship Training and his/her candidature will be cancelled.
  - 3. HAL- Nasik will not be under any obligation to provide Employment on completion of the Apprenticeship Training.
  - 4. The Candidate has to make his/her own arrangement for accommodation & travelling for the engagement process/during apprenticeship Training Period & No accommodation & travelling allowance will be paid by the company.
  - 5. If a candidate has already joined/completed apprenticeship in other establishment, he/she will not be eligible for apprenticeship training in HAL-Nasik.





# Amit Nehete

Jalgaon,

# Dear Amit Nehete

It gives me immense pleasure to welcome you to **nCircle Tech Pvt. Ltd.** At nCircle Tech we believe that each employee contributes directly to the growth and success of the company and I am sure you would be a great asset to our team. We look forward to a long and mutually rewarding journey.

I would like to wish you all the best and sincerely hope that with talented and skilled individuals like you and our existing team at nCircle, we shall be well placed to navigate the road ahead to meet our customer expectations.

Enclosed please find your employment contract and other relevant details for your review and acceptance.

Looking forward to seeing you soon in nCircle Tech Pvt. Ltd

On Behalf of nCircle Tech Pvt. Ltd.

Nikhil Kulkarni

HR Head



Date:

Amit Nehete

Jalgaon,

# Subject: Offer cum Appointment Letter

Dear Amit Nehete,

This has reference to your application for employment for the position of **Member of Technical Staff** and subsequent interview you had with **nCircle Tech Pvt. Ltd**., we are pleased to appoint you on the following terms and conditions.

1. **Appointment:**You are appointed on the rolls of the company w.e.f. **07/17/2023** and you will be designated as **Member of Technical Staff**.

2. **Probation, Confirmation / Extension:** You will be on probation for a period of **6 Months** from your date of joining. Your performance will be observed during the probation period. You will be made permanent in the services of the company by issuing a confirmation letter after completion of your probation period subject to your performance and conduct being satisfactory during the probation period. The Company may extend your probation for a period of 03 (three) months if the performance / conduct is found to be unsatisfactory. Such extension may be done for not more than 2 occasions.

3. **Remuneration:** Your CTC (Cost to Company) will be **4,30,000/-.** Detailed CTC breakup shall be shared separately. Please note that CTC structure may be subject to change as per prevailing government rules and regulations.

4. **Confidentiality of CTC:** The contents pertaining to the overall earnings including the annual benefits are strictly confidential and only meant for your consumption. Any leakage, passing out of the information by you within the organisation or otherwise will be viewed very seriously by the Management.

5. **Taxes:** Any tax liability as per prevailing laws arising out of your salary / allowances / benefits shall be borne by you. The Company may deduct such tax liability or any amounts owed by you to the Company from your salary or from any other amounts payable by the Company to you.



6. **Medical fitness:** Your appointment and continuance in employment shall be subject to your initial and intermittent fitness (Physical and Mental) to be certified by the Company appointed Doctor / empaneled Medical partner agency, whose findings shall be final and binding.

7. **Governance of your services:** You shall be governed by company policies and rules and regulations, existing and amended from time to time. All prevailing employment laws and amendments that may be done from time to time shall be applicable and binding on you.

8. Job Responsibilities and Duties: You shall perform all tasks and duties as assigned to you by your superiors from time to time. You shall also undertake to do all duties and tasks including the work ancillary and incidental to your duties with utmost care and sincerity.

9. **Transfers:** Your services are transferable. As such you may be transferred at a short notice to any existing or future department / branch/ office/establishment / works/ location etc. of the Company or its collaborators / associates or subsidiaries of any of these Companies within India or abroad, or deputed at a client site / office either existing or newly setup in future as the case may be. You shall abide by the rules and regulations of conduct, performance and discipline prevailing at such place of transfer. The Company shall issue such orders based on the exigencies of business and other requirements. Such transfer orders can be issued to the employee in the same designation / position or otherwise as the Company deems fit. Such transfers cannot be refused by any employee and any such refusal if not accepted by the Company may be treated as resignation by the Employee.

10. **Travel for company work:** You shall be required to travel for company work as per requirement from time to time and you shall be eligible to receive travel expense reimbursement including stay, food and incidental, as per company travel policy applicable to your category of employees.

11. **Training:** If you are required to undergo any specialized training arranged by the Company that involves investment of monetary and non-monetary nature from the Company, you shall execute a Training Agreement, if the Company so requires.

12. **Leave/Holidays:** You shall be eligible to get annual paid leaves and festival holidays as per company leave and holiday policy.

13. **Code of Conduct:** You will abide by the code of conduct of the company and shall sign the undertaking to that effect.



14. **Confidentiality:** It is a material term of your appointment that you will not at any time during your appointment or after termination of your appointment, divulge to any person, firm or corporation, any information received by you during the course of your employment with regard to financial or other affairs of the Company including but not limiting to Company's client and such information shall be kept confidential by you. You shall also not divulge, publish or otherwise reveal any knowledge or information or any facts concerning any ideas, methods, inventions, processes, technical know-how, pricing, proprietary designs, systems or devices used by the Company and disclosed to you by reason of your employment. Failing to comply with this shall attract strict legal action. You have also signed an Employee Confidentiality Agreement which will form part and parcel to this letter.

15. **Intellectual property rights:** Any innovation, 'first time' improvement in product, process, design, etc. relating to the Company's business shall be the exclusive intellectual property of the Company and the Company shall obtain the exclusive and unlimited right to make use of all works that may be subject to copyright law and are the result of any activities carried out within the framework of employment by the Company, including but not limited to improvements which are the result of planning, engineering, technical development and the use of computer programs. The conditions under which such rights of utilization are transferred to the Company shall be the subject of agreements. Provisions shall not be affected by termination of employment at the Company by either of the parties i.e. employer or employee in accordance with terms of employment conditions or statutory right.

16. Whole time employment: You are employed as a full-time employee and you shall not undertake any job or employment or enter into any business independently and / or in association with any competitor / prospect of the Company and its business directly or indirectly or in any other unrelated domain, and / or also not to advise or render consultancy services of any kind and in any manner to others, including competitors of the company, during your employment with the Company. Failure to comply with this shall result in you being liable to liquidity damages as determined by the Company and you authorize the Company to deduct the said amount from your other legal dues resulting from separation. In case the dues are insufficient you shall be required to make good the balance amount within 30 (thirty) days of separation or from the date the notice is issued to you by the Company.

17. **Notice:** While on probation, your services may be terminated by the Company by giving One month notice (1 month) or salary in lieu thereof. If you wish to voluntarily resign from the services of the Company while on probation, you will need to give One month notice to the Company or salary in lieu thereof. Post confirmation, the notice period in case of Management initiated termination of services as well as voluntary resignation by you shall be 90 (ninety) days



or salary in lieu thereof. However, notice period buy out in case of voluntary resignation shall be subject to Management's discretion.

18. **Handover**: On resignation / upon termination of services, nearer to the date of relieving, as agreed between your Manager and you, you shall return, Company documents [Hard / Soft Copies], Drives [ USB-drives, Hard-Disks, CDs etc...], and any other company assets, equipment, data [Login Credentials, Subscription details, Software license information etc.] which may have been entrusted to or be in your care and custody during your employment.

19. **Retirement:** You shall retire on attaining the age of 58 years Your date of birth as per the Company records is **06/06/1998**. This is as per the documents produced as the proof of age. For all purposes relating to your length of service, your joining date shall be considered as **07/17/2023**.

20. **Work From Home (WFH)**: WFH is allowed (If approved by your reporting senior / client). You must have a stable & high speed (min 50Mbps) internet connection. You will be required to relocate to **Pune** as per companies/client policy, as communicated to you in advance.

21. In case of disassociation with the company within a period of 6 months from date of joining, the company would be authorized to deduct the joining, relocation and training expenses incurred on the employee, if any, from the full and final settlement.

Please provide us your acceptance to this offer by returning a signed copy of this letter.

We look forward to welcoming you on board to the nCircle Tech family!

With the acceptance letter, please share soft copies of documents as per Annexure A.

For, nCircle Tech Pvt. Ltd.,

kill?

Nikhil Kulkarni

Head - Human Resources



I have understood the terms and conditions mentioned in this Appointment letter and accept the same fully. I agree to abide by the same in word and spirit.

# <u>Annexure - A</u>

# List of documents to be submitted along with offer acceptance:

- a) Signed copy of Offer cum Appointment Letter
- b) Identity Proofs / Permanent Address Proof (Mandatory) :
  - 1. Aadhar Card (2 copies)
  - 2. PAN Card (2 copies)
  - 3. Passport Copy OR Driving License OR Electricity Bill (1 copy)
- c) Current Residence Proof :

Rent agreement OR Lease license OR Electricity Bill/Telephone bill of landlord with a letter mentioning that you are staying with him/her.

- d) Previous Employment (If Applicable) :
  - 1. Last 3 months Salary Slip
  - 2. Last Increment Letter
  - 3. Relieving & Experience Letter from previous employers (last 2 employers only)
- e) Educational Certificates :
  - 1. Copies of Certificates (Highest 2 Degrees)
  - 2. Mark statements supporting your educational qualification (Highest 2 Degrees)
  - 3. Any Other Certificate (if any)

f) Latest Passport Size photograph (3 Copies)

HRD/3T/1003098902/22-23



Ms. Juneriya Shaikh Plot No. 16 Narsingpur Near Gangasagar Gasgodown Garada Road Kannad Aurangabad-431103 India

Ph: +91-7841915592

Dear Juneriya,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO EVP and Head Human Resources - Infosys Limited** 



INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com HRD/1003098902/22-23



Ms. Juneriya Shaikh Plot No. 16 Narsingpur Near Gangasagar Gasgodown Garada Road Kannad Aurangabad-431103 India

Ph: +91-7841915592

Dear Juneriya,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

# Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ( "Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company. "Company" refers to Infosys Limited.

"**Control**" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

# Joining

Your scheduled date of joining the employment of the Company will be 06-Jun-2022.

# Location

Your location for employment is MYSORE, India .

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.



# Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

# **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company`s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:



a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

# **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

# Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

# **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

# Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.



# **Compensation and Benefits**

# Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

# **Performance- linked Incentive**

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

# Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

# **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.



# **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

# Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

# **Passport & Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

# **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.



# **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

# **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.



You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.



Yours sincerely,

# **RICHARD LOBO EVP and Head Human Resources - Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

Sign your name

Print your full Name

Location



# INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com



# **ANNEXURE - I** (Compensation during the first six months from the Date of Joining)

	COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Juneriya Shaikh	
ROLE	Systems Engineer	
ROLE DESIGNATION	Systems Engineer Trainee	
1. MONTHLY COMPONENTS	S	
BASIC SALARY		15,000
BASKET OF ALLOWANCES		4,478
BONUS / EX-GRATIA (95% of monthly basis)	the eligible amount (20% of Basic Salary) being paid out on a	2,850
MONTHLY GROSS SALARY		22,328
2. ANNUAL COMPONENT		
BONUS / EX-GRATIA - (Balance the advance (95%) paid out on a balance (95\%) paid out on	ce 5% will be paid out in the end of the financial year after adjusting monthly basis)	150
3. RETIRAL BENEFITS		
PROVIDENT FUND - 12% of Basic Salary		1,800
GRATUITY - 4.81% of Basic Salary*		722
FIXED GROSS SALARY (1+2	+3)	25,000
TOTAL GROSS SALARY		25,000

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



# **ANNEXURE - II** (Compensation post successful completion of six months)

			NSATION DI es in INR per			
NAME	Ms. Juneriya Shaikh					
ROLE	Systems Engineer					
ROLE DESIGNATION	Systems Engineer	Trainee				
1. MONTHLY COMPON	IENTS					
BASIC SALARY						15,00
BASKET OF ALLOWAN	CES					4,47
BONUS / EX-GRATIA (9. monthly basis)	5% of the eligible amount (	20% of Basic	Salary) being	paid o	ut on a	2,85
MONTHLY GROSS SAI	LARY					22,32
2. ANNUAL COMPONE BONUS / EX-GRATIA - ( the advance (95%) paid ou	Balance 5% will be paid ou	t in the end o	f the financial	year af	ter adjusting	15
3. RETIRAL BENEFITS						
PROVIDENT FUND - 129	% of Basic Salary					1,80
GRATUITY - 4.81% of Ba	asic Salary*					72
FIXED GROSS SALARY	(1+2+3)					25,00
4. INCENTIVE COMPO	NENTS		At an indica Payout of 59		At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)			1,250		2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)					26,250	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)					27,500	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)					30,000	
		OTHE	R BENEFITS			
Scheme	Eligible Amount In INR	Interest		Mont	thly Instalments	Margin Money (To be borne by the employed
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil		12		Nil
	as per Company's policies, v fulfilment of all criteria def					

\*The gratuity amount set out above is an approximation. Your eligibility and the fin determined in strict accordance with the provisions of the Payment of Gratuity Act





**Private & Confidential** 

02 Aug 2022

Employee Name: Ahemed Raza Khan Nadim Khan Designation: "Jr. Modeller" Employee Code: 1944

# Sub: Letter of Appointment.

# Dear Ahemed Raza Khan Nadim Khan,

We are pleased to appoint you in our organization as "Jr. Modeller" in grade as "C2".

You will be based in our "Jalgaon" office.

You will be paid gross emoluments as detailed in Annexure-I (provided along with Offer Letter).

Please sign and return duplicate copy of Appointment Letter in token of your acceptance in full along with Offer Letter and Terms and Conditions of Employment.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you for our support for your professional development and growth.

Yours Truly,

# For Techflow Engineers India Private Limited



Ms.Vaibhavi Shah Manager-Human Resources

I, \_\_\_\_\_\_, acknowledge that I have received, read through and understand the contents of this letter and the suite of documents recording the terms and conditions of my employment.

**Employee Sign:** 

Date:

#### TECHFLOW ENGINEERS (I) PVT. LTD

Unit 415, Building 2(A-3), Sector - 1 Millennium Business Park, Mahape. Navi Mumbai - 400710, Maharashtra, India.

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# Schedule A

# **TECHFLOW ENGINEERS INDIA PRIVATE LIMITED**

# **General Terms and Conditions of Employment**

The following outlines the terms and conditions of employment between Techflow Engineers India Private Limited (hereinafter referred to as "the Company") and you. The Company reserves the right to change these terms and conditions as necessary, with due notice.

The Company and you together would be referred as "parties" and individually as "party".

With reference to your application and subsequent interviews with us, we are pleased to appoint you as **"Jr. Modeller"** and grade as **'C2'**. in our organization on the following terms and conditions. Please read this document carefully before indicating your acceptance to the same.

1. Reporting: You shall report to the "PROJECT MANAGER".

2. Date of Joining: Your employment commencement date is 01 Jul 2022.

**3. Remuneration:** Your annual all-inclusive fixed cost to the company would be **Rs. 3,05,908.00**/-and its detailed break up in Annexure - I is attached for your reference. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.

Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

**Reimbursement and Allowances:** You can claim tax benefit in case of admissible allowances and reimbursements (e.g., HRA, telephone and medical reimbursement etc.) upon submission of supporting invoices (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.

**Statutory Payment:** The statutory payments (PF, ESIC, PT etc.) are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.

Employee's contribution towards PF and ESI will be made from the monthly salary. If employee moves out of ESI coverage on account of his/her salary crossing the defined threshold, deduction of employer and employee's contribution would continue up to the ESI contribution cycle defined by law.

The following elements are included in the compensation package (CTC) stated above:





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- a. Provident Fund- You will be covered under the Company's Employees' Provident Fund (PF) scheme wherein; the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
- b. Profession Tax- As per Constitution of India, you will be covered under Professional Tax wherein every month tax will be paid from your compensation by the Company to the State Government.
- c. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

**4. Job Responsibilities:** You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized officer by the management to assign such duties and responsibilities. Your duties and responsibilities are outlined in job description shared with you. However, you should be aware that you may be assigned work/tasks in addition to your job responsibilities and you cannot expect your duties to remain unchanged throughout your employment by the management. We operate in a highly competitive environment and reserve the right to use our employee's skills to their best advantage. The same may be revised or changed upon your change in designation and/or department. During the course of employment, if you are further required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the company, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company by executing Service Bond.

**5. Working Hours:** Your official working hours will be from 09:00 hours till 18:00 hours, Monday through Saturday which are inclusive of a lunch and tea breaks, which may vary as per location. Second & Forth Sunday & All Saturday of every month will be an official off. Any changes made to your working hours, shall be communicated to you by the management from time to time. Your remuneration is in payment for all hours, which may be required to complete your responsibilities.

**6. Place/Transfer:** Your present place of work will be **'Jalgaon'**, but during the course of the service, you shall be liable to travel to other locations and/or be posted/transferred anywhere, temporarily or permanently, existing now or still to be formed, to serve any of the Company's Projects or any other establishment under the same management in India or outside, at the sole discretion of the management without adversely affecting your emoluments and general condition of service. You will be governed by the transfer rules prevailing in the company at that given point of time.

**7. Probation/Confirmation:** You will be on a probation period for **6 MONTHS** from the date of joining. Based on your performance and conduct, this period may be reduced, dispensed or extended (up to one year) at the discretion of the management and unless an order in writing is given to you, you shall be not being deemed to have been confirmed.

8. **Career Growth:** During the course of Employment, you will be reviewed and appraised on basis of your performance. If there is any elevation in job role/profile other than which you are specialized into, that is, Horizontal Growth in your Career, it shall be subject to your performance during the probationary period. Clause 7 shall be applicable in such case.





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**9. Absence Without Notice:** Absence without leave or prior approval of your superior or intimation to Human Resources or remaining absent beyond the period of leave originally granted or subsequently extended, shall result in voluntary termination of your employment without any notice or salary in lieu thereof or hold on salary disbursement, unless you return to work within 3 days from the commencement of such absence and provide satisfactory explanation to management regarding such absence.

**10. Leave:** Employee has to take prior approval for the Leave from his/her reporting officer. Leave can be claimed as of right once granted by the authority. Discretion is reserved to the authority empowered to grant leave to refuse or revoke leave at any time according to the exigencies of work.

Employees are entitled to leaves such as PL, CL, and Public Holidays. Public Holiday can be availed as & when applicable. During Probation period, employees are entitled to avail CL on pro-rata basis and PL can be availed only after employment confirmation of the Employee which will be accumulated on prorate basis from date of joining. Any additional sick leave/ casual Leave apart from actual granted to an employee shall be considered as Leave Without Pay (LWP).

You will be eligible to other benefits as per leave policies, applicable from time to time.

# **11. Notice Period:**

- **O Probation**: During probation or extended period(s) thereof, either party may terminate this agreement by giving fifteen (15) days' notice or gross salary in lieu thereof. If you decide to resign during the probation period will be required to serve fifteen (15) days' notice period or payment of an amount equivalent to seven day's gross salary in lieu thereof.
- **Confirmation**: Post Confirmation, if you decide to resign, you will be liable to serve a Three (3) months' notice period or payment of an amount equivalent to three month's gross salary in lieu of the notice period.

However, only in special cases the management in its absolute discretion may waive the notice period, fully or in part or request to extend.

Failure to serve your notice period as deemed mandatory as per company policies, notice pay and any other outstanding, which may be due from you, will be deducted from dues payable to you on separation and / or recovered from you. In case the notice period is waived off by the management, the waived notice period will not be considered for the purpose of remuneration and entitlements payable to you, if any. You will not be entitled to avail any Leave while serving the notice period and any leave shall be considered as Leave Without Pay.

**12. Termination:** In course of your duty if found unsatisfactory in your performance and /or guilty of misconduct, you may be terminated with immediate effect. However, under the following circumstances the company shall be entitled to terminate the services of the Employee with immediate effect and the employee shall not be entitled to any compensation, notice or salary in lieu thereof from the company:

- i. The employee is found to be involved in theft, sexual harassment, infringement of Intellectual Property Rights, disclosing confidential information to third party;
- ii. The employee becomes insane and / or incapable of performing his duties;
- iii. Employee willfully disobey the lawful and reasonable orders of the company and remain abstain without leave and/or neglect in abiding by the Policies of the company as when issued for the employees;
- iv. Wrongly conduct himself or is found taking part in any movement of propaganda which is detrimental to the interest and goodwill of the company;
- v. Is guilty of misconduct and there are issues of integrity;





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- vi. Gets himself engaged in dual employment ship either on payroll or on contractual basis;
- vii. Any breach of the Agreements including the employment agreement entered by him with the company;
- viii. Insubordination;
- ix. Involved in any illicit act (whether civil or criminal) before or after joining the company and that the management gains knowledge of the same;
- x. Concealment of any information which is directly or indirectly related to the employment conditions and the same is detrimental to the interest and goodwill of the company;

If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonesty, disobedience, breach, inaccuracy of any warranty, representation, covenant, infringement of any Intellectual Property Rights, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated with immediate effect without notice and salary and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

In case of termination due to unsatisfactory performance and or misconduct, requests for notice settlements would not be entertained.

**13. Resignation:** If the employee decides to leave the organization by resigning his position from joining, He / She should give the written resignation (formal letter/Email). Employee should serve the notice period as stated in Clause 11 of notice period hereof.

During the Notice period the employee should prepare the handover documents which give the complete detail on the activities handled by the employee. The handover document should be given to management and the immediate manager (in-charge)/reporting authority.

On satisfactory completion of handover / notice period, the reliving letter & settlement if any will be given to the employee by the management.

Once employee is relieved, they will get the relieving cum experience certificate. In case employee seeks for PF withdrawal/transfer, employee shall either process through online mode or through company's HR department.

# 14. Training Cost Deduction & its Repayment:

14.1. As a part of our Induction Program, we shall be imparting you with advance training related to Steel Detailing / US Detailing / Tekla / SDS2 Software for your brief understanding of the subject. This Internal Training Program which shall be provided to you, while induction and further, as and when required shall cost you approximate of Rs.1,00,000/- (One Lakh Rupees) if obtained from a training institute outside or through CCSSD training program introduced by **"Techflow Engineers (I) Pvt. Ltd."** 

14.2. Beside this, your deployment will be on long running projects and intermittently your exit from employment will cause to bear the certain amount of damage to the Company like delay in submittal, replacement of resources for the respective projects, training cost etc.

Considering the above two facts (Point No. 14.1 & 14.2), we are expecting our association with you as an employee for a minimum period of 3 years from your DOJ. So, as an assurance of your long-term employment with Techflow,

at least for a period of 3 years from the date of your Joining, we shall be deducting a sum amount (15% of your Gross Salary) from your monthly salary as a retention amount, which we incurred for your training program, for a period of 2 years. There will not be any deduction from 25<sup>th</sup> month onwards. Further, the retention amount will be paid back to you up on successful completion of 3 years of service with **Techflow Engineers (I) Pvt. Ltd.** 





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And in the event of separation/exit before completing 3 years with Techflow, the retention amount will be paid back to you subject to the mutually agreed terms mentioned below;

- You have to successfully compete the exit process as per the Clause No. 11 & 13.
- On successful completion of notice period and exit formalities, the retention amount will be disbursed to you along with your Full & Final settlement.
- **o** In the event of breaching the exit policy, the whole retention amount shall be withheld by the organization.

**15. Full and Final Settlement:** Full and Final settlement amount shall be paid within Forty-Five (45) days from your last working date. It will be paid to you by cheque only. The F&F amount shall be calculated based on the Final Attendance as per HR/Biometric Records. Recovery/damages if any as per Clearance Form, will be recovered and adjusted against F&F payout. As per Leave policy any additional leaves availed during the service period will be adjusted and recovered in F&F.

**16. Retirement:** You shall automatically retire from the services of the company on attaining the age of 60 years on the basis of the age proof submitted by you, subject to your being medically and mentally fit.

17. **Benefits:** You shall be entitled to avail all benefits offered by our organization as per Company Policies subject to any change made by the Company from time to time.

**18. Conflict of Interest:** You undertake that while in the employment with the Company and for a period of 24 months after separation from the Company, for any reason whatsoever, you will:

- a. Not start on your own or together with third party and/with company's client's proprietorship/ partnership/company/training or business consultancy or freelancing or develop products identical or similar to those of the Company for himself or for third party, on behalf of himself through a third person or any services in competition to business of the company along with training and consultancy in SME sector.
- b. Not to seek or obtain employment or consultancy directly or indirectly with any other company/ business entity/ organization or their associates/ affiliates, which are in competition with the Company and with the Company's Clients.
- c. Not to abet, solicit or endeavor to entice any employees, officers, agents, contractors, clients and customers involved, associated and related directly or indirectly with the Company to leave their employment/contractual obligations, or to do any private trainings, consulting services or otherwise violate the policies of the Company or any of its subsidiaries.





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While employed with the Company, you agree to work on full time basis exclusively for the Company and agree that you shall neither be employed or engaged in any capacity in promoting, undertaking or carrying on any business nor take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, temporary, freelance or consultative in nature, without the prior written permission of our

organization, failure to which will considered as a violation of the terms of employment mentioned herewith, leading to termination of your employment services, without notice or salary in lieu thereof.

You will neither accept nor offer any present, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealings with the Company without the permissions in writing.

You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to Company's products or to any matter with which Company may be concerned, unless you have previously obtained the written permission from the Company.

You further acknowledge that monetary damages may not alone be a sufficient remedy for unauthorized disclosure of Confidential Information and Company shall be entitled to seek all remedies and damages available in law and equity, including but not limited to such injunctive relief as may be deemed proper by a court of competent jurisdiction.

**19. Confidentiality:** You agree that Company has the complete ownership of its "confidential information" regardless of form (written/electronic/oral) or marking or storage, and you shall keep all such confidential information secret. "Confidential information" includes but not limited to the following:

Company's archives in any formats, technical or manual, including but not limited to contracts, personnel archives, processes, data, administrative documents, data transactions, lists of suppliers, clients and prospective customers etc.;

Company's technical materials, including but not limited to all development plans, development prospectuses, technical files, data in any format, technical diagrams, drawings, formulas, models and relevant technical articles, technical reports, matters relating to project initiatives and designs, etc. owned by Company;

Company's sales materials, including but not limited to all quality management methods, pricing methods, sales methods, customers' materials, etc. owned by Company. Information about costs, profits, pricing, policies, markets, sales, suppliers, customers (e.g., names and addresses), product plans, and marketing concepts, processes, formats plans or strategies.

Company's financial materials, including but not limited to all bank account materials, stockholders' materials, investment background, etc. owned by Company;

Matters of a human resources nature such as employment/contractual policies and practices, personnel, including individual names, addresses, and telephone numbers; compensation and employee benefits,

Processes and procedures which are reasonably sufficient to ensure that all transmissions of documents are authorized and to protect its business records and data from improper access. All the intellectual property rights whether present or future (including those exclusively owned by Company, those owned by Company and other companies or those owned by Company now and developed by Company in the future); trade secret processes or devices, know-how, data, formulas, inventions (whether or not patentable or copyrighted), specifications and characteristics of products or services planned or being developed, and research subjects, methods and results. Technical information contemplated, developed and accomplished by employees of Company; Any third party's confidential information which Company has the responsibility to keep confidential pursuant to laws and agreements between Company and such third party; Unprotected information: Information acquired from the public media, Information that Company legitimately obtains from a third party with whom Company has never signed a confidentiality agreement; and

Further, all of the Company's Clients data, products, processes, concepts or strategies, Intellectual Property Right, Information whether oral, written, product catalogue, etc. which shall be disclosed to the you or you come across the same through any of your co-employees or third party during your employment with the Company and thereafter shall be kept confidential at all times and not to be disclosed with any third party





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Any other information that Companies claims and/or information of the nature that a reasonable person would understand its owner would not want it disclosed to the public shall be treated as confidential.

# 0 Implementation of confidential information:

You have the responsibility and duty to keep confidential all confidential information and to abide by and strictly implement all confidentiality regulations;

You shall not provide or disclose confidential information to any third parties (including irrelevant employees/agents of Company) without Company's written approval;

You shall not use confidential information for any purpose other than for fulfilling Company's assignments or responsibilities;

You shall not copy, transfer or use confidential information other than for the purposes of job requirements. If confidential information has to be copied due to work requirements, the copies (including but not limited to files, discs, CDs, pen drives, computer memories, etc.) are exclusively owned by Company and you shall clearly mark the copies and protect and manage the copies;

You shall not take any media carrying confidential information (including but not limited to files, discs, CDs, computer memories, etc.) out of Company's offices without Company's written approval;

You shall not talk about the content of any confidential information in public or through public media (including but not limited to telephones, e-mail, internet, etc.).

# 0 <u>Return and destruction of confidential files:</u>

You shall return or destroy confidential information at the request of Company. If Company does not set forth specific requirements, you shall return confidential information to Company within three working days after the use of the confidential information. You shall be responsible for safekeeping and return in good condition and order all the Company property, which may be in your use, custody or charge.

When you terminate the employment with Company, you shall return all original files and copies that contain, represent, display, record or constitute confidential information and/or intellectual property rights including but not limited to electronic devices, records, data, notes, reports, proposals, business cards, letters, specifications, drawings, equipment, materials, etc. to Company.

You further acknowledge that monetary damages may not alone be a sufficient remedy for unauthorized disclosure of Confidential Information and Company shall be entitled to seek all remedies and damages available in law and equity, including but not limited to such injunctive relief as may be deemed proper by a court of competent jurisdiction.

# **20. Intellectual Property Rights:**

# 0 <u>Technical information</u>

During the period when you are employed and/or engaged on a contractual/advisory/consultancy basis by Company and after both Parties terminate their employment /contractual/consultancy relationship, all technical information, including, but not limited to, discoveries, inventions, know-how, ideas, concepts, processes, formats, products, data, methods and innovations (hereinafter referred to as "Technical Information"), related to the businesses, consultancy services, products, programs and services for Company that are contemplated, developed and accomplished by you, whether independently or jointly with others, shall be deemed Company's Technical Information and absolute property, and all the corresponding rights including intellectual property rights shall belong solely to Company.

You agree to record and keep the technical information developed by Company, whether independently or jointly with others, according to the formats or methods required by Company while you are employed / engaged by Company with utmost care. These materials belong to Company exclusively and Company has the right to retrieve the above-mentioned materials at any time.





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# 0 Application for intellectual property rights

You agree to help Company or Company's agents, at Company's expense, to protect Company's interests in the aforesaid technical information and their related intellectual property rights by appropriate means in any country, including by disclosing all relevant information and data and by executing all relevant legal documents. You agree that the relevant legal documents executed according to the aforesaid obligations shall survive the termination of the employment/contractual/consultancy relationship between the Parties. If you fail to sign the relevant legal documents due to psychological, physical or any other reasons, you agree to delegate Company or Company's authorized person or agents as your proxy to sign the aforesaid legal documents on behalf of you and to exercise other activities permitted by laws in order to obtain relevant patents, copyrights and other intellectual property rights. The actions of the persons delegated by you shall have the same binding effect as your action.

# o <u>Prior information</u>

You shall list all your inventions, original works with copyrights, improvements, renovations and other business secrets (hereinafter referred to as "prior achievement ") that are related to the businesses, products and research and development of Company but not transferred to Company prior to your employment/contract/consultancy by Company, as an attachment to this agreement.

You agree that you shall not have any "prior achievement" if you do not list such prior achievement as an attachment to this agreement.

During the period you are employed/contracted by Company, if you introduce any "prior achievement" in which you have ownership or interests in the products, processes, formats and machines of Company, you agree to give Company nonexclusive, irrevocable, permanent and global permission to produce, revise, use or sell the above products, processes, machines or related "prior achievement" and Company shall not be required to pay any fees to you.

You further acknowledge that monetary damages may not alone be a sufficient remedy for unauthorized disclosure of Confidential Information and Company shall be entitled to seek all remedies and damages available in law and equity, including but not limited to such injunctive relief as may be deemed proper by a court of competent jurisdiction.

In breach of Clause 17 to Clause 19 mentioned hereinabove, without prejudice to the rights of Company, Company shall also be entitled to seek damages amounting to Rs. 1,50,000/- (One Lakh Fifty Thousand Rupees) or Six (6) month's Salary to the Company. (Salary shall mean Cost to Company [CTC] offered at the time of departure) or actual loss and/or potential loss suffered whichever is more.

# 21. Limitation of Liability and Indemnity:

Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

You agree and undertake to indemnify and keep indemnified Company and its directors, officers, servants, agents, consultants and employees against all losses, costs, expenses, claims, liabilities, actions, proceedings, demands, damages whatsoever, which may be brought against or incurred or suffered or awarded or paid (including the costs of litigation and attorneys' fees) by the Company, its directors, officers, servants, agents, consultants or

employees or any other person on their behalf in respect of or arising out of any breach of terms of appointment, nonperformance or inaccuracy of any warranty, representation, covenant, infringement of any Intellectual Property Rights





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etc. hereinbefore given on your part or out of any claim by a third party based on facts, which if substantiated would constitute a breach or non-performance of such warranties.

# 22. Miscellaneous:

# 0 <u>Notice</u>

Any notice or communication required or allowed under this agreement, regardless of the communication method, shall take effect upon actual delivery. The "actual delivery" in the above article refers to the arrival of any notice at the legal domicile, residence or mailing address, email ids of the receiving Party as per Company's records. If you alter your notification address or mailing or emailing address, you shall notify the Company of your new address within three days after the alteration. Otherwise, you shall be held responsible for all consequent legal liabilities.

# 0 <u>Entire agreement</u>

This agreement and all of its appendices constitutes the entire agreement agreed upon by you and supersedes all prior oral or written negotiations, representations or agreements reached by you.

# 0 <u>Validity</u>

This agreement shall be effective until the employment/contractual relationship between both Parties is terminated. However, clauses pertaining to non-competition, non-solicited, confidentiality, IPR shall survive during the subsistence and thereafter as contemplated herein shall be handled according to this agreement.

Further, the articles which are agreed to survive the termination of the employment/contractual relationship between both Parties shall remain binding upon the Parties. The terms of employment shall survive the expiry or early termination of the employment

# 0 <u>Waiver</u>

If Company does not exercise its rights or take actions in response to the defaulting acts of you, it shall not be regarded as renouncing its rights or abstaining from pursuing investigating and affixing defaulting responsibilities or duties of you. All renouncements of rights must be in writing.

#### o <u>Policies</u>

Company has established a variety of policies and standards that ensure a safe, enjoyable working environment. During the period of your employment with us, you agree to be bound by these policies and standards, and any future policies and standards that are reasonably introduced by the Company. It is agreed that the introduction and administration of these policies is within the sole discretion of the Company and that these policies do not form a part of this Agreement. It is agreed that if the Company introduces, amends or deletes employment-related policies as conditions warrant that such introduction, deletion or amendment does not constitute a breach of this Agreement.

#### 0 <u>Non-Disparagement</u>

During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.





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#### 0 Rights to injunctive relief

You hereby expressly acknowledge that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

#### 23.Governing Law and Arbitration:

This Agreement shall be governed and construed by the law of India and Courts situated at Navi Mumbai, Maharashtra shall have exclusive jurisdiction over any other Court.

In the event of any dispute or difference between the parties hereto arising out of or in connection with this employment terms/conditions of whatsoever nature the validity, interpretation, or breach thereof, including claims seeking redress or asserting rights under applicable law shall be resolved with mutual discussions. In case no settlement can be reached, the case may then be submitted for arbitration under the Indian Arbitration and Conciliation Act, 1996 as amended from time to time, in accordance with the provisional Rules of Procedures

promulgated by the said Arbitration Tribunal. The arbitration shall be held in Mumbai. The arbitral proceeding shall be conducted in English language and the arbitration award shall be final and binding upon both parties.

24. You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

**25**. Upon separation/ termination of your employment, you shall repay all the amounts given by the Company by way of loans or advances, and you shall obtain clearance from all departments. On completion of same, your dues, if any, will be settled by the company.

**26**. During your services with the company, you will be governed by the rules and regulations in respect to conduct & discipline and other matters as may be framed by the company from time to time and as per Employee Handbook.

27. During the period of your employment with the Company, you will be required to apply and maintain highest standards of professional and personal ethical conduct and integrity and comply with all our Organization's policies and procedures in dealing with Company employees, customers, service provider, agents, governments or any other third party. All acts subversive of good conduct and discipline like insubordination, gross negligence,

corruption, fraud, forgery, misappropriation, etc. would warrant strong disciplinary action from our Organization, including right to terminate your employment without notice.

Please sign each page of the duplicate copy of this letter signifying your acceptance to all the above terms and conditions set out herein.





TECHFLOW ENGINEERS (I) PVT. LTD Unit 415, Building 2(A-3), Sector - 1

Millennium Business Park, Mahape. Navi Mumbai - 400710, Maharashtra, India.

CIN No: U28910MH2009PTC198086

Tel:	+91 22 2778 2401
VOIP:	+1 205 683 1822
Web:	www.techflowengg.com

We welcome you to the family and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit.

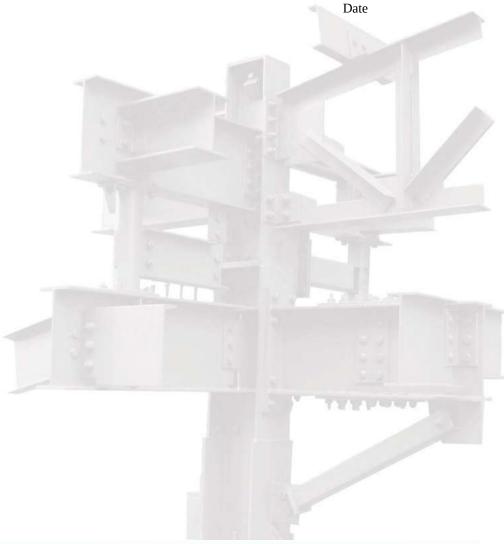
Wishing you all the very best!

# For Techflow Engineers India Private Limited



Ms.Vaibhavi Shah Manager-Human Resource

I unconditionally agree to all the above terms & conditions and any Annexure attached herewith. Signed: Employee Name:







# TECHFLOW ENGINEERS (I) PVT. LTD

Unit 415, Building 2(A-3), Sector - 1 Millennium Business Park, Mahape. Navi Mumbai - 400710, Maharashtra, India.

CIN No: U28910MH2009PTC198086

Tel: +91 22 2778 2401 VOIP: +1 205 683 1822 Web: www.techflowengg.com

		Annexure I			
		Salary Annexure A			
Employee Name: Designation:		Ahemed Raza Khan Nadim Khan			
		Jr. Modeller			
Depart	tment:	Production			
Locatio		Jalgaon			
Grade:	:	C2			
Compo	onents		CTC 2022		
compt		Per Month (Rs.)	Per Annum (Rs.)		
	Basic	9,200.00	1,10,400.00		
	House Rent Allowance	4,600.00	55,200.00		
	Conveyance Allowance	1,600.00	19,200.00		
(A)	Medical Allowance	1,250.00	15,000.00		
	Special Allowance	6,350.00	76,200.00		
	Mobile Allowance	0.00	0.00		
	Food Allowance	0.00	0.00		
Gross 1	Remuneration	23,000.00	2,76,000.00		
	Employer's Contribution to PF	1,800.00	21,600.00		
	Employer's Contribution to ESI	0.00	0.00		
	Medical Insurance	250.00	3,000.00		
	Gratuity	442.33	5,308.00		
Cost to	Company (Annual CTC)	25,492.33	3,05,908.00		
	Employee's Contribution to PF	1,800.00	21,600.00		
(B)	Employee's Contribution to ESI	0.00	0.00		
(-)	Professional Tax**	200.00	2,400.00		
	Income Tax	0.00	0.00		
	muneration (A) - (B)*	21,000.00	2,52,000.00		
Notes:	In addition, you are entitled for the fo		16		
1 2		our service based on your Grade for you	rself. Tax as per the state laws, rules and norn		
	prescribed by the Government of Inc share, as required from time to time. exempted from and/or other statu emoluments/benefits due to you will Income Tax Act and rules made there tax exemption benefit, you must sub such reimbursement, if any to HR in a	lia from time to time and after making a The firm also makes a monthly contrib- tory benefits which is outside of yo be subject to the deduction of Income a under as also other applicable laws, if a mit bills/receipts towards components line coordance with the HR policy in effect.	all statutory deductions, if any of employee bution to your Provident Fund account, if n our gross remuneration like gratuity. Th Tax in accordance with the provisions of th any, as may be in force time to time. To ava ike HRA, Medical Reimbursement and othe		
3	discussion or disclosure of your com will considered as breach of this cla other employee.	pensation with anybody other than you use. Your compensation package is uni	. The management strongly discourage ar ir departmental head or HR. Non-compliance que to you and not for comparison with ar		
4	Statutory calculations are applicable as per the Statutory Act. Any new amendments in the statutory compliances will b borne by an employee. Income Tax deduction will be done as per the norms of Government of India				
5	continuous service with the organiza reserves the right of changing the co	tion. Labour Welfare Fund is governe mpensation structure at its discretion w	r the law is payable on exit only after 5 yea ed by laws of respective states. Manageme ithout prior intimation. Salary structure on ot be changed or edited, until end of financi		



בייביבין אינרווואיג א געופר. גודמערעומע בעת משנים

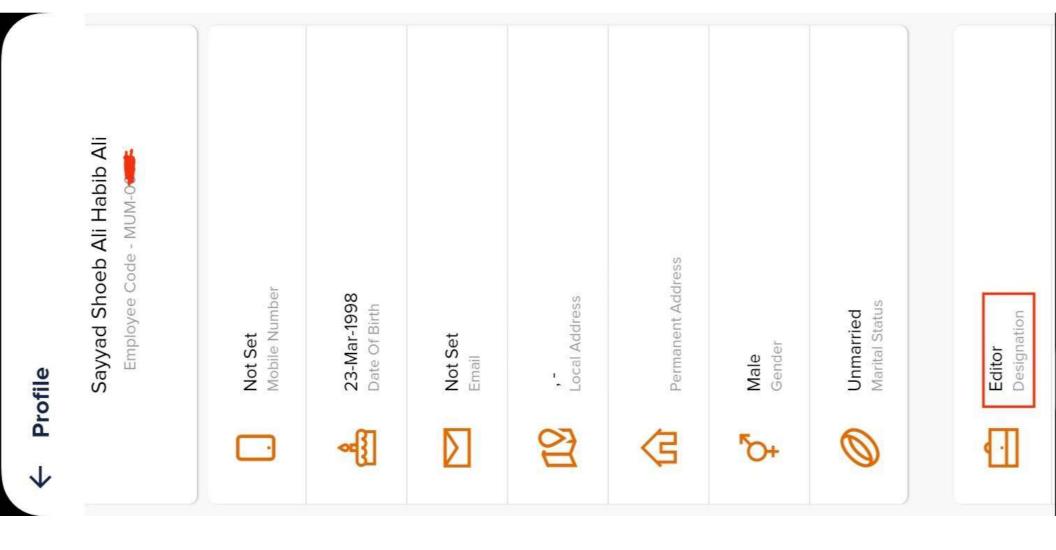
राज्य परिवहन जळगाव

STORY S विभाग नियंत्रक, मित्रायम STEPH चार्छासगाव भुतावळ पाचीरा Torus da वि.कार्यालय READER HENDE STILL BURN El antim Pagadhd 34-HIR Interes . Billing खातील कर्मचा यांची स्यांच्या नावासमेर दर्जविहेल्या आदेजानुनार जढगांव विभागाल बदली क्राहेली अन्तुन. ले या विभागाल इजर क्राहोले आहेत. हजर क्राहेल्या सारखेपासून त्यांना जढगांव विभागाच्या मंजूर संख्येत व 99.09, 2090 3505.99.69 39.92.59.95. 98.92.5092 39.92.59.85 26.92.5095 3605.99.70% 22,92,20% 07.01.2019 02.09.2019 90.09.2099 09.09.2096 09.09.2090 01-05.20.80 BRATIN PARTIES हाजर क्राल्यांकी हडेरीपटावर ऐण्यांत येत असून. स्यांची निपुक्ती खाहील दर्शविलेहया टिकाणी करण्यांत आहेली आहे 01.8% तारीख मान विभाग तरकतेवा उत्मानावाद उदा विमागत्नि बटलून आहेले ATTEN सोललुर आहे तो विभाग अहमदनगर रत्नामिरी वुताढाणा 包 1010 สูสุรายา 1010 मंबई 富 सांगली 1010 田、田、田、田、子へ9/95 田、田、田、西、348/92 祖.आ.आ.阿.36.0/96 田,田,田,田,日,198,198 ता.आ.आ.ज. 96.8/9E सा.आ.जा.ज. १६४/१९ ता.आ.आ.ज. १६७/१६ 田, 田, 田, 田, 34,9,95 ता.जा.जा.ल. १६२/१९ ता.आ.आ.ज.२५९/१९ 11、31、31、31、30で、195 문제, 311, 51, 50, 19 60 19 E सा.आ/आ,ज. ९६४/९६ 記,20.06.95 सा.आ.आ.आ. हामार्ड 尼.06.99.95. R.06.99.95 12.99.08.95 定. 92.08.95 定.06.99.95 R. 06.99.96 已.06.99.96 R. 98.06.75 36.30.85.5 R. 98/06/95 12.22.92.92 12.29.92.92 294.06.98 12.29.92.92 व दिलांक वहित्त-१०२४५ वहित्त-८४६६ कारा क' काम्याइम् 3878 - 1910 10171012 986496 05325 Elevior H क्रायक おのもと algan वरिषठ िमीक COD CH क्रानक कार्यक -018 CD--DEGID 37088 103 (arts) 山田田 जनादिश हनी राठीड जनित जुनवंद कदम स्टाव उत्मान तडवी कर्मचा-याचे नांव तडवा महमुद हमाद हार जानाज हार רויזה השוושה ישיים ביווניא שומי रांख आसिफ विभाव गाविदा भगाव मार्थनान जनसाम मित्राम्। मार्थ रमंश हैगव न्त्र विरातात 100Lin नरना साल वळवा 101SD Maria Har 日にしたいろう Indent Ě 19 16 11 ----34 1.1 13, 1 o" 11-11 12 in 1.20 £

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दिमामीय आक्ष्यापना आदेश क्रमांक



FUJITSU CONSULTING INDIA PRIVATE LIMITED

A-15, MIDC Technology Park, Talawade, Pune - 412114, India Teb - 91 20 2769 0001 Fax: +91 20 2769 2023 Regd. Office: 4-106, LGF, Dayananda Calony, Lajpat Nagar-IV, Naw Delhi, PIN - 110024



Offer/Appointment Letter

Outward No: HR/OL/ 322-43613 To, Ketan Bhalchandra Talele

Behind Kamal Paradies Hotel, Jalgaon, Maharashtra, Pin:425001 Maharashtra India

Dear Ketan Bhalchandra Talele,

With reference to our employment offer letter dated 3/3/2022, we are pleased to offer you an appointment in our organization as FJ07 in Application Development & Management Services. Your Role will be Application Developer Trainee. We strongly believe that the association would be mutually beneficial.

Your annual salary along with the break-up of salary is attached herewith in Annexure-A.

You are required to join on 7/3/2022 and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.

In token of your acceptance of this appointment, kindly sign this letter and the employment agreement attached hereto at the bottom of the right corner of each page, and return the duplicate copy of the same to the HR department.

The location of your initial reporting & posting would be **Pune**. However, the location of your posting can be changed to any of our units / departments situated anywhere in India or abroad depending on the business requirements.

You shall be on probation for **12 months** period. Unless communicated otherwise your services will be deemed to be confirmed on completion of the period of probation or any extension thereof as per the terms of your employment agreement and in accordance with the policies of Fujitsu Consulting India Private Limited.

Your employment shall at all times be governed by the employment agreement and the policies of Fujitsu Consulting India Private Limited as amended from time to time.

In case you require any further clarification, please contact HR Department.

We welcome you to Fujitsu consulting India Private Limited, and wish you a rewarding career over the years to come.

For Fujitsu Consulting India Private Limited,

Sumit Sabharwal Head- Human Capital Management

I accept the appointment

Name : \_\_\_\_\_ Signature : \_\_\_\_\_ Commencement Date: \_\_\_\_\_\_

Employment Agreement

This agreement made effective on 7/3/2022 between

**Fujitsu Consulting India Private Limited**, a company incorporated and existing under the Companies Act, 1956, and having its registered office at A-106, LGF, Dayanand Colony, Lajpat Nagar-IV, New Delhi, PIN – 110024, India (hereinafter referred to as the "**Company**" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors in interest and assigns) of the **ONE PART**; AND

Ketan Bhalchandra Talele son of Mr.Bhalchandra Raghunath Talele, years 25, indian National, residing at Behind Kamal Paradies Hotel, Jalgaon, Maharashtra, -425001 Maharashtra India (hereinafter referred to as the "**Employee**" which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include his heirs, executors and administrators) of the **OTHER PART** 

The Company and the Employee are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as a "Party".

#### RECITALS

WHEREAS the Company is in the business of software services which encompasses of providing technical consulting, development and professional services, in accordance with the needs of its Clients (as defined hereinafter).

And, WHEREAS the Employee desires to be employed by the Company and the Company has made an employment offer ("Appointment Letter") to the Employee and in pursuant thereof desires to employ the Employee on the terms and conditions set forth below.

Date: 3/3/2022

#### OFFER LETTER

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto agree as follows:

#### 1. DEFINITIONS AND CONSTRUCTIONS

- 1.1. For the purpose of this Agreement, the following terms shall have the meaning set forth in this paragraph:
  - "Agreement" shall mean this agreement including the Annexure attached hereto.
  - "Associated Company" shall mean:
    - (i) which is directly or indirectly controlled by the Company; or
    - (ii) which directly or indirectly controls the Company; or
    - (iii) which is directly or indirectly controlled by a third party who also directly or indirectly controls the Company; or
  - "Client(s)" shall mean any Person, which does business with the Company or has requested or received a proposal to do business with the Company
  - "Confidential Information" shall mean all non public information including but not limited to specifications, designs, drawings, algorithms, processes, systems and procedures, computer programs, methods, ideas, "know how" and, business information such as sales and marketing materials, plans, accounting and financial information, credit information on Clients, list containing the names, addresses and business needs of Clients, sales reports, price list, personal records including the names and addresses of Company's Employees, contractors and sub contractors and any other information relating to the Company and/or the Associated Company which Employee learns, discovers, conceives, or originates or prepares during his employment with the Company whether designated as confidential expressly or by the circumstances in which it provided, is to be kept confidential or which the Employee might reasonably expect the Company would regard as confidential. Confidential information shall not include information which, now or in the future, is available to the public (other than through improper disclosure by Employee or by another person) or information rightfully acquired by a third party.
  - "Intellectual Property" shall mean all forms of intellectual property subsisting under the laws of India and all analogous rights subsisting under the laws of other jurisdictions and shall include any product or process of the human intellect whether registrable as patents, trade marks, copyrights, designs or otherwise such as an invention, expression or literary creation, unique name, trade secret, business method, database, industrial process, computer program, source code, process and presentation.
  - "Intellectual Property Rights" shall mean all rights, benefits, title or interest in or to any Intellectual Property, anywhere in the world (whether registered or not and including all applications for the same);
  - "Person" shall mean and include an individual, an association, a corporation, a partnership, a joint venture, a trust, an unincorporated organisation, a joint stock company or other entity or organisation, including a government or political sub-division, or agency or instrumentality thereof and/or any other legal entity.

#### 1.2 Construction

- Any reference in this Agreement to any statute or statutory provision shall be construed as including a reference to that statute or statutory provision as from time to time amended modified extended or re-enacted whether before or after the date of this Agreement and to all statutory instruments orders and regulations for the time being made pursuant to it or deriving validity from it.
- The words "hereof," "herein" and "hereunder" and words of similar import when used in this Agreement shall refer to this Agreement as a whole and not to any particular provision of this Agreement. The words "include", "including" and "among other things" shall be deemed to be followed by "without limitation" or "but not limited to" whether or not they are followed by such phrases or words of like import.
- Unless the context otherwise requires words denoting the singular shall include the plural and vice versa and words denoting any gender shall include all genders and the words denoting persons shall include bodies corporate unincorporated associations and partnerships.
- Unless otherwise stated time will be the essence of contract for the purpose of the obligations under this Agreement.
- Unless otherwise stated references to sections, sub section, sub-paragraph relate to this Agreement.

#### 2. COMMENCEMENT OF EMPLOYMENT

- 2.1. The Employee's employment with the Company will commence from 7/3/2022 ("the Commencement Date.") and shall continue till termination of such employment in accordance with this Agreement.
- 2.2. The Employee will be on probation for a period of 12 months. This period may be extended at the Company's discretion. During the probationary period and any extension thereof ("the Probationary Period"), either Party shall be entitled to terminate this employment, without assigning any reason, by either (i) by giving 15 days prior notice during the first six months and from seventh month onwards the notice period will be of 90 days or (ii) paying salary (that is, as per Employee CTC) in lieu of notice. The Company shall have the right to terminate the Employee's employment during the Probationary Period for misconduct or failure or deficiency to perform duties under the Agreement forthwith by written notice. Unless communicated otherwise, the Employee services should be deemed to be confirmed on completion of the period of probation or any extension thereof.
- 2.3. During the period of employment with the Company, the Company will incur substantial expenditure on imparting professional and technical training to the Employee. Therefore, the Company will incur substantial financial loss in the event of the breach of this agreement and that of the Service Bond that would be required to be signed by the Employee at a later stage, including his/her leaving the Company for any reason/s within a period of Two years. The Employee shall compensate the Company by paying 2,00,000/- (Rupees Two Lakhs Only) for any such breach of this agreement.

#### 3. DUTIES:

- **3.1.** Employee agrees and acknowledges that the employment of the Employee shall at all times be governed by the terms and conditions set forth in this Agreement and other conditions outlined in the Offer Letter and the policies and procedures of the Company from time to time.
  - 3.1A. The Employee is required to abide by security policies and procedures prevailing in Company from time to time and as applicable to its role and designation in the Company. It is the Employees obligation to be familiar with all Company security policies, procedures and instructions, and remain current on all trainings related to security and to raise to their manager any security vulnerabilities of which they become aware.
- **3.2.** Employee shall be performing such computer programming, software development, system analysis, technical consulting, technical writing or any other specialized technical work and marketing as directed to be performed by the Company or Company's Client.
- 3.3. Employee agrees and understands that the nature and scope of Employee's work may change from time to time based on the requirements of the Company.Employee acknowledges that though the Company typically observes Saturdays and Sundays as weekly off days. However depending upon the Project/Assignment delivery need(s), the Company may require utilizing these days as normal working days or may even require different working hours and the Employee agrees they will strictly adhere to the work schedule as provided by the Company.At times, the Employee may also be required to work in different shifts based on the business requirements so Employee agrees not to refuse incase instructed to stay over beyond working hours or

#### OFFER LETTER

to work in shifts due to exigencies of work. Employee acknowledges and agrees that the Company reserves the right to transfer or depute them anywhere in India or abroad them to any of the Company's location, division, department, or to any other organization, or at any of the Client offices, project locations, divisions or departments.

- 3.4. The Employee shall be required to travel as may be necessary in the performance of the Employee's duties. The Employee agrees that he may be required as part of his employment to perform duties or services not only for the Company but also for any Associated Company where such duties or services are of a similar status to or consistent with the Employee's designation with the Company. The Company may at its sole discretion assign the Employee's employment to any Associated Company on terms and conditions that are no less favorable than those set out, or referred to, in this Agreement
- **3.5.** The Employee shall be permitted to provide the address of the Company only to valid business contacts and shall be individually responsible for it. The Company does not take any responsibility for any of Employee's personal mails received at the Company's address.
- 3.6. The Employee shall at all time strictly adhere to the Information Security policies and procedures including GDC and GPMO End User Security Policy of the Company and under no circumstances copy, download or extract any licensed, unlicensed, paid or unpaid programs, softwares, data, information or applications, during the course of employment whether working onsite or offsite, using Company's or Clients Internet or Email or any other related IT resources. Non-compliance of any provision of said policy may result in disciplinary action, including immediate termination from service for cause.

#### 4. TERM:

Subject to the Employee's acceptance of the Appointment letter and signing this Agreement, Employee's employment with the Company shall commence from the Commencement Date and shall continue unless terminated as per Section 6 below.

#### 5. COMPENSATION & BENEFITS

- 5.1. The Employee's annual salary for all services rendered shall be as specified in Annexure A (less applicable withholdings), payable in accordance with the Company's policies, procedures and practices, as they may exist from time to time. The Employee confirms that the compensation includes amount payable for assignment of Intellectual Property as envisaged below and adhering to all rights and restrictions contained in this Agreement.
- 5.2. The Employee's benefit package shall be as specified in Annexure A, as per the Company's policies, procedures and practices, as they may exist from time to time.
- **5.3.** Employee acknowledges and agrees that the Compensation structure may be altered/ modified by the Company at any time without any prior notice to Employee.
- 5.4. Employee further agrees that the Salary, allowances and all other payments/ benefits shall be governed by the Company's rules as well as statutory provisions in force and subject to deduction of appropriate taxes at source. All incentive payments are provided to Employee by the Company's at its own discretion and may be changed or cancelled at any time.
- **5.5.** Employee further agrees and acknowledges that the amount of gratuity shall be paid only when the Employee renders a continuous service for a period not less than 5 years to the Company or as per the applicable provisions of Gratuity Act 1972, along with all the amendments from time to time.

#### 6. TERMINATION OF EMPLOYMENT AND CONSEQUENCES OF TERMINATION

#### 6.1. Termination

6.1.1. Subject to clauses 3.6, 6.1.2 and 6.1.3 hereof, either the Employee or the Company may terminate this Agreement by giving the other Party written notice at least 90 calendar days in advance of the Party's intent to terminate the Agreement or by payment of salary in lieu thereof.. On the notice being served on the Company, the Company, at its discretion, may relieve the employee without completion of the notice period by paying salary in lieu of the notice to the Employee.Due to exigencies of business the Company may, at its sole discretion, reject the adjustment of salary in lieu of notice and ask you to serve either the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issuance of a letter by the Company to that effect. Not fulfilling the notice period conditions would mean that the Company may, at its discretion, initiate legal proceedings against the delinquent employee.

#### 6.1.2. Reasons for termination

Without prejudice to the grounds of termination as stated in Clause 3.6, 6.1.3, 6.1.4 and 13, the employee is liable to be terminated or dismissed from his services with immediate effect for good cause in the following situations which are by way of illustration and not limitation to other grounds for dismissal for good cause:

- 6.1.3. The Company reserves the right to terminate this Agreement without any prior notice if the employee is found unsuitable due to performance or other reasons, within the first 90 days of the Agreement.
- 6.1.4. Notwithstanding anything contained in this Agreement, employee is liable to be terminated or dismissed from the services in case unsatisfactory performance by serving advance notice of at least **30 calendar days** in advance of the Party's intent to terminate the Agreement or by payment of salary in lieu thereof except in the following cases:
- 6.1.4. Notwithstanding anything contained in this Agreement, employee is liable to be terminated or dismissed from the services in case unsatisfactory performance by serving advance notice of at least **30 calendar days** in advance of the Party's intent to terminate the Agreement or by payment of salary in lieu thereof except in the following cases:
  - (b) when the employee is terminated during the first 90 days as stated in clause 6.1.3,
  - (b) when the employee is terminated during the first 90 days as stated in clause 6.1.3,

#### 6.2 Consequence of termination

- 6.2.1. The Employee agrees that the Company may, and the Employee expressly authorizes the Company to, deduct from the Employee's payment any such outstanding expenses, which were or remain unpaid at the time of the termination of the Employee's employment. In case of termination within a period of 12 months from the Commencement Date, the Company would be authorized to deduct the joining relocation expenses incurred on the Employee, if any, along with an amount of INR 5000 towards administrative and other expenses.
- **6.2.2.** Any provision or covenant of this Agreement, which expressly, or by its nature, impose obligations beyond the expiration or termination of this Agreement, shall survive such expiration or termination.

#### 7. PERSONAL SERVICES OF EMPLOYEE:

Employee must personally perform the work as directed by the Company. Employee agrees to not hire, supervise or pay assistance to other

#### 04/03/2022, 09:06

#### OFFER LETTER

individuals to perform any portion of work, except as specifically directed in writing by the Company.

8. EXCLUSIVITY:

Employee hereby agrees that during the term of this Agreement he shall provide full time services to the Company and shall not provide services, consultancy or advisory work whether paid or unpaid, full time or part time, to any other third party without the express written consent of the Company.

#### 9. NON-COMPETE AND NON-SOLICITATION

- 9.1. During the subsistence of this Agreement, the Employee undertakes not to directly or indirectly in any manner whatsoever:
  - (i) serve as an advisor, agent, consultant, director, employee, officer, partner, proprietor or otherwise of any business in competition with the Company's business as conducted by the Company during the course of his employment with the Company;
  - (ii) have any ownership interest in any business in competition with the Company's business as conducted by the Company during the course of his employment with the Company; and
  - (iii) participate in the organization, financing, operation, management or control of any business in competition with the Company's business as conducted by the Company during the course of his employment with the Company.
  - (iv) Have any complete or partial ownership interest in Vendor/Customer/Partner of the Company without seeking written approval of the Company. For seeking approval Employee is required to provide necessary details in the Company's prescribed format as provided in Quality Management system.
- 9.2. During the subsistence of this Agreement and for a period of twelve months immediately following the termination of this Agreement, the Employee undertakes not to directly or indirectly in any manner whatsoever:
  - (a) induce, or solicit, or entice or procure, any person who is a Company employee, independent contractor or consultant to leave the Company's employment or other working arrangement; or
  - (b) be personally involved to a material extent in (i) accepting into employment or (ii) otherwise engaging or using the services of any person who is a Company employee;
  - (c) solicit, contact, interfere with, do business with or endeavour to entice away from the Company any Person who is, or was a Client of the Company or was a prospective customer or client of the Company and with whom the Employee had contact contact during the employment tenure.
- 9.3. The Employee undertakes that in the event he leaves the employment of the Company for any reason whatsoever, he hereby grants consent to notification by the Company to his new employee about his obligations under this Agreem
- 9.4. That the employee agrees not to directly or indirectly compete with the business of the Company during the period of employment and for a period of one year following termination of employment and notwithstanding the cause or reason for termination. The term "not compete" as used herein shall mean that the Employee shall not accept employment or any other engagement with any client of the Company including any customer or associate of that client and that the Employee shall not engage in any business activity in which the Company may substantially involve itself during the term of employment.

#### 10. DIRECTIONS, SUPERVISION AND COOPERATION:

10.1. Employee agrees to adhere to all applicable policies, procedures and rules of the Company as mentioned in various employee policy documents (the "Policy Documents") and as may be amended and revised from time to time. The Policy Documents shall inter alia include provisions relating to conduct of employees including conduct of employees on Client's site, holidays, sickness, grievance redressal procedure, behavior towards women employees etc. as amended from time to time and the Employee is required to abide by the same. In case of being posted at client site, the employee agrees to abide and adhere to all applicable policies, procedures and rules of the client.

#### 11. CONFIDENTIALITY

- 11.1. The Employee agrees and acknowledges that during the course of his employment with the Company, the Employee shall have access to Confidential Information of the Company and/or the Associated Company and/or its Vendors and Clients present, past and/or prospective as well as personal information of other Associates. The Employee understands and acknowledges that access to the Confidential Information has been provided to the Employee solely as a consequence of his employment with the Company.
- 11.2. The Employee understands and acknowledges that the Confidential Information is of immense value to the Company and/or its present, past or prospective clients. The Employee understands that any use or disclosure of such Confidential Information including any inadvertent disclosure can cause immense and irreparable harm, loss, damage and injury to the Company or its Associated Companies or its Vendors or its Clients or its fellow Associates and their reputation and hence the Employee undertakes to keep such Confidential Information confidential and use it solely in the manner expressly authorized by the Company and only during the term of his employment with the Company.
  - 11.2.1 The Employee shall neither during his employment (except in the proper performance of his duties) nor at any time after its termination directly or indirectly:
    - (i) use, for his own purposes or those of any other person, company, business entity or other organization whatsoever; or
    - (ii) disclose to any person, company, business entity or other organization whatsoever; any Confidential Information relating or belonging to the Company or any of its Clients.

#### 12. INTELLECTUAL PROPERTY

- 12.1. The Employee acknowledges that all Intellectual Property which the Employee solely or jointly conceives or develops or reduces to practice or causes to be conceived or developed or reduced to practice, during his employment with the Company, shall belong to the Company absolutely and the Company alone, at its sole discretion, shall have the right to exploit any and all of the said Intellectual Property rights by any means throughout the world. The Employee shall not have nor claim any right in any of the aforementioned Intellectual Property in any manner whatsoever. The Employee further understands and agrees that the decision whether or not to commercialise or market the Intellectual Property is within the Company's sole discretion.
- **12.2.** The Employee hereby irrevocably and unconditionally waives any and all moral rights or any rights of similar nature under any law in any jurisdiction in and to any and all material written, created or devised by him whether solely or jointly and pertaining specifically to the operation or business of the Company or resulting from or suggested by anything which the Employee shall have done pursuant to his appointment with the Company.
- 12.3. The Employee hereby irrevocably appoints the Company as its constituted attorney for the purpose of executing in the name of the Employee and on his behalf all such deeds and documents as may be required pursuant to this Section 12 which relate to Company's ownership of Intellectual Property Rights.
- 12.4. The Employee acknowledges that his remuneration includes compensation for the confirmation and the assignment to the Company of all Intellectual

Property created by him.

#### 13. REPRESENTATIONS:

The Employee represents and warrants that all information provided by the Employee (including resume, interviews, degree documentations, prior employers and positions held with that employer and references) for the purposes of employment with the Company is true and accurate. Employee further warrants that he is not restricted by any agreement, arrangement, contract, understanding, Court Order or otherwise and has no conflict of interest derived from an employment or other agreement made with any third party. Employee understand that any misstatement made by Employee concerning his background information and qualification or agreements made with other parties may be grounds for immediate termination by the Company and the Employee shall be responsible for any damages that may have been caused to the Company.

#### 14. General Provisions

#### 14.1 Moral Responsibility & Honesty:

The employee is expected to deal with Company's, Associated Company's and Third Party's money, material and documents with utmost honesty and professional ethics. The employee service may be dispensed at any time without any notice if the employee is found guilty of gross indiscipline, fraud, falsification of documents, misappropriation of any corporate assets or opportunities or acting against the interest of the Company.

#### 14.2 Secrecy:

- (a) The employee shall not give anyone, by word of mouth writing, facsimile any particulars or details, which he or she acquires during the course of this employment with the Company of its working system, technical know how, security arrangements, administrative and/or Organization matters and of its clients whether confidential, secret, either during the employment with Company or afterwards.
- (b) Employee acknowledges that the terms and conditions of this contract, as stipulated here or to be intimated hereafter are to be treated as strictly confidential and he/ she will not divulge its contents to any employee of the Company/person connect with the Company.

#### 14.3 Education:

In case the employee intends to appear in some examinations or wish to attend some classes while working with the Company, then he/ she is required to obtain prior permission in writing from the Functional Head HCM of the Company by giving full details of course including time frame involved.

#### 14.4 Disclosure of Criminal offence:

Employee is required to make a full disclosure in the event of having been accused, charged and/ or convicted for any criminal offence, at any time whether prior or subsequent to joining the Company. The disclosure should be made in the Company's prescribed format as provided in Quality Management System.

#### 15. MISCELLANEOUS

#### 15.1 Indemnity

- 15.1.1 Without prejudice to any other right available to the Company in law or under equity, the Employee hereby indemnifies and agrees to defend and hold harmless the Company their directors, officers and employees, from and against any and all losses, liabilities, damages, deficiencies, demands, claims, actions, judgments or causes of action, assessments, interest, penalties and other costs or expenses (including, without limitation, reasonable attorneys' fees and expenses) (the "Losses") based upon, arising out of, or in relation to or otherwise in respect of:
  - (i) any act of neglect or misconduct in respect of any matter arising out of carrying out the duties assigned to the Employee; or
  - (ii) breach of representation or warranty ; or
  - (iii) any breach in respect of any matter arising out of carrying out the duties assigned to the Employee resulting in any successful claim by any third party against the Company.

#### 15.2 Notices

**15.2.1** Any notice or other communication required to be sent under this Agreement by the Company shall be sent or delivered to the address as noted in the company records.

#### 15.3 Entire Agreement

This Agreement embodies the entire Agreement between the Parties hereto and other than additional authorizations or documents signed in connection with employment supersedes all prior or contemporaneous, oral or written understandings, negotiations, or communications on behalf of such Parties.

#### 15.4 Severability

If any provision of this Agreement is invalid, unenforceable or prohibited by law, this Agreement shall be considered divisible as to such provision and such provision shall be imperative and shall not be part of the consideration moving from either Party hereto the other, and the remainder of this Agreement shall be valid, binding and of like effect as though such provision was not included herein.

#### 15.5 Modification and Waiver

No modification or amendment of this Agreement shall be valid or binding unless made in writing and, in the case of an amendment, executed by both the Parties and in the case of a waiver, by the Party against whom the waiver is to be effective. No failure or delay on the part of any of the Parties in the exercise of any right, power, privilege or remedy provided in this Agreement shall operate as a waiver of such right, power, privilege or remedy, or as a waiver of any preceding or succeeding breach by the other Party to this Agreement. Any single or partial exercise of any right, power, privilege or remedy shall not preclude any other or further exercise of such or any other right, power, privilege or remedy are several and cumulative and are not exclusive of each other or of any other rights or remedies otherwise available to a party at law or in equity.

#### 15.6 Force Majeure

Neither Party will be liable to the other for failure to perform its obligations hereunder if and to the extent that such failure to perform results from causes beyond its control, including, without limitation, strikes, lockouts, or other industrial disturbances; civil disturbances; fires; acts of God; acts of a public enemy; compliance with any regulations, order, or requirement of any governmental body or agency; or inability to obtain transportation or necessary materials in the open market.

#### 15.7 Contradiction

In case of any contradiction between this contract and Company general policies, Company policies as stated in the Quality Management System shall prevail but only to extent of contradiction.

#### 15.8 Governing Law and Jurisdiction

This Agreement is made under and will be construed in accordance with the laws of India. Both Parties irrevocably agree that any legal action, suit or proceeding brought by it in any way arising out of this Agreement must be brought solely and exclusively in the courts of Pune that end and intent in mind the Parties submit to the exclusive jurisdiction of courts of Pune only.

04/03/2022, 09:06

For Fujitsu Consulting India Private Limited, Sumit Sabharwal Head- Human Capital Management

I HAVE CAREFULLY READ AND UNDERSTOOD ALL THE TERMS OF THIS AGREEMENT. I CONVEY MY ACCEPTANCE BY SIGNING A COPY OF THIS AGREEMENT AND RETURNING THE SAME TO THE COMPANY.

Name in Full :	 Place:	
Signature :	 Date:	· · · · · · · · · · · · · · · · · · ·
Address:	 _	

Encl: Annexure-A (Salary Structure)

#### Annexure-A

#### Ketan Bhalchandra Talele

FJ07

With reference to your Appointment Letter, the compensation package would be as mentioned here under:

Α	Emoluments	Monthly(Rs.)	Annualized(Rs.)		
1	Basic	15000	180000		
2	House Rent Allowance	3000	36000		
3	Education Allowance	200	2400		
4	Other Allowance	4062	48744		
5	Bonus	3800	45600		
	TOTAL 'A'	26062			
в	Flexible Benefit Plan *				
1	Telephone Reimbursement	0	0		
2	Leave Travel Allowance	N/A	0		
TOTAL 'B'		0			
С	Others				
1	Company Contribution to Provident Fund(PF)	1800	21600		
2	2 TimeSheet Linked Payout 0 0				
	TOTAL 'C'		334344		
	Employee Benefit Insurance ~	N/A	7000		
	Gratuity N/A 8656				
	TOTAL COST TO COMPANY 350000				
Bi ~ ar	* Flexible Benefits Plan are exempt from tax to the extent of Bills/Proofs produced and as admissible under Tax rules ~ Employee Benefit Insurance covers a packaged cost of medical, life and personal accident insurance ****Gratuity shall be paid as per The Payment of Gratuity Act, 1972				

The Monthly portion of the salary will be paid by the 1st banking day of the next month, Taxable components of the Quarterly portion will be paid along with the Payroll for the Quarter-end months (June, Sept, Dec and March) and the Annual portion will be paid with March Payroll.

As part of the Company's prevalent Welfare Policy, each employee is suitably insured. Within 45 days of your employment, the Company would also take an insurance cover for you for life and accident for **Rs. 2500000** and a Mediclaim policy for self **Rs. 300000**. Insurance covers would begin after the Insurance Company accepts and processes all information provided by you after joining. Any subsequent claims will be submitted by the employee to the Insurance Company and will be subject to the terms and conditions of the Insurance Company. The Company provides for Gratuity benefits to all its employees.

The company provides for crutary benefits to air its employ

For Fujitsu Consulting India Private Limited,

Sumit Sabharwal

Head- Human Resources

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Declaration:

Date:

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I have read and understood all portions of Annexure- A. I accept the s	same
Employee Signature	Da

Employee Name

\_..... -----

	VICE PRESIDENT	Date : 01.02.2011		stant in Mechanical Engg. Department.	I am pleased to inform you that the Management Committee of Godavari Foundation has appointed for the said post in Godavari College of Engineering, Jalgaon in the scale of Rs. 3200-85-4900 subject to the following terms and conditions.	Your services will be governed by the Maharashtra Universities Act 1994, statutes Code of Conduct Ordinances and rules and regulations laid down by the North Maharashtra University, Jalgaon and State Government from time to time.	You shall submit the originals as well as certified true copies of relevant testimonials such as birth date certificate, mark sheets, experience certificate, discharge/relieving certificate, last pay certificate, change of name certificate (if any) etc.	You will be allowed to join the duties on producing of; Two passport size photographs Character Certificate from two eminent persons, one of them should be a Govt. Gazetted Officer. Discharge Certificate from previous employer (if any)	You shall undergo medical examination by the approved Medical Officer or by the Civil Surgeon at the place of your duty, within three months from the date of joining the duties. The appointment shall be provisional and conditional, pending submission of Medical Certificate stating that you are free from any contagious disease and that you are physically fit for employment on the staff of the college/institution.	You shall not leave the college till the end of academic year, failing you shall pay your 3 months gross salary.	
GODAVA	H PATIL FOUNDATI( Parliament)		To, Mr. Pankaj Ramesh Bonde 5, Anand Nagar, Janner Road, Bhusawal, Tal- Bhusawal, Dist- Jalgaon	Subject: Your appointment for the post of lab Assistant in Mechanical Engg. Department.	I am pleased to inform you that the Management Committa appointed for the said post in Godavari College of Enginee 3200-85-4900 subject to the following terms and conditions.	Your services will be governed by statutes Code of Conduct Ordinance the North Maharashtra University, Ja time.	You shall submit the originals as testimonials such as birth date certi discharge/relieving certificate, last I (if any) etc.	You will be allowed to join the duties on producing of; Two passport size photographs Character Certificate from two eminent persons, one of Gazetted Officer. Discharge Certificate from previous employer (if any)	You shall undergo medical examinat the Civil Surgeon at the place of you of joining the duties. The appointm pending submission of Medical Cer contagious disease and that you are of the college/institution.	You shall not leave the college till the pay your 3 months gross salary.	
10	PRESIDENT PRESIDENT (Ex. Member of Pa	er je De	To, Mr. Pani 5, Anard Bhusawa	Subject:	I am ple appoint 3200-85-	<b>.</b>	ત	3. b] c]	4	ы. С	8

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Godavari Hospital Bldg. M.J. College Road, Jalgaon - 425 001 (M.S.) Tel.- (0257) 2221834, 2221835, 2212999 Fax. - (0257) 2212998 Email-psubhash\_jal@sancharnet.in

# UNIQUE System Skills (India) Pvt. Ltd

**Our Goal Is Your Success** 

Corporate Id : U74900PN2011PTC138356 (Formerly known as Salvi Consulting and Recruiting Private Limited)

#### OFFER LETTER

To,

Date: 22<sup>nd</sup> November 2021

Bhushali Tayade, Pune

Sub: Job Offer letter

Based on the interviews held with us, we are pleased to offer you a position as "IT Recruiter" further to our offer, we would expect you to join us on or before 22<sup>nd</sup> November 2021. Your place of posting is Pune.

Please go through the following terms and conditions of your employment.

# Terms and Conditions of Employment

# 1. Ethical Duties & Confidentiality:

- During your employment with the company, we expect you to work with a high standard of initiative, efficiency and economy.
- b) You will devote you entire time to the work of the company and will not undertake any direct or indirect business or work. Honorary or remunerator except with the written permission of the management in each case.
- c) You shall not seek membership of any local or public bodies without first obtaining written permission from the management.
- d) You are required not to divulge, communicate or pass on any information related to any aspect of the company to anyone not employed effect, notwithstanding any other terms mentioned in the appointment letter.
- e) You are required to deal with the company's, money, material and documents with the utmost honesty and professional ethics. If you are found guilty, at any point of time, of moral turpitude or of dishonesty in dealing with the company's money or material or documents, or of theft or of misappropriation, regardless of the value involved, the company will have a right to assess on its own basis and recover the damages of all such material from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

#### 2. Medical Fitness and Verification Particular's:

- a) We have engaged you on the presumption that the particulars furnished in your application and/or Biodata are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment with the company shall stand terminated/ cancelled without any notice.
- b) You are required to maintain yourself in a state of medical/ physical/ mental fitness and ensure annual medical checkups. In case you found medically unfit to continue with the job your services are liable for termination with immediate effect notwithstanding anything else in this letter.

REGISTERED OFFICE : 2nd Floor, Mantri Vertex, above Kaya Skin Clinic, Law College Rd., Pune - 411 004, MAHARASHTRA. Tel.: 020 67405519 USA OFFICE : Unique System Skills LLC, 505 West Hollis Street, Unit 105, Nashua, NH 03064

Website : www.systemskills.net Email : hr\_india@systemskills.net

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# UNIQUE System Skills (India) Pvt. Ltd **Our Goal Is Your Success**

Corporate Id : U74900PN2011PTC138356 (Formerly known as Salvi Consulting and Recruiting Private Limited)

#### 3. Termination of Service:

- a) During the employment period, your services may be terminated from either side by giving Two month's (60 days) notice.
- b) If you absent yourself without notification or subsequently extenders, you shall be considered as having voluntarily terminated your employment without giving any notice unless you return to work within three days of the commencement of such absence and give and explanation to the satisfaction of the company regarding such absence.
- c) Your services are liable to be terminated without any notice or salary in lieu thereof, for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, any act of indiscipline or inefficiency as compared to other employees or lower performance as compared to other employees of your category, you being adjudged insolvent or being convicted by any court or any comprise or arrangement with creditors, suppliers and business associates of the company.
- d) Upon separation from the company, you will be required to immediately return to the company, all assets and property of the company including documents, files, books, papers and memos possession or custody.
- e) If you want to leave the Company you have to give Two months' notice in advance.

#### 4. Period of Agreement:

a) You will be working in the organization and will be under probation for a period of 3 months from your date of employment. During this period, you will not be entitled for leaves.

#### 5. Compensation:

Your compensation will be a gross amount of Rs. 22,500/- Per Month and Tax deductions will be applicable to this amount as per rules and regulations.

#### 6. Jurisdiction:

The Laws of India shall govern this employment in all respects. All judicial matters will be handled only in Pune.

#### 7. General:

- a) You should be governed by the service rules and regulations including the conduct, discipline appeal rules, administrative and such other rules/ orders of the company that may be in force from time to time.
- b) Your age mentioned in the matriculation/ higher secondary certificates will be deemed to be the conclusive proof of your date of birth.
- You are required to deal with the Company's computers, Internet and phone systems with the utmost C) honesty and professional ethics. Chatting with friends /relatives/unknown persons on Internet or phone are strictly prohibited at the office premises. You have to switch off your cell phones at the office premises in working hours.

REGISTERED OFFICE : 2nd Floor, Mantri Vertex, above Kaya Skin Clinic, Law College Rd., Pune - 411 004, MAHARASHTRA. Tel.: 020 67405519 USA OFFICE : Unique System Skills LLC, 505 West Hollis Street, Unit 105, Nashua, NH 03064

Website : www.systemskills.net Email : hr\_india@systemskills.net

# UNIQUE System Skills (India) Pvt. Ltd

**Our Goal Is Your Success** 

Corporate Id : U74900PN2011PTC138356 (Formerly known as Salvi Consulting and Recruiting Private Limited)

 Designation assigned to you is subject to change depending upon the work assignments from time to time.

#### Annexure - A

Salary structures can be bifurcated as under:

PAY HEADS	Yearly	Monthly
Total Salary	270000	22500
Basic	97200	8100
HRA	27000	2250
Conveyance allowance	13500	1125
Medical	13500	1125
Total Gross [A]	151200	12600
Special allowance	59400	4950
Productivity allowance	59400	4950
Total Reimburse [B]	118800	9900
CTC [A+B]	270000	22500
Employee Contribution (C)		
PT	2500	200
PF	11664	972
Mediclaim	0	0
Total Employee Contribution [C]	14164	1172
Employer Contribution (D)		
PF	11664	972
Total Employer Contribution [D]	11664	972
TOTAL DEDUCTION (C+D)	25828	2144
Net Salary (A+B)-(C+D)	244172	20356

If the above terms are acceptable to you, please give your acceptance by signing copy of the letter.

For Unique System Skills (India) Pvt. Ltd.

Sneha Bangre Sr. Manager



REGISTERED OFFICE : 2nd Floor, Mantri Vertex, above Kaya Skin Clinic, Law College Rd., Pune - 411 004, MAHARASHTRA. Tel.: 020 67405519 USA OFFICE : Unique System Skills LLC, 505 West Hollis Street, Unit 105, Nashua, NH 03064 Website : www.systemskills.net Email : hr\_india@systemskills.net

# UNIQUE System Skills (India) Pvt. Ltd

Corporate Id : U74900PN2011PTC138356 (Formerly known as Salvi Consulting and Recruiting Private Limited)

#### Acceptance

I have read and understood the terms and conditions mentioned in this Job offer letter and I hereby confirm unconditional acceptance of the same

Name: Date: Signature:

On joining us, ensure to submit the following:

- Three copies of your recent passport size photograph.
- Relieving letter from the previous employer.
- Academic and professional qualification Certificates.
- Passport Copy
- Photo ID proof

REGISTERED OFFICE : 2nd Floor, Mantri Vertex, above Kaya Skin Clinic, Law College Rd., Pune - 411 004, MAHARASHTRA, Tel.: 820 67405619 USA OFFICE : Unique System Skills LLC, 505 West Hollis Street, Unit 105, Nashua, NH 03064 Website : www.systemskills.net Email : hr india@systemskills.net

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**RIECO INDUSTRIES LIMITED** A wholly owned subsidiary of Sudarshan Chemical Industries Ltd.



# PER/RI/2022-23 20<sup>th</sup> April 2022

**To, Mr. Mayur Sarbhukan** At.Post Dhamangaon gadhi, Tal. Achalpur Dist.Amravati-444717.

#### **SUB: OFFER OF EMPLOYMENT**

#### Dear Mayur,

With reference to our discussion, we are pleased to make an offer of employment for the position of **'Sr. Engineer'** in the **A4** grade in the **'Engineering Department'** with **Conveying Solutions (CS) business unit.** 

We expect you to join us on or before **23<sup>rd</sup> May 2022**. In the event of your failure to join as stipulated, this offer will stand withdrawn and cancelled unless extended in writing. The formal letter of appointment will be issued to you on your joining date.

#### Below are the 3 major components of your CTC

#### 1. Fixed CTC

It comprises of gross, gratuity, bonus, statutory payments (PF, ESIC,), as applicable, mediclaim and accident insurance.

#### 2. Performance linked Variable pay

This is payment based on individual and company performance and is paid yearly. Please refer to policy regarding the same post joining.



# **RIECO INDUSTRIES LIMITED**

A wholly owned subsidiary of Sudarshan Chemical Industries Ltd.



#### 3. Joining Bonus

- As per company policy, the joining bonus will begin on the date of joining and ends 2 years later, unless your employment is terminated earlier by any party. You would be required to sign the indemnity bond on date of joining.
- The joining bonus will be paid in 3<sup>rd</sup> month salary.
- If you resign from the company without good reason at any point before the end of the 18 months, then you would be liable to repay the full amount of joining bonus to the company. If you resign before 24 months duration, you will be obligated to repay 50% of the joining bonus paid to you up to that point within 30 days of your resignation.

Please keep with you at the time of joining, soft copy of your recent photograph, Pan & Aadhaar card, copies of your testimonials in proof of your age, qualifications, previous employment certificates and EPF/UAN/ESI (I.P.) numbers etc., if any.

Please reply to this offer as a token of acceptance and revert at the earliest.

#### Thanking you. **RIECO INDUSTRIES LTD.**





1162/2, Shivajinagar, Behind Observatory, Pune 411005, India
 +91 20 25535 384/215

rieco@rieco.com

www.rieco.com



Offer: Computer Consultancy Ref: TCSL/DT20218142351/Pune Date: 14/10/2021

Ms. Iram Fatema Anis Shaikh Ahemad Manzil, Purvanchal Colony, Jail Road, Nashik, Nashik, Nashik-422101, Maharashtra. Tel# -8149459615

Dear Iram Fatema Anis Shaikh,

#### Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be ₹3,36,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto Rs.60,000 during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential TCSL/DT20218142351

#### TATA CONSULTANCY SERVICES

1



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

### **COMPENSATION AND BENEFITS**

#### **BASIC SALARY**

You will be eligible for a basic salary of **₹14,784/-** per month.

#### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### 1. House Rent Allowance (HRA)

Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### 2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### 3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

TCS Confidential TCSL/DT20218142351

#### TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited



#### PERFORMANCE PAY

#### Monthly Performance Pay

You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

#### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

#### **CITY ALLOWANCE**

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

#### **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

#### OTHER BENEFITS

#### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

TCS Confidential TCSL/DT20218142351

#### TATA CONSULTANCY SERVICES

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#### 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

#### Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

#### Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

#### Loans

You will be eligible for loans, as per TCSL's loan policy.

#### **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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#### TATA CONSULTANCY SERVICES



#### RETIRALS

#### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

#### Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

#### **TERMS AND CONDITIONS**

#### 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

#### 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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#### TATA CONSULTANCY SERVICES

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#### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

#### 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### 5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

#### 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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Tata Consultancy Services Limited Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com 6



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### 11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

# 12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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# TATA CONSULTANCY SERVICES



documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

#### 13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

#### 14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

#### **15.Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

#### 16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### 17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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#### TATA CONSULTANCY SERVICES

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

#### 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

#### **20. Submission of Documents**

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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#### TATA CONSULTANCY SERVICES



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

\*There is no criminal offence registered/pending against you

\*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

\*PAN Card (Permanent Account Number) \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship) \*Passport \*NSR E-Card

#### 21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

#### 22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

#### 23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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Tata Consultancy Services Limited Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com 10



time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

#### 24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

#### 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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# TATA CONSULTANCY SERVICES



#### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

#### For TATA Consultancy Services Limited

, ond

Girish V. Nandimath Global Head Talent Acquisition & AIP

Encl: Annexure 1: Benefits and Gross Salary Annexure 2: List of TCS Xplore Centres Annexure 3: Confidentiality and IP Terms



<u>Click here or use a QR code scanner from your mobile</u> to validate the offer letter

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**Tata Consultancy Services Limited** 



#### **GROSS SALARY SHEET**

Annexure 1

Name	Iram Fatema Anis Shaikh
Designation	Assistant System Engineer-Trainee
Institute Name	Godavari Institute Of Management & Research - Jalgaon

#### Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual	
1) Fixed Compensation			
Basic Salary	14,784	1,77,408	
Bouquet Of Benefits #	7,646	91,752	
2) Performance Pay**			
Monthly Performance Pay	1,700	20,400	
Quarterly Variable Allowance*	600	7,200	
3) City Allowance	200	2,400	
4) Annual Components/Retirals			
Health Insurance***	NA	7,900	
Provident Fund	1,774	21,289	
Gratuity	711	8,533	
Total of Annual Components & Retirals	2,485	37,722	
TOTAL GROSS	27,415	3,36,877	
Xplore/ Learning Incentive****		Upto 60,000	

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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#### Annexure 2

Ahmedabad	Bangalore
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Garima Park,IT/ITES SEZ,Plot # 41,	Gate 1, No 42, Think campus, Electronic City phase II,
Gandhinagar - 382007	Bangalore - 560100,Karnataka
BUBANESHWAR	Chennai
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Training Lab Venue:-Barabati, IRC Block, Ground Floor,	415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,
Tata Consultancy Services Limited, (UNIT-II) - BARBATI	TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.	
35, CHANDAKA INDUSTRIAL ESTATE, PATIA,	
Bhubaneswar - 751024	
DELHI – Gurgoan	DELHI – Noida
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Block C, Kings Canyon, ASF Insignia, Gurgaon -	Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th
Faridabad Road, Gawal Pahari, Gurgaon - 122003,	floor, Glaxy Business Park, Block - C & D, Sector - 62,
Haryana	Noida - 201 309,UP
Guwahati	Hyderabad
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati -	Q City, Nanakramguda, Hyderabad
781006,Assam	
INDORE	KOLKATA
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services Limited,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,	Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New
Village Tigariya Badshah & Bada Bangarda, Tehsil	Town, Rajarhat, Kolkata - 700160,West Bengal OR
Hatod, Indore - 452018,	Auditorium, 2nd Floor, Wanderers Building, Delta Park -
Madhya Pradesh	Lords
КОСНІ	MUMBAI
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS centre, Infopark Road Infopark Campus, Infopark ,	Yantra Park, Pokharan Road Number 2, TCS Approach
Kakkanad, Kerala 682042	Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR	PUNE
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services Limited,	Tata Consultancy Services,
Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum	
TCS XP HR Lead	
Tata Consultancy Serives,	
Peepul Park, Technopark Campus ,Kariyavattom P.O.	
Trivandrum - 695581, India	

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# TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 

Annexure 3



#### **Confidentiality and IP Terms and Conditions**

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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TATA CONSULTANCY SERVICES



#### 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

#### 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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#### TATA CONSULTANCY SERVICES



#### 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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#### TATA CONSULTANCY SERVICES



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

#### 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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#### TATA CONSULTANCY SERVICES



#### 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

#### 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

TCS Confidential TCSL/DT20218142351

#### TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

TCS Confidential TCSL/DT20218142351

#### TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 



Offer: Computer Consultancy Ref: TCSL/DT20207402707/Pune Date: 14/10/2021

Mr. Musaib Raees Shaikh 22 , Salar Nagar, Jalgaon1/1 Lane, Salar Nagar, Jalgaon-425001, Maharashtra. Tel# -

Dear Musaib Raees Shaikh,

#### Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹3,36,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto Rs.60,000 during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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#### TATA CONSULTANCY SERVICES

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

### **COMPENSATION AND BENEFITS**

#### **BASIC SALARY**

You will be eligible for a basic salary of **₹14,784/-** per month.

#### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### 1. House Rent Allowance (HRA)

Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### 2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### 3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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#### TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited



#### PERFORMANCE PAY

#### Monthly Performance Pay

You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

#### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

#### **CITY ALLOWANCE**

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

#### **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

#### OTHER BENEFITS

#### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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#### TATA CONSULTANCY SERVICES



#### 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

#### Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

#### Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

#### Loans

You will be eligible for loans, as per TCSL's loan policy.

#### **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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#### TATA CONSULTANCY SERVICES



#### RETIRALS

#### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

#### Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

#### **TERMS AND CONDITIONS**

#### 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

#### 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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#### TATA CONSULTANCY SERVICES

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#### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

#### 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### 5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

#### 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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Tata Consultancy Services Limited Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com 6



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### 11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

# 12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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# TATA CONSULTANCY SERVICES



documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## 13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

## 14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## **15.Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

#### 16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

# 17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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#### TATA CONSULTANCY SERVICES

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

# 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

# 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

# **20. Submission of Documents**

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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# TATA CONSULTANCY SERVICES

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

\*There is no criminal offence registered/pending against you

\*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

\*PAN Card (Permanent Account Number) \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship) \*Passport \*NSR E-Card

## 21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

#### 22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

#### 23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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# TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com 10



time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

# 24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

# 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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# TATA CONSULTANCY SERVICES

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#### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

# For TATA Consultancy Services Limited

Girish V. Nandimath Global Head Talent Acquisition & AIP

Encl: Annexure 1: Benefits and Gross Salary Annexure 2: List of TCS Xplore Centres Annexure 3: Confidentiality and IP Terms



<u>Click here</u> or use a QR code scanner from your mobile to validate the offer letter

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#### TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 



#### **GROSS SALARY SHEET**

Annexure 1

Name	Musaib Raees Shaikh	
Designation	Assistant System Engineer-Trainee	
Institute Name	Others	

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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# TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com 13



#### Annexure 2

Ahmedabad	Bangalore
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Garima Park,IT/ITES SEZ,Plot # 41,	Gate 1, No 42, Think campus, Electronic City phase II,
Gandhinagar - 382007	Bangalore - 560100,Karnataka
BUBANESHWAR	Chennai
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Training Lab Venue:-Barabati, IRC Block, Ground Floor,	415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,
Tata Consultancy Services Limited, (UNIT-II) - BARBATI	TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.	
35, CHANDAKA INDUSTRIAL ESTATE, PATIA,	
Bhubaneswar - 751024	
DELHI – Gurgoan	DELHI – Noida
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Block C, Kings Canyon, ASF Insignia, Gurgaon -	Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th
Faridabad Road, Gawal Pahari, Gurgaon - 122003,	floor, Glaxy Business Park, Block - C & D, Sector - 62,
Haryana	Noida - 201 309,UP
Guwahati	Hyderabad
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati -	Q City, Nanakramguda, Hyderabad
781006,Assam	
INDORE	KOLKATA
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services Limited,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,	Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New
Village Tigariya Badshah & Bada Bangarda, Tehsil	Town, Rajarhat, Kolkata - 700160,West Bengal OR
Hatod, Indore - 452018,	Auditorium, 2nd Floor, Wanderers Building, Delta Park -
Madhya Pradesh	Lords
КОСНІ	MUMBAI
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS centre, Infopark Road Infopark Campus, Infopark ,	Yantra Park, Pokharan Road Number 2, TCS Approach
Kakkanad, Kerala 682042	Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR	PUNE
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services Limited,	Tata Consultancy Services,
Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum	
TCS XP HR Lead	
Tata Consultancy Serives,	
Peepul Park, Technopark Campus ,Kariyavattom P.O.	
Trivandrum - 695581, India	

TCS Confidential TCSL/DT20207402707

# TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com 14

Annexure 3



# **Confidentiality and IP Terms and Conditions**

# 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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#### 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

# 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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#### 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

## 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

## 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

# 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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#### 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

#### 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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**Tata Consultancy Services Limited** 



Offer: Computer Consultancy Ref: TCSL/DT20218283542/Pune Date: 14/10/2021

Mr. Milind Prakash Patil Mangrul, Amalner, Amalner-425401, Maharashtra. Tel# 91-9503320168

Dear Milind Prakash Patil,

## Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be ₹3,36,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto Rs.60,000 during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

# **COMPENSATION AND BENEFITS**

# **BASIC SALARY**

You will be eligible for a basic salary of **₹14,784/-** per month.

# **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### 1. House Rent Allowance (HRA)

Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

# 2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### 3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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## PERFORMANCE PAY

## Monthly Performance Pay

You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

#### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

#### **CITY ALLOWANCE**

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

# **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

# OTHER BENEFITS

#### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

# 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

#### Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

# Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

#### Loans

You will be eligible for loans, as per TCSL's loan policy.

#### **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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# RETIRALS

## **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

# Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

# **TERMS AND CONDITIONS**

# 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

# 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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# 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

# 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

# 5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

#### 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

# 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

# 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

# **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

# 11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

# 12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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# TATA CONSULTANCY SERVICES



documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## 13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

## 14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## **15.Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

#### 16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

# 17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

# 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

# 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

# **20. Submission of Documents**

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

\*There is no criminal offence registered/pending against you

\*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

\*PAN Card (Permanent Account Number) \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship) \*Passport \*NSR E-Card

## 21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

#### 22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

#### 23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

# 24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

# 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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# TATA CONSULTANCY SERVICES

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#### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

# For TATA Consultancy Services Limited

ond.

Girish V. Nandimath Global Head Talent Acquisition & AIP

Encl: Annexure 1: Benefits and Gross Salary Annexure 2: List of TCS Xplore Centres Annexure 3: Confidentiality and IP Terms



<u>Click here</u> or use a QR code scanner from your mobile to validate the offer letter

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TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 



#### **GROSS SALARY SHEET**

Annexure 1

Name	Milind Prakash Patil	
Designation	Assistant System Engineer-Trainee	
Institute Name	Others	

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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## TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com 13



#### Annexure 2

Ahmedabad	Bangalore
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Garima Park,IT/ITES SEZ,Plot # 41,	Gate 1, No 42, Think campus, Electronic City phase II,
Gandhinagar - 382007	Bangalore - 560100,Karnataka
BUBANESHWAR	Chennai
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Training Lab Venue:-Barabati, IRC Block, Ground Floor,	415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,
Tata Consultancy Services Limited, (UNIT-II) - BARBATI	TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.	
35, CHANDAKA INDUSTRIAL ESTATE, PATIA,	
Bhubaneswar - 751024	
DELHI – Gurgoan	DELHI – Noida
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Block C, Kings Canyon, ASF Insignia, Gurgaon -	Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th
Faridabad Road, Gawal Pahari, Gurgaon - 122003,	floor, Glaxy Business Park, Block - C & D, Sector - 62,
Haryana	Noida - 201 309,UP
Guwahati	Hyderabad
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati -	Q City, Nanakramguda, Hyderabad
781006,Assam	
INDORE	KOLKATA
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services Limited,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,	Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New
Village Tigariya Badshah & Bada Bangarda, Tehsil	Town, Rajarhat, Kolkata - 700160,West Bengal OR
Hatod, Indore - 452018,	Auditorium, 2nd Floor, Wanderers Building, Delta Park -
Madhya Pradesh	Lords
КОСНІ	MUMBAI
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS centre, Infopark Road Infopark Campus, Infopark ,	Yantra Park, Pokharan Road Number 2, TCS Approach
Kakkanad, Kerala 682042	Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR	PUNE
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services Limited,	Tata Consultancy Services,
Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum	
TCS XP HR Lead	
Tata Consultancy Serives,	
Peepul Park, Technopark Campus ,Kariyavattom P.O.	
Trivandrum - 695581, India	

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# TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 

Annexure 3



# **Confidentiality and IP Terms and Conditions**

# 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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TATA CONSULTANCY SERVICES



#### 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

# 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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#### TATA CONSULTANCY SERVICES



#### 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

# 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

## 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

# 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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# TATA CONSULTANCY SERVICES



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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TATA CONSULTANCY SERVICES



#### 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

#### 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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#### TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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# TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 



Offer: Computer Consultancy Ref: TCSL/DT20218161170/Pune Date: 28/11/2021

Mr. Chetan Satish Alkari Plot No 1 S N 39/1 Sadguru Nagar Old Midc Jalgaon39/1, Jalgaon, Jalgaon-425001, Maharashtra. Tel# -

Dear Chetan Satish Alkari,

#### Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

# **COMPENSATION AND BENEFITS**

# **BASIC SALARY**

You will be eligible for a basic salary of **₹14,784/-** per month.

# **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### 1. House Rent Allowance (HRA)

Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

# 2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### 3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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## PERFORMANCE PAY

## Monthly Performance Pay

You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

## **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

#### **CITY ALLOWANCE**

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

# **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

# OTHER BENEFITS

#### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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# TATA CONSULTANCY SERVICES

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# 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

# 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

# Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

# Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

# Loans

You will be eligible for loans, as per TCSL's loan policy.

# **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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# TATA CONSULTANCY SERVICES



# RETIRALS

# **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

# Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

# **TERMS AND CONDITIONS**

# 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

# 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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# TATA CONSULTANCY SERVICES

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# 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

# 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

# 5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

# 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

# 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

# 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

# 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

# **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

# 11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

# 12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

# 13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

# 14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

# **15.Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

# 16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

# 17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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# TATA CONSULTANCY SERVICES

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

# 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

# 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

# **20. Submission of Documents**

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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# TATA CONSULTANCY SERVICES

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

\*There is no criminal offence registered/pending against you

\*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

\*PAN Card (Permanent Account Number) \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship) \*Passport \*NSR E-Card

# 21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

# 22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

# 23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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# TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com 10



time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

# 24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

# 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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# TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com 11



# Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

# For TATA Consultancy Services Limited

Girish V. Nandimath Global Head Talent Acquisition & AIP

Encl: Annexure 1: Benefits and Gross Salary Annexure 2: List of TCS Xplore Centres Annexure 3: Confidentiality and IP Terms



<u>Click here or use a QR code scanner from your mobile</u> to validate the offer letter

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# TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 



#### **GROSS SALARY SHEET**

Annexure 1

Name	Chetan Satish Alkari
Designation	Assistant System Engineer-Trainee
Institute Name	Dr. Babasaheb Ambedkar Tech Unv. Lonere

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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# Annexure 2

Ahmedabad	Bangalore
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Garima Park,IT/ITES SEZ,Plot # 41,	Gate 1, No 42, Think campus, Electronic City phase II,
Gandhinagar - 382007	Bangalore - 560100,Karnataka
BUBANESHWAR	Chennai
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Training Lab Venue:-Barabati, IRC Block, Ground Floor,	415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,
Tata Consultancy Services Limited, (UNIT-II) - BARBATI	TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.	
35, CHANDAKA INDUSTRIAL ESTATE, PATIA,	
Bhubaneswar - 751024	
DELHI – Gurgoan	DELHI – Noida
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Block C, Kings Canyon, ASF Insignia, Gurgaon -	Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th
Faridabad Road, Gawal Pahari, Gurgaon - 122003,	floor, Glaxy Business Park, Block - C & D, Sector - 62,
Haryana	Noida - 201 309,UP
Guwahati	Hyderabad
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati -	Q City, Nanakramguda, Hyderabad
781006,Assam	
INDORE	KOLKATA
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services Limited,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,	Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New
Village Tigariya Badshah & Bada Bangarda, Tehsil	Town, Rajarhat, Kolkata - 700160,West Bengal OR
Hatod, Indore - 452018,	Auditorium, 2nd Floor, Wanderers Building, Delta Park -
Madhya Pradesh	Lords
КОСНІ	MUMBAI
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS centre, Infopark Road Infopark Campus, Infopark ,	Yantra Park, Pokharan Road Number 2, TCS Approach
Kakkanad, Kerala 682042	Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR	PUNE
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services Limited,	Tata Consultancy Services,
Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum	
TCS XP HR Lead	
Tata Consultancy Serives,	
Peepul Park, Technopark Campus ,Kariyavattom P.O.	
Trivandrum - 695581, India	

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# TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 

Annexure 3



# **Confidentiality and IP Terms and Conditions**

# 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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TATA CONSULTANCY SERVICES



# 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

# 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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# TATA CONSULTANCY SERVICES



# 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

# 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

# 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

# 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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# TATA CONSULTANCY SERVICES



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

# 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

# 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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TATA CONSULTANCY SERVICES



# 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

#### 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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# TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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# TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 



**Ref No:** VHS/HR/OL/21-22/731 **Date**: 23<sup>rd</sup> Sep 2021

**To, Mr. Tushar Sunil Patil,** C/O: Tushar Sunil Patil, Adarsh Nagar parola, Undirkheda road, Parola, Jalgaon, Maharashtra -425111

#### Dear Tushar Sunil Patil,

#### Welcome to VHS Consulting India Pvt. Ltd.,

We are pleased to extend you this offer of Employment as **"Software Test Engineer"** at VHS Consulting, further to the interview and discussions you have had with us. You are expected to join duty on **23<sup>rd</sup> Sep 2021.** 

You shall abide by the rules and regulations governing conduct, as framed and amended by VHS Consulting from time to time for its employees.

#### 1. Date of Joining.

It is mandatory for you to join on **23<sup>rd</sup> Sep 2021**, failing which this employment offer shall be deemed cancelled. You shall not be reimbursed any travelling expenses incurred by you in order to join on the stipulated date.

#### 2. Probation

You will be on probation for a period of 3 months from the date of joining, during which your performance will be monitored. During such period of probation, your services may be terminated upon one week's notice or pay in lieu thereof, by the Company, at its sole discretion, without assigning any reason. However, in case of misconduct or non-compliance of any company policies on your part, your services may be terminated forthwith without any notice period by the Company.

#### 3. Location and Transfer

The Company may vary the place of work from time to time in accordance with operational requirements. By accepting this position, you acknowledge that you may be required to be transferred to the office of a client or another office of the Organization or its sister concerns, whether existing or set up in the future within India, or at an overseas location. Your acceptance of this appointment indicates that you agree to be transferred as per the business exigencies of the Company. In such case, Travelling Expenses will be reimbursed as per the company's or client's travel policy.



#### 4. Cost to Company

The total annual cost to the company is **INR 5,50,000/- (Rupees Five Lakhs Fifty Thousand Only) Per Annum.** Further, if you are drafted to work in a night shift, you shall be entitled for the payment of Night Shift Allowance + Conveyance accordingly based on approval. This will include other allowances applicable from time to time, in accordance with the Rules and Regulations lay down by the Company. Your compensation details are attached herewith in Annexure A. You shall receive your salary on or before the 7<sup>th</sup> of every month subject to project allocation and approval of timesheet. Employees who are being onboarded after 15<sup>th</sup> of the Month, Salary for the First Month will be processed along with the subsequent Month salary, subject to project allocation and approval of timesheet. Statutory deductions like Employee's Provident Fund, Professional Tax, and Income Tax recovery as applicable will be made from your monthly salary. In the unlikely event that there is an error in the calculation of the Monthly pay, you should promptly bring the discrepancy to the attention of the Human Resources Department within 5 working days for necessary correction or rectification. Your individual remuneration is purely a fact between you and the company and has been arrived on the basis of your background, your professional merit and the company's prevailing compensation guidelines. You are required to maintain this information and any changes hereafter, as strictly personal and confidential.

#### 5. Mediclaim Insurance

Health Insurance coverage is of Rs 200,000/- and Accidental Insurance for Individual Employee is covered within two months of onboarding with client. Premium amount shall be recovered from your salary on monthly basis as and when applicable. If employee resigns, Medical and Accidental Insurance will be cancelled from the day of relieving.

#### 6. Background Check

The appointment will be subject to satisfactory Background Check. You hereby specifically authorize the Company, or any external agency appointed by the Company to verify your educational and employment antecedents, your conduct and any other background checks prior to your joining the Company or thereafter. You are expected to extend your full cooperation during such verification. This employment offer is subject to you clearing the Background Check as conducted by the Company or any third-party agency on behalf of the Company. In the event you fail to cooperate or fail to clear the background check, your employment may be terminated by the Company forthwith and without any liability to the Company. You will also be liable to repay all the amount received from the company in the form of salary and reimbursements.



#### 7. NSR Registration

NSR- National Skills Registry is a NASSCOM initiative to have a robust and credible information repository about all persons working in the industry. This develops trusted and permanent fact sheet of information about each professional along-with background check reports. This is a security best practice for the industry and assures identity security, industry acceptance to honest professionals. This must be completed within 5 calendar days of joining VHS failing which your employment offer deemed to be cancelled or you will be terminated immediately. NSR registration charges will be reimbursed to you along with salary after submission of payment receipt/acknowledgment and completion of Biometric Identification.

#### 8. Holiday & Leave

List of Holidays and Leave Policy will be notified every year by the Company. Employees desirous of availing leave shall apply for leave to their respective manager and HR through email. The period of unauthorized absence would lead to leave without pay (even though leave with pay may be due) or may be entitled to terminate appointment.

#### 9. Exclusivity of Engagement

Whilst employed with the organization, you will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without the written permission from the organization. In case you are found to be in contravention of the provisions of this clause, then your employment would be terminated without assigning any reasons thereof all the payments made towards salary and other benefits will have to refunded immediately.

#### 10. Code of Conduct

You will be required to maintain the highest standard of personal conduct and integrity and comply with all organizational policies and procedures as adopted by the Company. Any violation of these or any other organizational procedures can result in disciplinary action being initiated against you, including termination of services from the organization.

You will familiarize with and adhere to the Company's Rules and Regulations in force and as modified by the Company from time to time. You may be required to work in any part of India and in different shifts as may be decided by the Company or Client, from time to time.

# VHS Consulting India Pvt Ltd

3<sup>rd</sup> Floor, "Bikaner Signature Towers", 18 & 18/1, Richmond Road, Bangalore – 560 025. Tel: 080-22117699 www.vhsconsulting.net



#### **11. Personal Taxation**

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the declaration made by you. The Company does not accept any responsibility for TDS recoveries made based on your declarations.

#### 12. Confidential Information

You shall observe utmost confidentiality and secrecy of any and all information received by you or entrusted to you in the course of your employment. You shall at all times, whether during or after the termination of employment, act with utmost integrity and not disclose or divulge such information.

a. You hereby undertake to the organization that you shall:

(i) Use the Confidential Information only for the purpose of performing the services in the organization and not for any other purposes.

(ii) Preserve the secrecy of any Confidential Information.

(iii) Return to the organization all documents or other materials containing Confidential Information (including copies thereof) on completion of purpose or separation whichever may be the case.

b. For the purpose of this Clause, Confidential Information shall mean any knowledge or information (whether oral, written, visual or otherwise, hard or soft copy) concerning the business, affairs, operation, assets, organization, dealings customers, employees, officers and financial matter of the Organization and shall include without limitation, the report, information, advice and recommendation (in whatever form) contained in any feasibility studies, valuation reports etc.

#### 13. Termination

We hope your association with us will be a very long one. However, your employment with the Company can be terminated in the event of any discrepancy or untrue information found in your application form or resume, willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties that may be prejudicial to the interests of the Company, the Company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice or pay whatsoever. Your services will be terminated with immediate effect in the following circumstance also, if you are not found suitable for the job or failing to clear client evaluation/interviews and in the event of you not attending client interviews without informing your reporting manager about your non-availability for such interviews, absent from work during the probation period. You are not authorized to accept any form of employment part time / fulltime/ freelancing with another employer during with the tenure as an employee of VHS Consulting, if such dual employment is detected your employment will be terminated immediately, and all payments made in form of salary and other benefits must be returned immediately. Your appointment will be terminated at the discretion of the company and in case of such termination you will have no right or claim against the company.



#### 14. Notice Period

You can terminate your employment without assigning any reason whatsoever, by giving two month notice or two month pay in lieu of notice to the company. You will be relieved subject to client's approvals only.

You are bound to send an email to HR on your resignation, acceptance of the same will be communicated after confirmation with the concerned project / reporting Manager. The final settlement would be processed by VHS upon time sheet approval and NOC from client.

You may be relieved from the service of the Company at any time pursuant to serving appropriate notice, at the discretion of the management and such Employee shall not be entitled to payment of any kind of compensation for the unexpired period of notice.

#### 15. Offer Validity

**This offer is valid 25<sup>th</sup> Sep 2021**. Kindly confirm and mail the acceptance of the offer along with date of joining in writing on or before the above-mentioned date at <u>roshitha@vhsconsulting.net</u>. The offer stands automatically withdrawn thereafter, unless the offer validity date is extended and communicated to you in writing or via email. In the event you confirm your acceptance as aforementioned, you understand and agree that you have read and understood the terms of this Offer of Appointment and made the confirmation with your full conscience, free will and consent. This Offer of Appointment supersedes all prior communications - written and oral with you, if any in this regard.

We look forward to having you on-board at VHS Consulting India Pvt. Ltd.,

#### For VHS Consulting India Pvt Ltd

I accept the above terms and conditions



Roshitha P Pinto HR Manager

Signat	ure:	
Mr.	Tushar Sunil Patil	



#### **ANNEXURE A**

Salary Heads	Per Month	Per Annum
"A" FIXED		
Basic	22917.00	275004.00
House Rent Allowance	9167.00	110004.00
Statutory Bonus	0.00	0.00
Special Allowance	10380.33	124564.00
"A" Sub Total - FIXED Gross Pay	42464.33	509572.00
"B" RETIRALS BENEFITS (EMPLOYER CONTRIBUTION)		
Employer Provident Fund Contribution	1950.00	23400.00
Employer ESIC Contribution	0.00	0.00
Gratuity	1102.00	13224.00
"B" Sub Total - Retirals Benefits	3052.00	36624.00
"C" INSURANCE /OTHER BENEFITS (Indicative Cost per		
annum)	317.00	3804.00
Total Cost to Company:(A+B+C)	45833.00	550000.00

#### Note:

- TDS will be applicable as per TDS provisions of Income Tax Act.
- Standard deductions like (Employee PF, Professional Tax, and income Tax) will be deducted from Fixed Gross Pay.
- Statutory deductions will change from time to time as per government notifications and will be adjusted in your CTC accordingly.

#### Pay Date Process:

- Salary will be processed and credited to your account on or before 7<sup>th</sup> day of the subsequent month. Employees who are being onboarded after 15<sup>th</sup> of the month; Salary for the First Month will be processed along with the subsequent Month salary.
- Please ensure your approved timesheet reaches us on or before last working day of the month to credit your salary on or before 7<sup>th</sup> day of every subsequent month.



November 26, 2021

OFFER LETTER

Dear Mr.Musaib,

With reference to our discussion, we are pleased to offer you a position of "Node.Js Developer" in our organization.As discussed, you will be eligible INR 10,000 per month as salary during this 6 months internship. Your starting date is 29<sup>th</sup> November 2021.

Post the completion of a successful internship, we will be happy to offer an extension of the role for you, based on mutually discussed terms.

Your notice period is 30 days, so kindly inform HR 30 days in advance if you need to leave internship or job.

Kindly email us scan copies of the below:

- 1. Aadhar Card Copy
- 2. PAN Card Copy

We welcome you to Frshr Family.

For Frshr Technologies Pvt. Ltd. Best Regards, Narendar Lokwani 96202 24265 Bangalore

Registered Address: frshr Technologies Pvt Ltd , Whitefield, Bangalore - 560066 Phone: 96202 24265 www.frshr.tech



Godavari College of Engineering, Jalgaon (Maharashtra) <tpogcoej@gmail.com>

# **Fwd: Sankey Solutions - Interview Results**

Akshay Belokar <belokarakshay1999@gmail.com> To: tpogcoej@gmail.com Sun, Dec 12, 2021 at 10:19 PM

------ Forwarded message ------From: **Ankita Ramchandra Takkekar** <<u>Ankita.t@sankeysolutions.com</u>> Date: Sun, 12 Dec 2021, 8:58 pm Subject: Sankey Solutions - Interview Results To:

Hi,

#### **Greetings from Sankey Business Solutions!**

We would like to inform you that based on the subsequent interview process your profile has been hired from Sankey Solutions for the role of Solution Analyst.

**Congratulations!** on getting selected for a Solution Analyst role.

We would like to appreciate the efforts and patience during the interview process.

Said so, we would like to take confirmation on the same.

Request you to send us the confirmation by tomorrow 10 am, post which we will share the offer letter for further process and will keep the joining date from 13th December 2021.

As discussed, you are eligible to get a 1-week exam leave during final exams.

Looking forward to your response.

Regards, Sankey Team



# INTENT LETTER

Dear Diksha Patil

Date: 17/12/2021

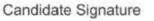
We are happy to inform you that, you have been shortlisted in Screening Test, Conducted by " Cyber Success Pune ". Date of Training will be confirmed taking into consideration the academic timetable of the University / College. On the day of joining we would explain the complete program detailed schedule

# Kindly Note

- Cyber Success Campus Connect Program DOES NOT CHARGE any candidate.
- Campus Connect Program Includes Placement Assistance.
- Cyber Success DOES NOT CHARGE any candidate for Interviews and Placement.
- Campus Connect Program includes Manual Testing, Core Java & Selenium Automation.
- · No other additional Courses / Skills will be included in this Program.

# Terms & Conditions for Campus Connect Program

- Candidate must have 95% attendance.
- Candidate Should be Ready to Relocate to different cities for Job / Interviews (Pune & Mumbai).
- Candidate should complete the assignments on time, give frequent Presentations & Mock interviews, on these parameters Placement assistance will be provided.
- Candidate on the date of joining should bring Intent Letter, Photo Identity Proof, Address Proof and Two passport size photographs.
- Cyber Success will hold the rights of Training & Placement in regards to discipline & sincerity
  of the candidates.





~

Cyber Success Authorised Signature

1248 A, 1st Floor Asmani Plaza, Deccan Gymkhana, Opp Cafe Good Luck, Pune. (M.H.) India. Pincode - 411004

campus@cybersuccess.biz



# INTENT LETTER

Dear Pratiksha Koli

Date: 17/12/2021

We are happy to inform you that, you have been shortlisted in Screening Test, Conducted by " Cyber Success Pune ". Date of Training will be confirmed taking into consideration the academic timetable of the University / College. On the day of joining we would explain the complete program detailed schedule

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~

Cyber Success Authorised Signature

1248 A, 1st Floor Asmani Plaza, Deccan Gymkhana, Opp Cafe Good Luck, Pune. (M.H.) India. Pincode - 411004

🕲 8767834900 / 8767874074

campus@cybersuccess.biz



# INTENT LETTER

Dear Ashwini Bhadane

Date: 17/12/2021

We are happy to inform you that, you have been shortlisted in Screening Test, Conducted by " Cyber Success Pune ". Date of Training will be confirmed taking into consideration the academic timetable of the University / College. On the day of joining we would explain the complete program detailed schedule

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Cyber Success Authorised Signature

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🕲 8767834900 / 8767874074

campus@cybersuccess.biz



# INTENT LETTER

Dear Vaishnavi Dose

Date: 17/12/2021

We are happy to inform you that, you have been shortlisted in Screening Test, Conducted by " Cyber Success Pune ". Date of Training will be confirmed taking into consideration the academic timetable of the University / College. On the day of joining we would explain the complete program detailed schedule

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~

Cyber Success Authorised Signature

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🕲 8767834900 / 8767874074

campus@cybersuccess.biz



# INTENT LETTER

Chetna Badgujar

Date: 17/12/2021

We are happy to inform you that, you have been shortlisted in Screening Test, Conducted by " Cyber Success Pune ". Date of Training will be confirmed taking into consideration the academic timetable of the University / College. On the day of joining we would explain the complete program detailed schedule

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  of the candidates.





~

Cyber Success Authorised Signature

(2) 1248 A, 1st Floor Asmani Plaza, Deccan Gymkhana, Opp Cafe Good Luck, Pune. (M.H.) India. Pincode - 411004

🕲 8767834900 / 8767874074

campus@cybersuccess.biz



# INTENT LETTER

Dear Shruti Halde

Date: 17/12/2021

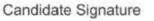
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  of the candidates.





~

Cyber Success Authorised Signature

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campus@cybersuccess.biz



# Documents list for joining formalities - Crave InfoTech Pvt. Ltd.

1 message

Neha Saxena <neha.saxena@craveinfotech.com> To: sagaralam96@gmail.com <sagaralam96@gmail.com>, sonkusare.tushant64@gmail.com <sonkusare.tushant64@gmail.com>, chetupatil1999@gmail.com <chetupatil1999@gmail.com>, amitw1030@gmail.com <amitw1030@gmail.com>, ksbhure2015@gmail.com <ksbhure2015@gmail.com> Cc: Swapnil Bhagwat <hr@craveinfotech.com>

Hi All,

Hope you are doing great !

You have been selected with Crave InfoTech. Kindly revert back with all required details and scanned copy of documents earliest by 10:00 am tomorrow i.e. Friday , 11th Feb '22

- Scanned copies list of documents mentioned in table below 1)
- 2) Provide your detail Information in table given below.

CATEGORY	SCAN COPY OF DOCUMENT TO BE SUBMITTED	
ID Proof	PAN Card / Driving License	
Address Proof	Passport / Aadhar Card	
	Scanned copy of Passport size photograph	
Educational Documents	1) 10 <sup>th</sup> Mark sheet	
	2) 12 <sup>th</sup> Mark sheet	
	3) Graduation Mark sheet	
	4) PG Mark sheet (If Applicable)	

# **INFORMATION TO BE PROVIDED**

Applicant Full Name

Thu, 10 Feb, 2022 at 7:58 pm

(As per Adhar card)	
Complete Address	
Aadhar Number	
PAN Number	
Mobile number with alternate number	
Contact Number, Name and Relation – of Nearest relatives.	

# Regards,

Neha Talent Acquisition Department



Mob: 7066036118 www.craveinfotech.com, www.cravetracker.com SAP Pinnacle Award Finalist for the Year 2015 EDWOSB, SMB, WMBE and DBE certified organization



# HCL || Final Confirmation|| 2022

2 messages

**Preeti Sharma** <preeti.sh@hcl.com> To: Preeti Sharma <preeti.sh@hcl.com> Cc: Ashish Bhalla <ashish.bhalla@hcl.com>, Garima Chawla <garima.chawla@hcl.com>

Wed, Feb 16, 2022 at 1:19 PM

Classification: Public

Dear Candidate,

Thank you for participating in test and interviews on that mentioned schedule.

We are glad to confirm that you have been selected for the opportunity with HCL.

Our onboarding team will reach out to you once we start onboarding.

#### Important Points:

1. CTC offered : INR 3.65 LPA

2. Selected Candidates should be willing to work on any assignment assigned by HCL Technologies including 24\*7 operations and Shifts, willing to learn.

3. Selected Candidates should be Willing to work in any location within India or abroad as assigned by HCL Technologies.

4. Service Agreement for 24 Months (as applicable). In case they leave before completing 24 months, they are liable to pay 1.25 lakh to the organization.

5. Probation Period will be of 12 Months.

#### Please Note:

Their Joining with HCL is subject to BGV Clearance, Re-hire Policy (incase applicable) and Eligibility criteria as follows :

- 1. Minimum 75% throughout in academics (10th, 12th/Diploma & Graduation) & no Backlogs.
- 2. B.E/B. Tech Graduation passing Year 2022 & Specialization in Circuit Branch only.

Please acknowledge the email with consent that these students are blocked for HCL and should not be appearing for other organizations. All should join HCL.

Thanks & regards,

#### HCL Technologies Ltd.

www.hcltech.com | www.hcl.com/

::DISCLAIMER::

The contents of this e-mail and any attachment(s) are confidential and intended for the named recipient(s) only. E-mail transmission is not guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or may contain viruses in transmission. The e mail and its contents (with or without referred errors) shall therefore not attach any liability on the originator or HCL or its affiliates. Views or opinions, if any, presented in this email are solely those of the author and may not necessarily reflect the views or opinions of HCL or its affiliates. Any form of reproduction, dissemination, copying, disclosure, modification, distribution and / or publication of this message without the prior written consent of authorized representative of HCL is strictly prohibited. If you have received this email in error please delete it and notify the sender immediately. Before opening any email and/or attachments, please check them for viruses and other defects.

# **milind Patil** cpatilmilindp01999@gmail.com> To: darshantemkar71@gmail.com

Mon, Feb 21, 2022 at 11:09 AM

[Quoted text hidden]

DocuSign Envelope ID: 7D2A6325-801C-40F6-A97A-E3F3C9CADE6A

FUJITSU CONSULTING INDIA PRIVATE LIMITED A.15. MIDC Technology Park. Tatawade Pune – 411052, India Tet: +91.20.2759 0001; Fax: +91.20.2759.2923 Regd Office: +1166. Licf: Dispatand Colony, Laipat Nagar-IV, New Delhi- 110024 (NiL-J/HSB012000FTC)10940



Apprentice Appointment Letter

Date:-February 18, 2022

Mr. /Ms. Namrata Devidas Phete

Address L1106, Orchid, Golden Dream Society sector 10, Pha

Dombivali -

Maharashtra

# Dear Namrata Devidas Phete,

In token of your acceptance of this appointment, kindly sign this letter and the Apprentice Trainee agreement attached hereto at the bottom of the right corner of each page, and You are required to join on February 18, 2022 and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing. return the duplicate copy of the same to the HR department.

The location of your initial reporting & posting would be Pune. However, the location of your posting can be changed to any of our units / departments situated anywhere in India or abroad depending on the business requirements. Your training shall at all times be governed by the apprentice trainee agreement and the policies of Fujitsu Consulting India Private Limited as amended from time to time In case you require any further clarification, please contact HR Department. We welcome you to Fujitsu consulting India Private Limited, and wish you a rewarding career over the years to come.

For Fujitsu Consulting India Private Limited,

Sumit Sabharwal Head of HR Delivery Management, Global Delivery

CommencementDate: 18-Feb-22 | 19:08 IST

Place:-----



# Congratulations! You have a job offer for Digital Specialist Engineer Role

1 message

Infosys Freshers Recruitment <Talent. Acquisition@infosys. com> To: Infosys Freshers Recruitment <Talent. Acquisition@infosys. com> Thu, Feb 24, 2022 at 9:58 PM

Dear Candidate,

**Congratulations!** 

You have cleared the pre-placement interview through Specialist Programmer/ Digital Specialist Engineer Off Campus Drive to receive a job offer for the Digital Specialist Engineer role at Infosys.

The Systems Engineer Specialist has been redefined as the Digital Specialist Engineer (DSE) role. It is a niche technical role that requires full-stack capabilities and skills like analytics, artificial intelligence, automation, big data, cloud, cybersecurity, data consulting, digital commerce, interaction, and marketing. Digital specialist engineers work across Infosys business units on special projects to develop integrated applications and bring agility in development with DevSecOps culture.

The compensation offered for this role is INR 6. 25 lakhs per annum.

Please note:

- 1. This is a conditional job offer subject to your background verification.
- 2. You might have appeared in PPI for a different role. The role offered to you is at par with the assessment of your skills from the interview.

Please feel free to write to us at talent. acquisition@infosys. com for any clarifications.

Regards,

**Talent Acquisition** 

Infosys



HELVOET RUBBER & PLASTIC TECHNOLOGIES (INDIA) PVT. LTD. CIN : U25200PN2004PTC128351 GSTIN NO : 27AA BCH4415 J120 GSTIN NO : 27AA BCH4415 J120 Registered Office & Factory Site Loni - Kalthor - 412 201. Near Pune (C.Rly) India Near Pune (C.Rly) India T + 91 9130075924 / 35 / 36 / 37 Www.helvoet.com

**ECHNOLOGIES** 

Mr. Sagar Ananda Kale, A/P, Tal- Soegaon, Dist - Aurangabad, - 431120

Dept.: HUMAN RESOURCES Ref. No: HR/SAK/2022. Date: 16th February, 2022

# Offer Letter

Dear Mr. Sagar,

We have pleasure in informing you that you are selected to join us as Officer - Maintenance (O - 2) in Helvoet Rubber & Plastic Technologies (I) Pvt. Ltd. Loni Kalbhor, Pune.

Also, as discussed your on Company Roll date of joining is from 12th March, 2022.

For Helvoet Rubber & Plastic Technologies (I) Pvt. Ltd.

Kaustubh Zadgaonkar Manager \_HR & IR



# Capgemini congratulates you on your selection and presents you our Letter Of Intent 1 message

Capgemini via Superset <notifications@email.joinsuperset.com> To: lokeshwarikhadke28@gmail.com

Thu, Mar 24, 2022 at 4:28 PM



Most Ethical Company - Eight times in a row



We're highly-rated on Glassdoor



Capgemini Research Institute ranked #1

Our gender balance initiatives



Our global client stories

Dear Lokeshwari Dinesh Khadke,

At Capgemini, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgemini's ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to Job Profile Tab and complete the process of accepting the Letter of Intent.

We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Mar 29, 2022 08:30 PM IST.

To ensure ease of process, please find below list of documents that would be needed to complete the process:

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets
- Graduation Degree Certificate/Provisional Degree\* (If applicable)
- Government ID Proof (Aadhar Card/ Driving License/ Passport/ Voter ID)

- Diploma Marksheets( If applicable)
- Diploma Certificate( If applicable)
- Post-graduation Marksheets\* (If applicable)
- Post-graduation Certificate\*( If applicable)

\*Please note that if you have completed your diploma/graduation/post-graduation it is mandatory to upload all semester marksheets and degree certificate.

Note the following points while completing the process :

- Marksheets should be scanned and uploaded semester/year wise only
- · Kindly ensure all documents are clearly scanned and uploaded in PDF/JPEG/JPG/PNG format only
- Maximum file size limit is 4MB
- The file nomenclature should be (FirstName LastName DocumentName)

Kindly Refer to below examples for document nomenclature:

Example 1: Rahul Singh is currently in 7th semester Engineering from ABC college. The documents Rahul would upload be as follows : Click here to see the Example

Example 2: Arnab Chakraborty is currently in 7th semester Engineering from ABC college. He has joined ABC college via Lateral entry in 2nd year having done Diploma after SSC. The documents Arnab would upload be as follows : Click here to see the Example

Example 3: Aditya Sharma is currently in 4th semester MCA from ABC college. The documents Aditya would upload be as follows : Click here to see the Example

Example 4: Tanvi Sharma has completed her Graduation from ABC college. The documents Tanvi would upload be as follows : Click here to see the Example

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# **APPOINTMENT LETTER**

April 5, 2022

Dear Harshada Chaudhari,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

### 1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

# 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III Salary Offer Sheet.
- b. Variable Pay The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

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relevant criteria.

# 3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

# 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

# 5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.

ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.

iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

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# 6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

# 7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

# 8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

# 9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 <sup>th</sup> Standard or equivalent education.

ii. You have not scored minimum aggregate marks of 60% in your 12 <sup>th</sup> Standard or equivalent education.

iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.

iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation

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and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

# 10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

# 11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

# 12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely, For **Wipro Limited**,

Aparna Shailen General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

# <u>ANNEXURE I</u>

# **DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

# Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

# Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

- a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
- b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
- c. Unauthorized disclosure or communication of UPSI.
- d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

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the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

# **ANNEXURE II**

# PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Harshada Chaudhari, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

# ANNEXURE III

# SALARY OFFER SHEET

Name: Harshada Chaudhari

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167

Total Cost to Company per annum	3,50,004
---------------------------------	----------

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

### <u>ANNEXURE – IV</u>

# **Bonus Details**

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18	25000 -
months	75000
End of Year	50,000 -
2	1,00,000
End of Year	2,00,000-
3	2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
  - a. you being "active" in the services of the company through to retention date as applicable
  - b. your employment has not been terminated for poor performance or for cause prior to retention date
  - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

# <u>ANNEXURE – V</u>

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

# <u>ANNEXURE – VI</u>

# Variable Pay - A BRIEF OVERVIEW

# Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

# SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

### Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

# House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

# Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

# 1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=Elite\_Offer\_letter\_template\_2022&user=23982158&item=633639... 8/12

exemption please refer to <u>myWipro</u> on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

### 2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

# 3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

# 4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

### 5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

# Retirement Benefits:

It consists of:

- a. Provident fund- Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

# Travel, Accommodation, Food & Other Miscellaneous Expenses

### Trave

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

### Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

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- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

# SUMMARY SOCIAL SECURITY & OTHER BENEFITS\*

# Medical

- Medical Assistance Program (MAS)\*\*: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI). This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
- 2. <u>Mediclaim</u>: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. <u>Annual Health check:</u> Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit\*\*: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

# Survivor Benefit Pension Program\*\*:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%\* x 80% = Rs. 6,480 per month as supplementary pension payable. \*Grade Factor is a band specific predefined pension Accrual rate.

# <u>Loans</u>:

<u>Interest Free Loan</u>: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

<u>Contingency Loan</u>: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

\*\* These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

# 1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

### 2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

🗹 Accept	🔲 Decline

### Signature Harshada Chaudhari 5/4/2022 7:58 AM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited	<b>T</b> :+91 (80) 2844 0011
Doddakannelli	<b>F</b> :+91 (80) 2844 0054
Sarjapur Road	E :info@wipro.com
Bengaluru 560.035	W :wipro.com

4/5/22, 8:00 AM

India C :L32102KA1945PLC020800

23982158



# **APPOINTMENT LETTER**

April 20, 2022

Dear Lokeshwari Khadke,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

# 1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

# 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III Salary Offer Sheet.
- b. Variable Pay The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

# 3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

# 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

# 5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.

ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.

iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

# 6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

# 7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

# 8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

# 9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 <sup>th</sup> Standard or equivalent education.

ii. You have not scored minimum aggregate marks of 60% in your 12 <sup>th</sup> Standard or equivalent education.

iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.

iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation

and 60% in post-graduation. v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

# 10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

# 11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

# 12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely, For **Wipro Limited**,

Aparna Shailen General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

# ANNEXURE I

# **DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

# Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

# Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

- a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
- b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
- c. Unauthorized disclosure or communication of UPSI.
- d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

# ANNEXURE II

# PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Lokeshwari Khadke, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

# ANNEXURE III

# SALARY OFFER SHEET

Name: Lokeshwari Khadke

**Position: Project Engineer** 

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

# ANNEXURE – IV

# **Bonus Details**

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18	25000 -
months	75000
End of Year	50,000 -
2	1,00,000
End of Year	2,00,000-
3	2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
  - a. you being "active" in the services of the company through to retention date as applicable
  - b. your employment has not been terminated for poor performance or for cause prior to retention date
  - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

# <u>ANNEXURE – V</u>

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

# <u>ANNEXURE – VI</u>

# Variable Pay - A BRIEF OVERVIEW

# Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

# SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

# Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

# House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

# Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

# 1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax

exemption please refer to <u>myWipro</u> on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

# 2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

# 3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

# 4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

### 5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

# Retirement Benefits:

It consists of:

- a. Provident fund- Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

# Travel, Accommodation, Food & Other Miscellaneous Expenses

### Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

### Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

# SUMMARY SOCIAL SECURITY & OTHER BENEFITS\*

# Medica

- Medical Assistance Program (MAS)\*\*: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI). This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
- <u>Mediclaim</u>: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. <u>Annual Health check:</u> Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit\*\*: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

### Survivor Benefit Pension Program\*\*:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%\* x 80% = Rs. 6,480 per month as supplementary pension payable. \*Grade Factor is a band specific predefined pension Accrual rate.

### Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

<u>Contingency Loan</u>: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

\*\* These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

# 1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

# 2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.



# Signature Lokeshwari Khadke 20/4/2022 4:28 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited	<b>T</b> :+91 (80) 2844 0011
Doddakannelli	<b>F</b> :+91 (80) 2844 0054
Sarjapur Road	E :info@wipro.com
Bengaluru 560 035	W :wipro.com

India **C** :L32102KA1945PLC020800

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### **APPOINTMENT LETTER**

April 20, 2022

Dear TUSHAR SONAWANE,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

### 1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

### 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III Salary Offer Sheet.
- b. Variable Pay The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

# 3. Other Benefits:

You will also be eligible for:

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- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

## 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

# 5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.

ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.

iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

# 6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as 4/20/22, 5:27 PM https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=Elite Offer letter template 2022&user=2...

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

# 7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

# 8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

# 9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 <sup>th</sup> Standard or equivalent education.

ii. You have not scored minimum aggregate marks of 60% in your 12 <sup>th</sup> Standard or equivalent education.

iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.

iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your

graduation and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

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# 10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

# 11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

# 12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely, For **Wipro Limited**,

Aparna Shailen General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

# **ANNEXURE I**

# **DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

# Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

# Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

- a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
- b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
- c. Unauthorized disclosure or communication of UPSI.
- d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

# ANNEXURE II

# PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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I TUSHAR SONAWANE, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

## **ANNEXURE III**

## SALARY OFFER SHEET

# Name: TUSHAR SONAWANE

**Position: Project Engineer** 

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

# ANNEXURE - IV

# **Bonus Details**

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18	25000 -
months	75000
End of Year	50,000 -
2	1,00,000
End of Year	2,00,000-
3	2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
  - a. you being "active" in the services of the company through to retention date as applicable
  - b. your employment has not been terminated for poor performance or for cause prior to retention date
  - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

# ANNEXURE - V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

### <u>ANNEXURE – VI</u>

### Variable Pay - A BRIEF OVERVIEW

### Variable Pay Policy Summary & Computation:

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Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

# SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

# **Basic, Additional Allowance and Bonus**

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

# House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

# Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

# 1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to <u>myWipro</u> on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

# 2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

# 3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

# 4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

# 5. New Pension System:

https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=Elite\_Offer\_letter\_template\_2022&user=2...

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

#### **Retirement Benefits:**

It consists of:

- a. Provident fund- Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

#### Travel, Accommodation, Food & Other Miscellaneous Expenses

#### Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

#### Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

#### SUMMARY SOCIAL SECURITY & OTHER BENEFITS\*

#### **Medical**

- <u>Medical Assistance Program (MAS)\*\*</u>: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI). This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
- 2. <u>Mediclaim</u>: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining. Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. <u>Annual Health check:</u> Company paid Annual health check-up program is available for employees above 40 years of age.

#### Gratuity Benefit\*\*: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

#### Survivor Benefit Pension Program\*\*:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%\* x 80% = Rs. 6,480 per month as supplementary pension payable. \*Grade Factor is a band specific predefined pension Accrual rate.

#### Loans:

<u>Interest Free Loan</u>: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

<u>Contingency Loan</u>: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

\*\* These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

#### 1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

#### 2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=Elite\_Offer\_letter\_template\_2022&user=24383042&item=6... 10/11

4/20/22, 5:27 PM https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=Elite\_Offer\_letter\_template\_2022&user=2...

#### & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

🗹 Accept 🛛 🗆 Decline

#### Signature TUSHAR SONAWANE 20/4/2022 5:27 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

 
 Wipro Limited
 T :+91 (80) 2844 0011

 Doddakannelli
 F :+91 (80) 2844 0054

 Sarjapur Road
 E :info@wipro.com

 Bengaluru 560 035
 W :wipro.com

 India
 C :I 32102KA1945PI C020800

24383042



# You have a job offer for Systems Engineer role at Infosys

2 messages

Infosys Freshers Recruitment <Talent.Acquisition@infosys.com> To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com> Fri, 22 Apr, 2022 at 12:48 pm



Dear Student,

Thank you for participating in the Infosys recruitment process. Congratulations! You have cleared the interview round of the process.

#### We are delighted to offer you the position of Systems Engineer at Infosys.

The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit. Additional benefits include health insurance of INR 4 lakhs per annum and a life cover of INR 30 lakhs.

You will soon hear from us about the next steps of the process.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com.

We look forward to welcoming you into the Infosys family.

Best regards,

**Talent Acquisition** 

Infosys

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April 20, 2022

#### Dear Vimla Pokhrel,

Congratulations! We are pleased to offer you the position of Project Engineer at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a desktop/laptop.

#### Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.

We request you to accept the iCIMS Offer Letter within **15** days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

#### Steps to follow to accept and save the Offer Letter

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, click on Accept -> click on signature check box -> Click on "Submit and Print" -> Click on "web browser" -> ctrl+P -> save as pdf -> save -> select destination on your system to download.

Please note - You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.

Please click on the link below to review and accept your offer letter at the earliest using a desktop/laptop. Click to Complete

Your Login Information: Login Name: <u>vimla862001@gmail.com</u> (If you do not know your password, you can reset it by clicking here.)

If you have any questions about the details of your offer or about employment at Wipro, please reach out to <u>manager.campus@wipro.com</u>

Thanks and Regards, Campus Offer Generation Team |Global Campus Hiring Team| Wipro Limited|



#### You have a job offer for Systems Engineer role at Infosys

Infosys Freshers Recruitment <Talent.Acquisition@infosys.com> To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com> 21 April 2022 at 23:45





Dear Student,

Thank you for participating in the Infosys recruitment process. Congratulations! You have cleared the interview round of the process.

#### We are delighted to offer you the position of Systems Engineer at Infosys.

The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit. Additional benefits include health insurance of INR 4 lakhs per annum and a life cover of INR 30 lakhs.

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Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com.

We look forward to welcoming you into the Infosys family.

Best regards,

**Talent Acquisition** 

Infosys

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# You have a job offer for Systems Engineer role at

Infosys > Inbox





Infosys Freshers... 5 days ago to Infosys 🗸





Dear Student,

Thank you for participating in the Infosys recruitment process. Congratulations! You have cleared the interview round of the process.

We are delighted to offer you the position of Systems Engineer at Infosys.

The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit. Additional benefits include health insurance of INR 4 lakhs per annum and a life cover of INR 30 lakhs.

You will soon hear from us about the next steps of the process.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent Acquisition@infosys.com.

We look forward to welcoming you into the Infosys family.

Best regards,

**Talent Acquisition** 

Infosys



#### OFFER OF APPOINTMENT

#### Ref: HRD/2022/IND/Offer/0537

Date: April 22, 2022

To,

Kinjal Dnyaneshwar Mali At. Post - Gandhali VTC: Amalner, PO : Amalner, Sub District : Amalner, District - Jalgaon, State : Maharashtra. Pin code - 425401

#### Dear Kinjal,

This is with reference to the discussion we had with you in regards to a career with us. We are pleased to appoint you with Orion India Systems Private Limited (the "**Company**") on the terms and conditions detailed in this letter under **Annexure A** hereto.

#### 1. DESIGNATION AND DATE OF JOINING:

You are appointed as **QA Engineer** with the Company with effect from **April 26, 2022** (the "Effective Date").

#### 2. <u>SALARY</u>:

Your Salary will be as detailed under Annexure C to this letter (the "Salary").

#### 3. DOCUMENTS:

On the date of appointment, you are required to furnish the documents as described under **Annexure B** to this letter.



## 4. <u>DEDUCTIONS</u>:

The Company shall be entitled to deduct from the Salary, the following amounts:

- Provident Fund;
- Income tax at source, at the rates applicable on your remuneration; and any other taxes or statutory dues/levies etc.;
- Employment / Professional tax; and
- All other dues from you to the Company such as, loans and advances given to you.

The Income Tax Liability with regards to your Salary and perks will be at your liability, and will be governed by the tax laws of the country where you are posted and as applicable from time to time.

#### 5. OTHER TERMS AND CONDITIONS:

You shall be bound by the terms and conditions as set out under Annexure A hereto. We take this opportunity to welcome you to the Company and wish you a long and fruitful association with us.

Yours sincerely,

For Orion India Systems Private Limited

Narendra Kumar Director

I hereby accept your offer of appointment as on the terms and conditions enclosed and will report for duty on

Signature -----

Kinjal Dnyaneshwar Mali



#### ANNEXURE A

#### TERMS AND CONDITIONS OF THE APPOINTMENT

#### 1. PROBATION & CONFIRMATION:

You will be on probation for a period of **Four (4) months** from the date of joining which may be reduced or extended, if considered necessary by the Company, at its discretion or based upon your overall performance during the probationary period. On completion of **Four (4) months** of probation, unless your employment is confirmed in writing, your probation period shall be deemed to be extended.

During the probationary period, your service can be terminated with one (1) month notice or salary in lieu of such notice, on either side.

Upon successful completion of your probation, you will be advised in writing of your confirmation as a regular employee of the company.

On confirmation, your services can be terminated upon three months' notice or three (3) months' salary in lieu of such notice, strictly based on the Company's decision.

#### 2. PLACE OF WORK:

You will be initially posted in **Pune** however, you are liable to be transferred / deputed in the same position or in an equivalent position to any country, wherever the Company has business interests. In the event your employment is transferred by the Company to a subsidiary or affiliated company, your employment with such company will, for the purpose of this offer of appointment, be considered as continued employment by the Company, unless and until you execute an agreement, substantially similar in substance to this offer of appointment, then in force in any such company for which you become employed.

# Orion Innovation

## 3. NON-COMPETE:

At the time you begin your employment and during the term of your employment by the Company, you will not, directly or indirectly engage in or become employed by or act on behalf of any other person, company or firm which is engaged in any business or activity similar to or competitive with that of, unless such employment/training has been approved by the Company in writing and signed by the appropriate authority of the Company.

#### 4. INFORMATION FURNISHED REGARDING EMPLOYMENT:

This appointment is subject to your submitting relevant documents regarding your qualifications and past experience.

#### 5. TERMINATION CLAUSE:

We are looking forward to a long and fruitful association, however in the event of unforeseen circumstances your employment with the Company can be terminated in the manner provided below:

- (a) The Company shall be entitled to terminate your services by giving three (3) months' written notice or salary in lieu of notice. In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, wilful misconduct, or a material violation of Company policies or any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
- (b) In the event of your resignation from the Company, the resignation will be accepted, subject to your giving the Company a notice period of three (3) months and proper handing over of your assigned responsibilities to the Company. You shall, on ceasing to be the employee of the

Company for any reason, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other



property which you received or in possession or prepared in connection with your employment with the Company.

The notice period has to be served in full, unless otherwise agreed by the Company in writing. It is clarified that you do not have the option to either adjust the notice period against any leave or pay compensation in lieu of the notice and the same shall be as per the discretion of the Company.

After being relieved from the Company, either after your termination or resignation, you agree that you will not join and/or work with any of the Company's current or previous business partners and/or clients for the next two (2) years from the date of being relieved from the Company.

#### 6. COMPANY'S INTELLECTUAL PROPERTY RIGHTS:

All works such as development, modifications, improvisations in the form of programs, policies, studies, reports, manuals, products etc., carried out for the Company, with your involvement shall be the property of the Company. The intellectual property rights for such works shall be with the company and you will not have any claims on the same. Further you shall execute, acknowledge, make and deliver to the Company any and all instruments at any time, either during the term of employment or subsequently, which in the judgment of the Company may be necessary or desirable to vest in or secure for or maintain for the benefit of the Company adequate copyright, patent or design and other property rights in all jurisdictions with respect to any invention, claim or work including not limited to (i) copyright/patent/design applications; (ii) any other applications for

securing, protecting or registering any property rights relating to such works; and (iii) powers of attorney, assignments, oaths or affirmations, supplemental oaths and sworn statements; and further agree to assist the Company as required to draft such instruments, to obtain and to enforce such rights.

The Company shall at all times have the right to access and monitor all data and e-mails created, sent / received or stored by you using Company facility and on Company's system, at any time, without giving you any prior notification. All such data and information shall be the property of the Company at all times.



# 7. COMPANY POLICIES:

You will be governed by the Company's policies, regulations and procedures on the office timings, leave, travel, transfers, misconduct, provident fund, bonus and ESI/medical reimbursement or/and other matters etc., presently in force or as introduced/amended from time to time. Further, during the employment period you shall perform your duties with honesty, diligence, orderliness, obedience and faithfulness towards the Company.

#### 8. CONFIDENTIAL INFORMATION:

You shall not, whether during your employment with the Company, or after termination of your employment, for any reason, directly or indirectly, disclose, use for yourself or use for or disclose to any person/entity any Confidential Information other than for the benefit of Company and in the course of performing your duties and responsibilities.

"Confidential Information" means all information or data made available to you (whether furnished orally, in writing, electronically or through any other form or medium and regardless of whether it is specifically marked or identified as confidential) or which directly or indirectly comes to your knowledge, concerning or relating to the Company, including all analyses, reports, studies, designs, technologies, customer information, ideas, methodologies, agreements and other documents whether prepared by the Company, its executives or a third party.

Without prejudice to the generality of the foregoing, you shall:

- keep confidential the Confidential Information and not disclose the same to any third party or use the same for your benefit or for the benefit (financial or otherwise) of any third party, except as expressly permitted by an agreement or except with the prior written consent of the Company;
- ii. protect the Confidential Information received with all reasonable care so as to ensure that the same does not fall into the hands of third parties or is not put to unauthorized use; and
- iii. not reproduce, copy or reverse engineer the Confidential Information except with the prior written consent of the Company. The provisions for the protection of the Confidential Information shall apply notwithstanding that you have in an unauthorized manner or inadvertently obtained access to or have otherwise come into possession of such Confidential Information.

# Of Orion Innovation

The confidentiality obligations herein shall not prevent you from disclosing the Confidential Information if required by law or under the orders of any court of competent jurisdiction or other competent legal authority, provided that you give the Company notice of such intended disclosure and an opportunity to oppose the same. In order to secure or preserve the Confidential Information, the Company shall have the right at all times to deactivate, disable, remove or prevent access to any Company property, including computers, servers, computer networks, email accounts, databases, storage, and vehicles.

You acknowledge that all the Confidential Information shall remain the sole and absolute property of the Company or any third party, as applicable. You shall, at the time of leaving the services of the Company, return all the Confidential Information and other Company property in your possession.

The provisions of this Clause shall survive the termination of your employment for any reason whatsoever.

#### 9. GENERAL RESPONSIBILITIES:

You shall during the period of employment:

- a) Diligently and faithfully carry out all instructions given to you from time to time;
- b) You shall not engage in any other trade, business, service or profession directly or indirectly during the continuance of your employment with the Company;
- c) Endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall deal with the Company's money, material and documents with utmost honesty and professional ethics; and
- d) You shall guard all trade secrets that you may come to possess during the tenure of your employment with us and shall not divulge any information at any time to anyone, which may be detrimental to the interests of the company.

# Of Orion Innovation

While in the service of the Company you are expected to endeavor your best to contribute towards the interests of the Company and maintain confidentiality related with your post. Your individual Salary is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your Salary, as strictly personal and confidential.

## 10. GOVERNING LAWS AND JURISDICTION:

These terms and conditions shall be governed and construed in accordance with the laws of India. Any dispute arising hereunder shall be resolved at Mumbai, Maharasthra, India.

You acknowledge that this offer letter, represents the entire agreement between you and Company and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon the Company.

Kindly note that, any action of yours, contrary to any of the abovementioned clauses shall render you liable to termination with immediate effect, notwithstanding any other terms and conditions or your appointment.

Please sign each page of this letter and return the duplicate of this letter as a token of acceptance of the terms of employment as set out herein before.

We will be proud to have you as a member of our team to enable us to achieve our professional goals and objectives.



# ANNEXURE B DOCUMENTS REQUIRED

#### A. Immediately (Scanned)

- UG/PG Degree certificates;
- Marks cards/transcripts;
- Experience and relieving letters from previous employers;
- Five (5) passport size photographs;
- Two (2) photocopies each of your educational certificates, experience certificates, last drawn salary slip and proof of your age;
- Please show the original of the above certificates for verification;
- A copy of your valid passport; and
- Address proof.
- B. Training will be given for the specified skill set you have been employed for.

#### C. Employment Background Verification

The Company is committed to provide a safe and productive working environment. Therefore, as part of the hiring process you will be required to successfully complete an employment background verification prior joining. Please note that in the event of failure in background verification will result in withdrawal of your offer of employment.



#### ANNEXURE C

# Name: Kinjal Dnyaneshwar Mali Designation: QA Engineer

Location: Pune

# **Compensation Structure**

Components	Amount (₹)
Basic	30083.00
HRA	15042.00
**Special Allowance	23423.00
Conveyance Allowance	1,600.00
Education Allowance	200.00
Medical Allowance	1,250.00
Sub Total A	71598.00
*PF Contribution (Employer)	3610.00
Sub Total B	3610.00
Total (A+B)	75208.00
Monthly CTC	75208.00
CTC (Fixed)	902500.00
***CTC (Variable)	47500.00
Total CTC (per annum)	950000.00

#### **Income Tax Benefit Options**

Food Coupons (Optional)	2,000.00
LTA (Optional)	(5% of CTC)
Fuel Reimbursement and Driver's Salary (Optional)	As per policy

\*The amount will be subject to applicable Statutory and Income Tax Deductions. Employee Contribution of PF will be deducted from the Gross Salary.

\*\*Special Allowance is subject to change as per your choice of flexible benefit components.

\*\*\*CTC (Variable) is to be paid out quarterly along with June, September, December and March payroll subject to your active employment with Orion.

Yours sincerely,

For Orion India Systems Pvt. Ltd.

Narendra Kumar

Director



Chetna Badgujar <badgujarchetna11@gmail.com>

#### You have a job offer for Systems Engineer role at Infosys

Infosys Freshers Recruitment <Talent.Acquisition@infosys.com> To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com> Thu, Apr 21, 2022 at 11:45 PM





Dear Student,

Thank you for participating in the Infosys recruitment process. Congratulations! You have cleared the interview round of the process.

#### We are delighted to offer you the position of Systems Engineer at Infosys.

The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit. Additional benefits include health insurance of INR 4 lakhs per annum and a life cover of INR 30 lakhs.

You will soon hear from us about the next steps of the process.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com.

We look forward to welcoming you into the Infosys family.

Best regards,

**Talent Acquisition** 

Infosys

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1/26/2022 Candidate: Ruchi Omprakash Pardeshi Post Kochur Tal, Raver, Dist Jalgaon Maharashtra Pin-425502

**Subject: Offer of Employment** 

# Dear Ruchi Omprakash Pardeshi,

On behalf of PIUS, I am pleased to confirm our offer of employment to you as Jr.Software Developer - full time position with start date of 1/12/2022, contingent upon [background check, I-9 form, etc.]. You will be reporting to the person in-charge of project management both in India and USA. We believe your skills and experience are close match for our company.

Your immediate manager will communicate details of your role and work responsibilities In the initial weeks of your joining the Employer. As part of your annual compensation, you will receive Total Salary of Rs. 108000 per annum. Salary will be paid on a monthly basis by direct deposit.

Your compensation details are confidential and you may discuss it only with undersigned in case of any clarification. It is our hope that your acceptance of our letter will be just the beginning of a mutually beneficial relationship.

Also need to maintain the dress code as per the office requirement.

To accept the offer and terms of this letter, please sign below in the space provided within three business days.

**Ruchi Omprakash Pardeshi**, everyone who interviewed you and me join in extending to you congratulations and warm regards. If you wish to discuss any details of this offer, please feel free to contact us.

Sincerely,

**For PIUS** Best regards,

Maha Vangala Vice President

# Acceptance

**I**, **Ruchi Omprakash Pardeshi**, hereby accept the terms and conditions of the employment offer. I will furnish all the documents for your records or shall be provided to the employer on the mutually agreed upon start date.

- Passport Copy
- Copy of the PAN Card

Please sign and date your acceptance

Date

Signature



#### **APPOINTMENT LETTER**

April 29, 2022

Dear Shaikh Raees,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

#### 1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

#### 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III Salary Offer Sheet.
- b. Variable Pay The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

#### 3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

#### 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

#### 5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.

ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.

iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

#### 6. Confidentiality:

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- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

#### 7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

#### 9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 <sup>th</sup> Standard or equivalent education.

ii. You have not scored minimum aggregate marks of 60% in your 12 <sup>th</sup> Standard or equivalent education.

iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation. iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

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Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

#### **10. Training Agreement:**

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall *be* **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

#### 11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

#### 12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely, For **Wipro Limited**,

Aparna Shailen General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

#### ANNEXURE I

#### **DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

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#### Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

# Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

- a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
- b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
- c. Unauthorized disclosure or communication of UPSI.
- d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to <u>policyclearinghouse@wipro.com</u>.

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#### **ANNEXURE II**

#### PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Shaikh Raees, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

#### **ANNEXURE III**

#### **SALARY OFFER SHEET**

#### Name: Shaikh Raees

**Position: Project Engineer** 

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)		
Basic	11,670		
HRA	5,835		
Bonus	2,334		
Wipro Benefits Plan (WBP)	4,849		
Total Fixed Cash	24,688		
PF (Employer Contribution)	1,800		
Gratuity (5.31% of Basic)	620		
Total Fixed Compensation	27,108		
Other Compensation Benefits			
Health benefit (Medical)	600		
Variable Pay			
Target Variable Pay	1,459		
Target Cost to Company per month	29,167		
Total Cost to Company per annum	3,50,004		

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

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- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

#### <u>ANNEXURE – IV</u>

#### **Bonus Details**

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18	25000 -
months	75000
End of Year	50,000 -
2	1,00,000
End of Year	2,00,000-
3	2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
  - a. you being "active" in the services of the company through to retention date as applicable
  - b. your employment has not been terminated for poor performance or for cause prior to retention date
  - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

#### <u>ANNEXURE – V</u>

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to

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submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

#### <u>ANNEXURE – VI</u>

#### Variable Pay - A BRIEF OVERVIEW

#### Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

#### SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

#### **Basic, Additional Allowance and Bonus**

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

#### House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

#### Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

#### 1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to <u>myWipro</u> on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

#### 2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

#### 3. Non-transferable Meal card:

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An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

#### 4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

#### 5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

#### Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

#### Travel, Accommodation, Food & Other Miscellaneous Expenses

#### Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

#### Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

#### **SUMMARY SOCIAL SECURITY & OTHER BENEFITS\***

#### Medical

1. <u>Medical Assistance Program (MAS)\*\*</u>: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. This scheme is not applicable for employees covered under the Employee State

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**Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. <u>Mediclaim</u>: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. <u>Annual Health check:</u> Company paid Annual health check-up program is available for employees above 40 years of age.

# Gratuity Benefit\*\*: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

# Survivor Benefit Pension Program\*\*:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%\* x 80% = Rs. 6,480 per month as supplementary pension payable. \*Grade Factor is a band specific predefined pension Accrual rate.

#### <u>Loans</u>:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

<u>Contingency Loan</u>: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

\*\* These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

## 1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of roundthe-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

4/29/22, 2:15 PM

#### 2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

🗹 Accept 🛛 📋 Decline

Signature Shaikh Raees 29/4/2022 2:15 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:Wipro<br/>LimitedT :+91 (80) 2844 0011DoddakannelliF :+91 (80) 2844 0054Sarjapur<br/>RoadE :info@wipro.comBengaluru<br/>560 035W :wipro.com

India C :L32102KA1945PLC020800

24489954



# **OFFERLETTER**

# GMP/OFL0422/74

Date: 11/05/2022

To, Mr. MOHAN ARUN SURYAWANSHI 25, Shrikrishna Nagar, Pachora Road, Tal:-Jamner, Dist.:- Jalgaon, Maharashtra-424206.

# Dear Mr. MOHAN

This has reference to your application for employment in our Company ; we are pleased to offer you an employment with us as a **Software Developer Trainee** on11/05/2022from **GMP Software Pvt Ltd based in Pune HQ** 

# Your CTC Will be INR 1,70,497. /- Per Annum

- Please note that this is merely an Offer Letter.
- You are requested to join within 7days from receipt of this Letter, failing, which this offer of employment stands withdrawn after completion of this period.
- You are requested to carry the following documents at the time of joining:
  - 1. Academic Certificates /Passing Certificate (Original).
  - 2. Two Passport size photographs.
  - 3. ID Proof Xerox (Pan Card / Driving License / Aadhar Card).
  - 4. Kindly confirm your acceptance on the duplicate copy of this letter/or Return Email. Other employment terms will be as per your appointment letter and will be informed within 7daysfromyour joining.
  - 5. Please read the draft for terms and conditions of Appointment, Rules and Regulations copy which is provided along with Offer letter and then only take decision of acceptance of offer.
  - 6. Please check the annexure for Salary Breakup

Yours Faithfully

HR .Mr. B.K . Nawale



I accept all terms and Conditions

EMPLOYEE SIGN

Name-	MOHAN ARUN SUR	YAWANSHI	
Designation-	Software Developer Trainee		
Department-	IT		
Date of Joining-	13-MAY-22		
	CTCBRE	AK UP(ANNEXURE-B)	
Annexure	Overheads	Monthly(Rs.)	Annual (Rs.)
	Fixed Component-		
А	Basic +DA	8,500.00	1,02,000.00
	HRA	425.00	5,100.00
	Education Allowance	200.00	2,400.00
	Conveyance	2,875.00	34,500.00
	Fixed Gross Total	12,000.00	1,44,000.00
		·	
В	Deductions-		
	P.TAX	200.00	2,400.00
	Deduction Total	200.00	2,400.00
С	Retirals		
t		=00.00	
	Bonus	708.00	8,497.00
	Attendance bonus	500.00	6,000.00
	Performance Bonus	1,000.00	12,000.00
	Total		
Fixed	Net Pay (A-B)	11,800.00	1,41,600.00
A + C	CTC	14,208.00	1,70,497.00

1.Bonus will only applicable after one year completion

2. Attendance Bonus is applicable only if 100% attendance will be their per month

3.Performance Bonus will be calculate as per Target, Achievement and based on performance of every six month (As per Management rules and regulation

4. Leaves – Annually 29 days leave benefits in calendar year (Sick -6, Casual-6, Privilege -8) +9IndiaGovt. Holidays

> EMPLOYEE SIGN **MOHAN SURYAWANSHI**

HR . Mr. B.K.NAWLE

Nare

alekas 13 **Authorised Signatory** 

For GMP Software Pvt. Ltd. Pune



#### Date: 21<sup>st</sup> April 2022

#### Mr. Vishal Kale

Pune, Maharashtra

#### **OFFER LETTER**

#### Dear Vishal,

Thanks for your time and efforts exploring career opportunities with M/S KV STAFFING SERVICES.

We are happy to inform you that your credentials are in line with our expectations and we are pleased to inform you that you are selected for employment with us as **CAE Engineer - Ansys.** You will be working at client location – Whirlpool GTEC, Pune.

You are offered with Annual CTC of 4,80,000/-

#### Your date of joining will be from 16th May 2022, Monday.

As discussed share your resignation mail copy as well and try to negotiate on Date of Joining as early as possible.

Your Willingness to Join KV STAFFING can be expressed by Confirming Acceptance of this Offer indicating the Date of Joining by Sending Confirmation Email to process the appointment letter and other joining formalities.

P.S: Furnish copies of below mentioned documents, along with the originals for verification.

- Std X Certificate and mark sheet
- Std XII Certificate and mark sheet
- Degree Certificate and Semester-wise / Year-wise mark sheets
- Master's Degree Certificate and Semester-wise / Year-wise mark sheets
- Diploma /PG Diploma Certificate
- Any other Certificates with supporting documents, if any
- Cancelled Cheque or Bank passbook
- Your latest salary slip / Salary Certificate with UAN details.
- Passport sized colour photographs with white background
- Valid pages of the Passport If Available

Walid government ID proof for your current / permanent address (PAN Card & Aadhar Card).

Yours faithfully,

Harshita Singl

Human R

KV Staffing Services

Candidate Signature

**KV Staffing Services** 

Submit & Print

# Accept required. Cand Signature required.



#### APPOINTMENT LETTER

April 29, 2022

Dear Khan Altamash,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

#### 1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

#### 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III Salary Offer Sheet.
- b. Variable Pay The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.

#### Create New Password

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

#### 3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

#### 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

#### 5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.

ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.

iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

#### 6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

#### 7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

#### 9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 <sup>th</sup> Standard or equivalent education.

ii. You have not scored minimum aggregate marks of 60% in your 12 <sup>th</sup> Standard or equivalent education.

iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.

iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your

graduation and 60% in post-graduation. v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

#### 10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

#### 11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

#### 12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely, For **Wipro Limited**,

Aparna Shailen General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

## ANNEXURE I

#### **DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid

conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

#### Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

#### Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

- a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
- b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
- c. Unauthorized disclosure or communication of UPSI.
- d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to

#### Create New Password

refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

#### <u>ANNEXURE II</u>

#### PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Khan Altamash, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

#### **ANNEXURE III**

#### SALARY OFFER SHEET

#### Name: Khan Altamash

#### **Position: Project Engineer**

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler

- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

#### ANNEXURE - IV

#### **Bonus Details**

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18	25000 -
months	75000
End of Year	50,000 -
2	1,00,000
End of Year	2,00,000-
3	2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
  - a. you being "active" in the services of the company through to retention date as applicable
  - b. your employment has not been terminated for poor performance or for cause prior to retention date
  - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

#### <u>ANNEXURE – V</u>

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

## <u>ANNEXURE – VI</u>

#### Variable Pay - A BRIEF OVERVIEW

#### Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

#### SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

#### **Basic, Additional Allowance and Bonus**

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

#### House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

#### Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

#### 1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to <u>myWipro</u> on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

#### 2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

#### 3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

#### 4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

#### 5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

#### **Retirement Benefits:**

It consists of:

- a. Provident fund- Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

#### Travel, Accommodation, Food & Other Miscellaneous Expenses

#### Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

#### Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

#### SUMMARY SOCIAL SECURITY & OTHER BENEFITS\*

## **Medical**

 <u>Medical Assistance Program (MAS)\*\*</u>: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI). This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. <u>Mediclaim</u>: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. <u>Annual Health check:</u> Company paid Annual health check-up program is available for employees above 40 years of age.

#### Gratuity Benefit\*\*: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

#### Survivor Benefit Pension Program\*\*:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%\* x 80% = Rs. 6,480 per month as supplementary pension payable. \*Grade Factor is a band specific predefined pension Accrual rate.

#### Loans:

<u>Interest Free Loan</u>: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

<u>Contingency Loan</u>: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

\*\* These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

#### 1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

#### 2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perguisite tax (perguisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

		○ Accept	○ Decline
	(checking the check	<b>Signatu</b> box above is equiv	re alent to a handwritten signature)
Registered Offic	e:		
Wipro Limited	<b>T</b> :+91 (80) 2844 0011		
Doddakannelli	<b>F</b> :+91 (80) 2844 0054		

Sarjapur Road	E :info@wipro.com
Bengaluru 560 035	W :wipro.com
India	<b>C</b> :L32102KA1945PLC020800

24096647

Submit & Print

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... ... Σ Tech M Campus Evaluation Ð Cleared Inbox



Dear Applicant,

This is with reference to your Tech M Campus Evaluation and Interview. We are glad to inform, you have successfully cleared all the rounds and now eligible for further process.

Kindly wait till further communication on next steps.

Thanks & Regards,

RMG Campus Team

Tech Mahindra Ltd.

This message and the information contained herein is Mahindra policy statement, you may review the policy proprietary and confidential and subject to the Tech at http://www.techmahindra.com/Disclaimer.html 

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10th Floor, Jyothi Pinnacle, Hitech City Road, Whitefields, Kondapur, Hyderabad-500081 • Ph. +91 40-6815 6464 • www.neudesic.com

06 May 2022

Zaid Nasir Kapadia

Employment offer

Dear Zaid Nasir,

We are very happy that you have approached us, "Neudesic" for employment. As a result of our recent discussions and after careful consideration, we would like to extend an offer of employment to you as **Associate Consultant**. If you choose to accept this offer before **08 May 2022**, we would like your start date to be **01 August 2022**, contingent upon the successful clearing of your background screening. In the event of you not joining us on or before the said date of joining, this offer will automatically stand withdrawn. The compensation and terms of employment are set forth below:

Your compensation will be **INR 460000/- per annum**, which includes a bonus component of **INR 50000/-** (compensation structure given in Annexure I), less taxes and deductions as applicable by the Govt. of India for all required withholdings and paid in accordance with the Company's normal payroll procedures. Your compensation will be paid monthly basis.

Our work culture is informal, and we try to encourage self-motivated individuals. We will try and make every effort to ensure that you have an atmosphere that brings out the best in you. As a responsible employee, you would be required to work not less than 45 hours per week. As a company employee, you will be required to follow the corporate rules and policies. You may not disclose confidential company information to unauthorized third parties.

We have prepared a formal Employment Agreement for your review and acceptance which details the complete terms of your employment with Neudesic available in Annexure II. This letter and the Employment Agreement form the complete and exclusive statement of employment between you and the Company. These employment terms supersede any other agreements, understandings, promises, or communications, written or oral, by or on behalf of the Company. The terms and conditions of your employment will be in accordance with the Company's policies and procedures which you are required to peruse before joining.

If you choose to accept this offer of employment, please revert to our mail on or before **08 May 2022** by email confirming your acceptance along with the copy of your resignation email or the resignation acceptance email sent by the HR in your current organization to confirm your candidature with Neudesic. We hope you accept this offer, and we look forward to working with you.

Sincerely,

Prithi Ashok Manager - Human Capital Management Neudesic Technologies Private Limited



10th Floor, Jyothi Pinnacle, Hitech City Road, Whitefields, Kondapur, Hyderabad-500081 • Ph. +91 40-6815 6464 • www.neudesic.com

Annexure – I

**Compensation Details** 

Name:	Zaid Nasir Kapadia
Designation:	Associate Consultant
Job Location:	Remote

Indicative Compensation Structure	
Compensation Component	CTC Details (₹
Base Compensation	
Basic	153126
HRA	61250
Special Allowance	126725
Monetary Benefits	
Food Allowance (optional for tax exemption)	26400
LTA	15313
Fixed Annual Compensation	382814
Annual On Target Bonus	50000
Retirement Benefits	
Employer PF Contribution	19680
Gratuity <sup>1</sup>	7506
CTC per annum <sup>2</sup>	460000

• You can choose to upgrade to a medical insurance coverage of ₹10,00,000 for your family at an additional cost.

Compensation details are confidential and are governed by Neudesic's Non-Disclosure Clauses of Employment Agreement.

<sup>&</sup>lt;sup>1</sup> Gratuity Provision is as per the provisions of the 'Payment of Gratuity Act, 1972' and Superannuation Provision is as per 'Employees Provident Funds and Miscellaneous Provisions Act, 1952'.

 $<sup>^2</sup>$  Apart from the above compensation, company provides following benefits of up to ₹22,18,000 at no additional cost.

<sup>•</sup> You can avail an Internet reimbursement of up to ₹18,000 per year.

<sup>•</sup> You are eligible for a company provided self-medical insurance coverage of ₹2,00,000 at no additional cost.

<sup>•</sup> You are also eligible for a company provided Group Personal Accident insurance coverage of ₹20,00,000 at no additional cost.

## Wipro Offer Letter

1 message

Wipro offer letter <wipro+email+40ta0-83f334774f@talent. icims. com> Reply-to: Wipro offer letter <wipro+email+40ta0-83f334774f@talent. icims. com> To: shaikhkaif8446@gmail. com Fri, Apr 29, 2022 at 11:43 AM

April 29, 2022

Dear Mohammad Kaif Shaikh,

Congratulations! We are pleased to offer you the position of Project Engineer at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a desktop/laptop.

Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.

We request you to accept the iCIMS Offer Letter within 15 days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

#### Steps to follow to accept and save the Offer Letter

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, click on Accept - > click on signature check box -> Click on "Submit and Print" -> Click on "web browser" -> ctrl+P -> save as pdf -> save -> select destination on your system to download.

Please note - You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.

Please click on the link below to review and accept your offer letter at the earliest using a <mark>desktop/laptop.</mark> Click to Complete

Your Login Information: Login Name: shaikhkaif8446@gmail.com (If you do not know your password, you can reset it by clicking here.)

If you have any questions about the details of your offer or about employment at Wipro, please reach out to manager. campus@wipro. com

Thanks and Regards, Campus Offer Generation Team |Global Campus Hiring Team| Wipro Limited|

This message was sent to shaikhkaif 8446@gmail.com. If you don't want to receive these emails from this company in the future, please go to: https://wipro.icims.com/icims2/? r=0AC224478188&contactId=22229247

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND



#### Capgemini congratulates you on your selection and presents you our Letter Of Intent 1 message

Capgemini via Superset <notifications@email. joinsuperset.com> To: shaikhkaif8446@gmail.com Mon, May 2, 2022 at 11:50 AM



Dear Mohammad Kaif Nakshoddin Shaikh,

At Capgemini, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgemini's ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to Job Profile Tab and complete the process of accepting the Letter of Intent.

We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before May 08, 2022 08:30 PM IST.

To ensure ease of process, please find below list of documents that would be needed to complete the process:

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets
- Graduation Degree Certificate/Provisional Degree\* (If applicable)
- Government ID Proof (Aadhar Card/ Driving License/ Passport/ Voter ID)
- Diploma Marksheets( If applicable)
- Diploma Certificate( If applicable)
- Post-graduation Marksheets\* (If applicable)
- Post-graduation Certificate\*( If applicable)

\*Please note that if you have completed your diploma/graduation/post-graduation it is mandatory to upload all semester marksheets and degree certificate.

Note the following points while completing the process :

- Marksheets should be scanned and uploaded semester/year wise only
- Kindly ensure all documents are clearly scanned and uploaded in PDF/JPEG/JPG/PNG format only
- Maximum file size limit is 4MB
- The file nomenclature should be (FirstName LastName DocumentName)

Kindly Refer to below examples for document nomenclature:

Example 1: Rahul Singh is currently in 7th semester Engineering from ABC college. The documents Rahul would upload be as follows : Click here to see the Example

Example 2: Arnab Chakraborty is currently in 7th semester Engineering from ABC college. He has joined ABC college via Lateral entry in 2nd year having done Diploma after SSC. The documents Arnab would upload be as follows : Click here to see the Example

Example 3: Aditya Sharma is currently in 4th semester MCA from ABC college. The documents Aditya would upload be as follows : Click here to see the Example

Example 4: Tanvi Sharma has completed her Graduation from ABC college. The documents Tanvi would upload be as follows : Click here to see the Example

Do reach out to us on fresherhiring. in@capgemini. com in case of any queries.

Thank you for interviewing with Capgemini. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

Love your career. Ace your career at Capgemini.

University Hiring & Relations Team

Go to Offer Page



Stay Connected. Stay Updated.



Click here to view the recruitment disclaimer.

To view our candidate privacy notification please click here

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# **Xplore Digital Test Interview Result declaration**

1 message

xplore.support@tcsion.com <xplore.support@tcsion.com> To: patilmilindp01999@gmail.com Fri, Jun 3, 2022 at 5:20 PM

Dear Milind Patil,

Congratulations on your outstanding performance in Digital Test interview. You have successfully cleared the Xplore Digital Test interview.

You will receive the updated offer letter and the same will be available in the NextStep portal shortly.

You can now focus on CPAs on Xplore to get you additional incentives and continue your learning to complete as many AsCEnD certificates as possible. AsCEnD certificate courses provide knowledge on niche skills, participate in AsCEnD hackathons to improve your coding skills further. Enrich your learning experience with TCS Xplore.

Let the learning never stop!

Thank you and wish you the very best!

Thanks and regards,

xplore support team.

To Unsubscribe Click here

To Forward Click here



Date: <u>09/06/2022</u>
Name: <u>Aniket Vasant Kulkarni</u>
Contact Number: <u>8412080720</u>
Email id: <u>avk84120@gmail.com</u>
Current Address: <u>At Post-Vitner , subdistrict-Jalgaon, district-Jalgaon</u>
Permanent Address: <u>At Post-Vitner , subdistrict-Jalgaon, district-Jalgaon</u>
Department: Digital Quality Engineer
Location: <u>Mumbai</u>

#### Dear Candidate,

In response to your application and subsequent interviews, we are pleased to offer you the post of **Digital Quality Engineer (Grade: A3)** in our organization. Remuneration details are given in Annexure - 1 to this letter.

At the time of joining you will be expected to enter in to an agreement, which will provide details on the scope, terms and conditions of your employment, the necessary trainings and contractual obligations to be with QualityKiosk Technologies Pvt. Ltd for the 24 months training period

This offer letter stands valid subject to: (a) successful completion of your background verification and Reference Check. (b) You joining the company on the above mentioned joining date and successfully completing the joining formalities which also includes your acceptance to QualityKiosk Technologies Pvt. Ltd employment terms and conditions.

## QualityKiosk Technologies Pvt. Ltd.

Regd. Office: 419A,C-Wing, Rupa Solitaire, MBP, Navi Mumbai - 400710. Ph: +914128 8200 / 4141 6900 / Fax: +9122-27780929 CIN No.: U72900MH2000PTC127584 www.qualitykiosk.com / info@qualitykiosk.com





Please return one copy of this letter duly signed by you to signify your acceptance to this Intent Letter. We look forward to your fruitful association and a successful career with the company.

For QualityKiosk Technologies Pvt. Ltd Pramod Shinde Head – Talent Acquisition

#### Annexure -1

Annual Cost To Company (CTC)			
Emp Code			
Name			
Grade		A-3	
Designation	Digital Qu	uality Engineer	
Component Category	Monthly	Annual	
Basic	14,583	1,75,000	
House Rent Allowance	6,792	81,500	
Flexible Benefits Package <sup>(N1)</sup>	3,055	36,654	
Special Allowance	1,092	13,104	
Advance Bonus	1,060	12,724	
[A] Gross Earnings	26,582	3,18,982	
Company's Contribution to PF	1,800	21,600	
Medical and GPA Premium		1,000	
Gratuity Provision		8,418	
[B] Benefits <sup>(N2)</sup>		31,018	
[E] Annual Cost To Company (CTC) [C+D]		3,50,000	
Net Take home (Subject to In	come Tax)	23,522	

## QualityKiosk Technologies Pvt. Ltd.

Regd, Office: 419A,C-Wing, Rupa Solitaire, MBP, Navi Mumbai – 400710. Ph: +914128 8200 / 41416900 / Fax: +9122-27780929 CIN No.: U72900MH2000PTC127584 www.qualitykiosk.com / info@qualitykiosk.com





 $\cdot$  (N1): Components to be declared once a year. These components are fully exempted from tax (as per current Income Tax rules), subject to reimbursement of bills as per below limits. The balance amount will be treated as Special Allowance and will be taxable.

Component	Monthly Amount (INR)
Communication & Internet Reimbursements	5,000
Child Education & Hostel Expenditure Allowance	800
Books & Periodicals Reimbursement	5,000
Education Allowance	10% of Basic
Vehicle Maintenance & Fuel Reimbursement	1,800
Food Allowance	2,200

• (N2): PF, ESIC and Gratuity as per respective Acts and Insurance coverage as per Company policy.

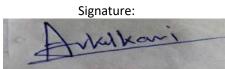
 Salary components will be subject to taxes and statutory deductions as per prevailing government rules.

• The compensation includes travel expenses to QK office and client locations within your base city area.

• Your Compensation package is strictly confidential (between the Company and the candidate/employee) and no part of it shall be liable for disclosure to any third party without the Company's prior and formal consent.

I agree and accept this job offer indicated in this offer letter and the annexures to this offer letter. I will report for duty on the above-mentioned joining date.

Date: 09/06/2022



# QualityKiosk Technologies Pvt. Ltd.

Regd. Office: 419A,C-Wing, Rupa Solitaire, MBP, Navi Mumbai - 400710. Ph: +914128 8200 / 4141 6900 / Fax: +91 22-27780929 CIN No.: U72900MH2000PTC127584 www.gualitykiosk.com / info@gualitykiosk.com





Siddhatech Software services Pvt. Ltd. Amanora Town Center, Chamber Office, Office no. 336, Fourth Floor, East Wing, Hadapsar, Pune - 411028 MS, India Ph No: +98 600 49371 email: contact@ Siddhatech.com website: www.siddhatech.com

## SSSPL/APPT/DT/42/22.

Dear Darshan Temkar,

Welcome aboard!!

Thank you for your interest in Siddhatech Software Services (P) Ltd.

After your subsequent rounds of interactions with us we are glad to offer you a position of **Software Developer Training Program** from 14<sup>th</sup> July 2022. Your probation period will be for 03(Three) months and monthly remuneration would be of INR 29,167/- (INR Twenty Nine Thousand One hundred and sixty seven Only) which will be inclusive of all perks and requisites. Unsuccessful completion of the probation will lead to termination from Siddhatech Software Services Pvt. Ltd. We will not be liable to you on any account further after that.

The indicative breakup of your remuneration is as follows:

Particulars	Per Month (INR)	Per Annum (INR)	
Basic Salary	17,500.00	2,10,000.00	
HRA	7,000.00	84,000.00	
Travelling Allowance	1,600.00	19,200.00	
Medical Allowance	1,250.00	15,000.00	
Other Allowance	1,817.00	21,804.00	
Gross Salary	29,167.00	3,50,004.00	
Less : Deductions			
Professional Tax	200.00	2,500.00	
Provident Fund	1,800.00	21 ,600.00	
Net in hand Salary	27,167.00	3,25,904.00	

At the time of joining you will be required to produce the following documents in original along with a set of Xerox copies of: -

- Relieving letter from your previous employer, if employed.
- Educational Certificates of 10<sup>th</sup> Std. or above.
- Computer Qualification Certificates.
- Latest Salary Certificate.
- Age Proof.
- PAN Card Xerox copy.
- Two Color Passport size photographs.

This offer is valid for 5-days starting from 06<sup>th</sup> June 2022. You may revert your acceptance and acknowledge over email.

At the end of a successful probation period, you will become a permanent employee of our organization. In case if you leave the job before completion of probation period or avail any kind of leave, the company will not be liable to pay you the outstanding salary.

We are looking forward to having a wonderful professional relationship with you.

Yours Sincerely,

For Siddhatech Software Services Pvt. Ltd.

Aditi Dixit. Managing Director & CEO. 06<sup>th</sup> June 2022.



# Infosys Campus Recruitment Program: Congratulations, you 📝 have a job offer Inbox



Infosys Freshers Re... Yesterday to Infosys ~



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

**Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role.** The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your eligibility during the recruitment process and your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition Infosys

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Scanned by CamScanner

# OFFER LATTER



## То

## Mr. MOHAN ARUN SURYAWANSHI

25, Shrikrushna Nagar, Pachora Road,

Tal: - Jamner, Dist.: - Jalgaon,

Maharashtra-424206.

## Dear Mohan Suryawanshi,

Greetings from Saber Softech Private Limited. We hope you and your family are safe during these COVID Pandemic times.

Post the interview and discussion on various fronts, we are pleased to extend the offer of employment to you on behalf of the organization. You have been SELECTED for the position of Desktop Support junior software Engineer. Congratulations!

We believe that your knowledge, skills and experience would be an ideal fit for our Support Department. We hope you will enjoy your role and will strive hard to make significant contribution to the overall success of the team and organization thereon. We look forward to welcoming you to the organization at the earliest. You are requested to join immediately from Friday, 1st July, 2022.

# The brief details of your job as discussed have been mentioned below:

## Position: Desktop Support junior Software Engineer -Trainee

Salary:12,000/

Location: Saber Softech Private Limited, Office No. 204 & 205, Second Floor, West Wing, Nyati Unitree, Gunjan Theater Chowk, Nagar Road, Yerwada, Pune 411006.

Office Timings: 09:30 Hrs to 18:30 Hrs.

## Period of Probation: 3 months from the date of joining.

Kindly convey your confirmation via email in 2 days to us. Kindly note that the office team will complete the rest formalities within a week to ensure all the documentation for your enrolment is in place. You are requested to bring the original and 2 photo copies of the following documents while joining:

- 1. Aadhaar card.
- 2. Passport size photograph. (Ideal for making an ID card)
- 3. Latest graduation certificate.
- 4. Proof of permanent residential address.
- 5. Proof of current residential address.

We wish you all the best for the job and many congratulations for being selected. Take care. Thank you!

I am accepting all terms and conditions

**Employee Signature** 

Mohan Arun Suryawanshi

# Regards,

Shital Deshmukh | HR Manager | SABER

cell: +91-9766547336 | email: shital@saber.technology

Web: http://www.indiamart.com/sabersoftech | www.saber.technology



HRD/3T/1003388467/22-23

Mr. Chetan Bhole Behind Pratik Elecronics, Sakegaon, Bhusawal-425201 India

Ph: +91-7066958183

Dear Chetan,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO EVP and Head Human Resources - Infosys Limited** 



INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com





HRD/1003388467/22-23

Mr. Chetan Bhole Behind Pratik Elecronics, Sakegaon, Bhusawal-425201 India

Ph: +91-7066958183

Dear Chetan,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

## Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ( "Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company. "Company" refers to Infosys Limited.

"**Control**" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

## Joining

Your scheduled date of joining the employment of the Company will be 08-Sep-2022.

## Location

Your location for employment is MYSORE, India .

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.



## Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

## **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company`s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:



a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

## **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

## Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.



## **Compensation and Benefits**

## Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

## **Performance- linked Incentive**

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

## Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

## **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.



## **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

## Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

## **Passport & Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

## **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.



## **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

## **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.



You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.



Yours sincerely,

# **RICHARD LOBO EVP and Head Human Resources - Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

Sign your name

Print your full Name

Location



## INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com



## **ANNEXURE - I** (Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)			
NAME Mr. Chetan Bhole			
ROLE	Systems Engineer		
ROLE DESIGNATION	ROLE DESIGNATION Systems Engineer Trainee		
1. MONTHLY COMPONENTS	s		
BASIC SALARY		15,000	
BASKET OF ALLOWANCES		4,478	
BONUS / EX-GRATIA (95% of monthly basis)	the eligible amount (20% of Basic Salary) being paid out on a	2,850	
MONTHLY GROSS SALARY		22,328	
2. ANNUAL COMPONENT			
BONUS / EX-GRATIA - (Baland the advance (95%) paid out on a s	ce 5% will be paid out in the end of the financial year after adjusting monthly basis)	150	
3. RETIRAL BENEFITS			
PROVIDENT FUND - 12% of Basic Salary		1,800	
GRATUITY - 4.81% of Basic Salary*		722	
FIXED GROSS SALARY (1+2	2+3)	25,000	
TOTAL GROSS SALARY		25,000	

OTHER BENEFITS				
Scheme     Eligible Amount In INR     Interest     Monthly Instalments     Margin Money (To be borne by the employ)				Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



### **ANNEXURE - II** (Compensation post successful completion of six months)

			NSATION DI es in INR per			
NAME	Mr. Chetan Bhole					
ROLE	Systems Engineer					
ROLE DESIGNATION	Systems Engineer	Trainee				
1. MONTHLY COMPON	NENTS					
BASIC SALARY						15,000
BASKET OF ALLOWAN	CES					4,478
BONUS / EX-GRATIA (9 monthly basis)	5% of the eligible amount (	20% of Basic	Salary) being	paid o	ut on a	2,850
MONTHLY GROSS SAI	LARY					22,328
2. ANNUAL COMPONE	NT					
BONUS / EX-GRATIA - ( the advance (95%) paid ou	Balance 5% will be paid ou t on a monthly basis)	it in the end o	f the financial	year af	ter adjusting	150
3. RETIRAL BENEFITS						1
PROVIDENT FUND - 129	% of Basic Salary					1,800
GRATUITY - 4.81% of Basic Salary*					722	
FIXED GROSS SALARY	¥ (1+2+3)					25,000
4. INCENTIVE COMPO	NENTS		At an indica Payout of 50		At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORM	ANCE LINKED INCENT	IVE (TPI)	1,250		2,500	5,000
TOTAL GROSS SALAR	Y (Inclusive of the incenti	ve Compone	nt at indicativ	ve payo	out 5% of FGS)	26,250
TOTAL GROSS SALA	RY (Inclusive of the incen	tive Compon	ent at indicati	ive pay	yout 10% of FGS)	27,500
TOTAL GROSS SALA	RY (Inclusive of the incen	tive Compon	ent at indicati	ive pay	yout 20% of FGS)	30,000
		OTHE	R BENEFITS			
Scheme	Eligible Amount In INR	Interest		Mont	thly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil		12		Nil
	as per Company's policies, v fulfilment of all criteria def ne					
	out above is an approximatic ance with the provisions of				y out of any Gratuity	amounts will be

Company Confidential - This communication is confidential between you and Infosys Limited Page 10 of 10



#### Infosys Campus Recruitment Program: Congratulations, you have a job offer

1 message

Infosys Freshers Recruitment <Talent.Acquisition@infosys.com> To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com> Mon, 4 Jul, 2022 at 3:54 pm



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

**Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role.** The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your eligibility during the recruitment process and your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

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Siddhatech Software services Pvt. Ltd. Amanora Town Center, Chamber Office, Office no. 336, Fourth Floor, East Wing, Hadapsar, Pune - 411028 MS, India Ph No: +98 600 49371 email: contact@ Siddhatech.com website: www.siddhatech.com

#### SSSPL/APPT/DP/48/22.

Dear Diksha Patil,

Welcome aboard!!

Thank you for your interest in Siddhatech Software Services (P) Ltd.

After your subsequent rounds of interactions with us we are glad to offer you a position of **Software Developer Training Program** from **15<sup>th</sup> July 2022**. Your probation period will be for **03(Three) months** and monthly remuneration would be of **INR 29,167/- (INR Twenty Nine Thousand One hundred and sixty seven Only)** which will be inclusive of all perks and requisites. Unsuccessful completion of the probation will lead to termination from Siddhatech Software Services Pvt. Ltd. We will not be liable to you on any account further after that.

The indicative breakup of your remuneration is as follows:

Particulars	Per Month (INR)	Per Annum (INR)
Basic Salary	17,500.00	2,10,000.00
HRA	7,000.00	84,000.00
Travelling Allowance	1,600.00	19,200.00
Medical Allowance	1,250.00	15,000.00
Other Allowance	1,817.00	21,804.00
Gross Salary	29,167.00	3,50,004.00
Less : Deductions		
Professional Tax	200.00	2,500.00
Provident Fund	1,800.00	21,600.00
Net in hand Salary	27,167.00	3,25,904.00

At the time of joining you will be required to produce the following documents in original along with a set of Xerox copies of: -

- Relieving letter from your previous employer, if employed.
- Educational Certificates of 10<sup>th</sup> Std. or above.
- Computer Qualification Certificates.
- Latest Salary Certificate.
- Age Proof.
- PAN Card Xerox copy.
- Two Color Passport size photographs.

This offer is valid for 5-days starting from 05<sup>th</sup> July 2022. You may revert your acceptance and acknowledge over email.

At the end of a successful probation period, you will become a permanent employee of our organization. In case if you leave the job before completion of probation period or avail any kind of leave, the company will not be liable to pay you the outstanding salary.

We are looking forward to having a wonderful professional relationship with you.

Yours Sincerely,

For Siddhatech Software Services Pvt. Ltd.

Aditi Dixit. Managing Director & CEO. 05<sup>th</sup> July 2022.





#### PARAMTECH CAD SERVICES PVT. LTD.

CAD / CAM / CAE - TRAINING I MANPOWER I CONSULTANCY SERVICES

GSTIN NO.: 27AAHCP6576C1Z7

SAC NO.: 998513

Date :

05<sup>th</sup> July2022

#### PT/CAD//OFR-2022/04/15 To, DINESH PATIL

C/O Dinesh Rajendra Patil, AT/POST Dhulapimpri ta, Parola Jalgaon, Maharashtra 425111 Email:

Dear Dinesh,

#### Sub: Offer for Your Appointment as - Robotic Engineer

With reference to your application for the subject position and subsequent interview you had with us, we found you to be carrying relevant knowledge & experience and we are pleased to 'Offer' you Appointment for this job, Work Tenure with our Organization.

You should join on or before 20<sup>th</sup> July'2022. The detailed Appointment Letter will be issued to you after joining. Canteen and bus facility is not given for our side. You are required to give at least 1 Month notice before leaving the company.

Your appointment will be governed by the rules and regulations of the Company as applicable presently or in force from time to time as per company requirement you have to work on different Shift. Your total Annual CTC would be **INR: 300000 / (Three Lac Only).** Your performance will be reviewed annually in accordance with companypolicies and suitable enhancement, if any, in consideration with the company policy and your performance. Performance is the major parameter for confirmation, enhancement & growth. We welcome you to our pursuit of excellence,

Regards, For Paramtech Cad Services Pvt. Ltd.



**Authorized Signatory** 

## Infosys Recruitment Drive: Congratulations! & You have a job offer Inbox



Medha Bahukh... 12:54 pm 6





Dear Candidate,!

Thank you for participating in our recruitment drive.

**Congratulations! You have cleared the interview round to receive a final job offer for Systems Engineer role** for our DX Unit. The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

You will soon hear from us about the next steps of the process.

In case of any queries, please contact your placement office or to write to us at talent.acquisition@infosys.com. Infosys off-campus recruitment drive related queries sent to any other Infosys email address will not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition Infosys

Copyright © 2021 Infosys Limited

# EPPS INFOTECH PVT LIMITED LETTER OF ENGAGEMENT

# Schoolds D (CONTRACT JERM COMPENSATION)

The total Contract Term Compensation ("CIC") for the term of 1 [One] year, inducive of all taxes and starturary obligations

CTC INR 1,30,000 per Annum

In words Ruppers One Lakh Eighty Thousand Only

The term Contract Term Compensation ("CIC") for the Second year, indusive of all terms and statutory obligations of both

CTC INR 2,16,000 per Annum

In words Rupers Two Lath Sutzen Thousand Only

(Beteed on the Extraordinary Performance an increment over and above Hs. 2.16.060 can be provided.)

Dre Mil Per Annum In words INE MII Only, Released to Laptop Allowance.

# Ideades E (FORECLOSURE FEES)

Exercitoners Fren to be paid by the INCUMBENT to the COMPANY for premature determination of this Agreement. If Remainsted ( determined within 24 months of the data of this Agreement.

10% of Total 2 Years CTC - Na 19,600 in words INA Thaty, Nine Thousand Su thousand Only

Special Condition.

ALC: NOT

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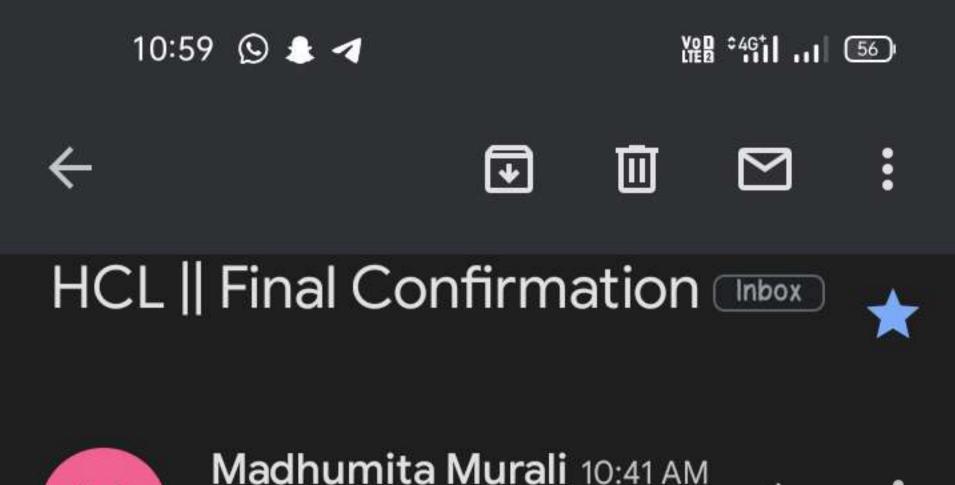
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NA NO



Hello MAYURI KHAIRNAR.

to me 🗸

Μ

Thank you for ParticiPating in test and interviews on that mentioned schedule.

We are glad to confirm that you have been selected for the oPPortunity with HCL.

Our onboarding team will reach out to you once we start onboarding.

**ImPortant Points:** 

1. CTC offered: INR 4.25 LPA

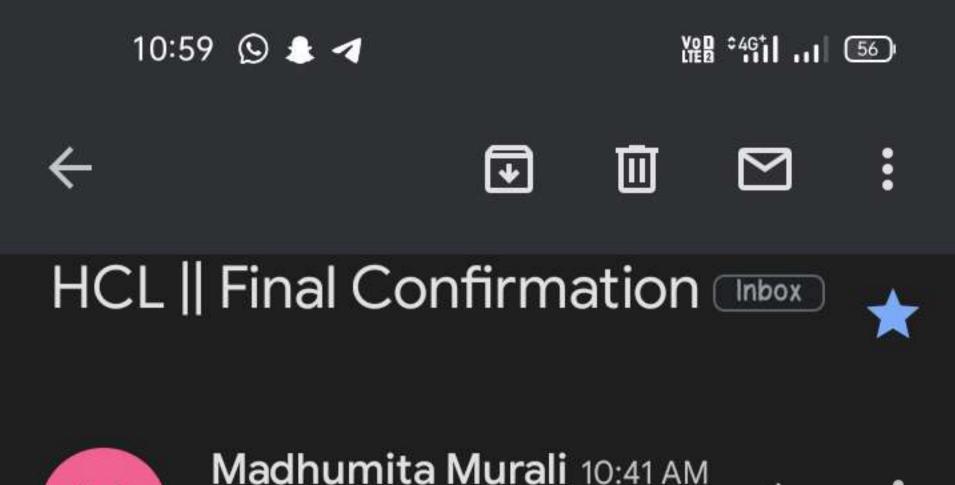
 Selected Candidates should be willing to work on any assignment assigned by HCL Technologies including 24\*7 oPerations and Shifts, willing to learn.

 Selected Candidates should be Willing to work in any location within India or abroad as assigned by HCL Technologies.

4. Service Agreement for 12 Months (as aPPlicable). In case they leave before completing 12 months, they are liable to Pay 50K to the organization.

Please Note:

Your Joining with HCL is subject to BGV Clearance, Re-hire



Hello MAYURI KHAIRNAR.

to me 🗸

Μ

Thank you for ParticiPating in test and interviews on that mentioned schedule.

We are glad to confirm that you have been selected for the oPPortunity with HCL.

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Please Note:

Your Joining with HCL is subject to BGV Clearance, Re-hire

QUALITYKIOSK

	Mahan	A	C		ah:
Name:	Mohan	Arun	Sur	yawan	SUI

Contact Number: 7756821627

Date: 23/07/2022

Email id: mohansautomobile@gmail.com

Current Address: 25, Shrikrishna Nagar, Pachora Road, Jamner, Maharashtra - 424206

Permanent Address: 25, Shrikrishna Nagar, Pachora Road, Jamner, Maharashtra - 424206

Department: Engineering

Location: Jamner

#### Dear Candidate,

In response to your application and subsequent interviews, we are pleased to offer you the post of **Digital Engineer (Grade: A3)** in our organization. Remuneration details are given in Annexure -1 to this letter.

At the time of joining you will be expected to enter in to an agreement, which will provide details on the scope, terms and conditions of your employment, the necessary trainings and contractual obligations to be with QualityKiosk Technologies Pvt. Ltd for the 24 months training period

This offer letter stands valid subject to: (a) successful completion of your background verification and Reference Check. (b) You joining the company on the above mentioned joining date and successfully completing the joining formalities which also includes your acceptance to QualityKiosk Technologies Pvt. Ltd employment terms and conditions.

Please return one copy of this letter duly signed by you to signify your acceptance to this Intent Letter. We look forward to your fruitful association and a successful career with the company.

For QualityKiosk Technologies Pvt. Ltd Pramod Shinde Head – Talent Acquisition



#### QualityKiosk Technologies Pvt.

 Reg d.
 419A, C -Wing , Rupa Solitaire, MBP, Navi Mumbai - 4 0 0

 Ph: +91 4 128 820 0 / 4 14 / 690 0 | Fa x: +91 22- 27780929 CIN

 No.:

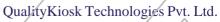
 U7290 0 MH20 0 0 PTC127584



Annual Cost To Company (CTC)		
Emp Code		
Name	Mohan Arur	n Suryawanshi
Grade	A	<b>\-3</b>
Designation	Digital Er	ngineer
Component Category	Monthly	Annual
Basic	20,833	2,50,000
House Rent Allowance	9,917	1,19,000
Flexible Benefits Package <sup>(N1)</sup>	5,879	70,547
Special Allowance	1,092	13,104
Advance Bonus	1,060	12,724
[A] Gross Earnings	38,781	4,65,375
Company's Contribution to PF	1,800	21,600
Medical and GPA Premium		1,000
Gratuity Provision		12,025
[B] Benefits <sup>(N2)</sup>		34,625
[C] Fixed Cost To Company (CTC) [A+B]		5,00,000

#### Notes:

 $\cdot$  (N1): Components to be declared once a year. These components are fully exempted from tax (as per current Income Tax rules), subject to reimbursement of bills as per below limits. The balance amount will be treated as Special Allowance and will be taxable.



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 No.:

 U7290 0 MH20 0 0 PTC127584

 www.qualitykiosk.com | info@qualitykiosk.com





Component	Monthly Amount (INR)
Communication & Internet Reimbursements	5,000
Child Education & Hostel Expenditure Allowance	800
Books & Periodicals Reimbursement	5,000
Education Allowance	10% of Basic
Vehicle Maintenance & Fuel Reimbursement	1,800
Food Allowance	2,200

• (N2): PF, ESIC and Gratuity as per respective Acts and Insurance coverage as per Company policy.

• Salary components will be subject to taxes and statutory deductions as per prevailing government rules.

 $\bullet$  The compensation includes travel expenses to QK office and client locations within your base city area.

• Your Compensation package is strictly confidential (between the Company and the candidate/employee) and no part of it shall be liable for disclosure to any third party without the Company's prior and formal consent.

I agree and accept this job offer indicated in this offer letter and the annexures to this offer letter. I will report for duty on the above-mentioned joining date.

Date: 23/07/2022

Signature: Sulla.

#### QualityKiosk Technologies Pvt. Ltd.

 Rcg d.
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 No.:

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#### **RE: HCL**||Congratulations !

1 message

**Anshika Mehta** <anshika\_mehta@hcl.com> To: Anshika Mehta <anshika\_mehta@hcl.com> Cc: Raginee Kotchre <raginee\_kotchre@hcl.com> Thu, 21 Jul, 2022 at 5:42 pm

Classification: Public

**Gentle Reminder.** 

From: Anshika Mehta Sent: Friday, July 8, 2022 1:11 PM To: Anshika Mehta <anshika\_mehta@hcl.com> Cc: Raginee Kotchre <raginee\_kotchre@hcl.com> Subject: HCL||Congratulations ! Importance: High

Classification: Public

**Dear Candidate** 

Greetings from HCL technologies!

Hope this mail finds you and your family safe and sound.

Congratulations on clearing the interview evaluations round with us we are in process of taking your candidature ahead and you will be contacted by onboarding team soon.

Please note the below details as part of HR discussion.

#### CTC # 2.75 LPA

#### Location # Nagpur

#### PFA the detailed eligibility criteria:-

• B. Tech & B.E Candidate is eligible for **65%** and above throughout education (10th,12th & graduation) for batch 2020,2021,2022.

- · Circuit Branch only, i.e. EEE, EE, ECE, CS, CSE, IT.
- CTC 2.75 LPA
- · Location Nagpur.

 $\cdot\,$  Service Agreement for 12 Months (as applicable). In case they leave before completing 12 months, they are liable to pay 50K to the organization.

- · 24\*7 Rotational shift depending on project requirement.
- · Immediate joining.



#### ::DISCLAIMER::

The contents of this e-mail and any attachment(s) are confidential and intended for the named recipient(s) only. E-mail transmission is not guaranteed to be secure or errorfree as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or may contain viruses in transmission. The e mail and its contents (with or without referred errors) shall therefore not attach any liability on the originator or HCL or its affiliates. Views or opinions, if any, presented in this email are solely those of the author and may not necessarily reflect the views or opinions of HCL or its affiliates. Any form of reproduction, dissemination, copying, disclosure, modification, distribution and / or publication of this message without the prior written consent of authorized representative of HCL is strictly prohibited. If you have received this email in error please delete it and notify the sender immediately. Before opening any email and/or attachments, please check them for viruses and other defects.



Date: 23/07/2022
Name: <u>Chetan Kailas Pati</u> l
Contact Number:
Email id: <u></u>
Current Address: <u>Gat no 74, Plot no 04, Vitthal Park, Mukatai Nagar, Jalgaon</u>
Permanent Address: Gat no 74, Plot no 04, Vitthal Park, Mukatai Nagar, Jalgaon
Department: Digital Engineer
Location: Mumbai

#### Dear Candidate,

In response to your application and subsequent interviews, we are pleased to offer you the post of **Digital Engineer (Grade: A3)** in our organization. Remuneration details are given in Annexure -1 to this letter.

At the time of joining you will be expected to enter in to an agreement, which will provide details on the scope, terms and conditions of your employment, the necessary trainings and contractual obligations to be with QualityKiosk Technologies Pvt. Ltd for the 24 months training period

This offer letter stands valid subject to: (a) successful completion of your background verification and Reference Check. (b) You joining the company on the above mentioned joining date and successfully completing the joining formalities which also includes your acceptance to QualityKiosk Technologies Pvt. Ltd employment terms and conditions.

Please return one copy of this letter duly signed by you to signify your acceptance to this Intent Letter. We look forward to your fruitful association and a successful career with the company.

For QualityKiosk Technologies Pvt. Ltd Pramod Shinde Head – Talent Acquisition



#### QualityKiosk Technologies Pvt.

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 No.:

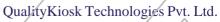
 U7290 0 MH20 0 0 PTC127584



Annual Cost To Company (CTC)			
Emp Code			
Name			
Grade	A	<b>\-3</b>	
Designation			
Component Category	Monthly	Annual	
Basic	20,833	2,50,000	
House Rent Allowance	9,917	1,19,000	
Flexible Benefits Package <sup>(N1)</sup>	5,879	70,547	
Special Allowance	1,092	13,104	
Advance Bonus	1,060	12,724	
[A] Gross Earnings	38,781	4,65,375	
Company's Contribution to PF	1,800	21,600	
Medical and GPA Premium		1,000	
Gratuity Provision		12,025	
[B] Benefits <sup>(N2)</sup>		34,625	
[C] Fixed Cost To Company (CTC) [A+B]		5,00,000	

#### Notes:

 $\cdot$  (N1): Components to be declared once a year. These components are fully exempted from tax (as per current Income Tax rules), subject to reimbursement of bills as per below limits. The balance amount will be treated as Special Allowance and will be taxable.



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Component	Monthly Amount (INR)
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Child Education & Hostel Expenditure Allowance	800
Books & Periodicals Reimbursement	5,000
Education Allowance	10% of Basic
Vehicle Maintenance & Fuel Reimbursement	1,800
Food Allowance	2,200

• (N2): PF, ESIC and Gratuity as per respective Acts and Insurance coverage as per Company policy.

• Salary components will be subject to taxes and statutory deductions as per prevailing government rules.

• The compensation includes travel expenses to QK office and client locations within your base city area.

• Your Compensation package is strictly confidential (between the Company and the candidate/employee) and no part of it shall be liable for disclosure to any third party without the Company's prior and formal consent.

I agree and accept this job offer indicated in this offer letter and the annexures to this offer letter. I will report for duty on the above-mentioned joining date.

Date: 23/07/2022

Signature

#### QualityKiosk Technologies Pvt. Ltd.

 Reg d.
 419A, C -Wing , Rupa Solitaire, MBP, Navi Mumbai - 400

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 No.:

 U7290 0 MH20 00 PTC127584

 www.qualitykiosk.com | info@qualitykiosk.com



Date : 03-08-2022

#### Letter of Intent ("LOI")

Dear Chetan Patil,

With reference to your application and subsequent discussions we had with you. We are pleased to inform that your candidature have been shortlisted for appointment as "Trainee" with Atos Global IT Solutions and Services Private Limited (referred as "Atos or Company").

Subject to completion of election and documentation process, detailed Offer letter will be issued to you, which will contain the following details:

- Date of Joining;
- Joining & Training location;
- Other terms and condition.

The location of your initial reporting, training and the date of your joining would be communicated to you in due course of time post successful completion of your final semester degree/diploma examination/ Documentation Process.

The date of joining and the location of posting will be based on business requirements. Atos solely reserves the right to make any changes to the date of joining and the location of posting.

#### Upon joining Atos,

1. You are expected to enter into an employment agreement with the Company which shall contain details including the scope, terms and conditions of your employment and various obligations with the Company.

2. You will be on probation for a period as determined by the Company from your date of joining and subject to satisfactory performance your employment will be confirmed at the end of probation or such other extended period as the Company deems fit.

3. You may be required to undergo various training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

Atos plans to invest in debut trainings and certifications to impart appropriate skills for the required services. Therefore, all "Trainee" (debut) are required to complete the training period and expected to remain in the service with Atos for a minimum period of 24 months from the date of joining. Failing to which, debut unconditionally needs to pay/reimburse the cost of training to Atos which will extend up to maximum of Rs.75,000/- (Seventy Five Thousand Rupees only).

Your selection and further procedure ahead is subject to your being found medically fit, you completing your academic course with the specified eligibility criteria as informed to you during selection process, and completing all necessary documentations & process pertaining to your education, verification and other employment criteria.

Atos reserves the right to decide the continuance of your further training and your employment with the Company depending on your performance in the opinion of the Company and documentation process. The terms of this letter of intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an Offer of Employment from Atos nor should it in any manner confirm our obligations to make you an offer of employment.

We may, any time revoke this Letter of Intent considering incomplete documentation, failure to fulfil the eligibility criteria, background verification or at our discretion.

We request you to confirm back to us your acceptance of above terms and conditions herein by signing and returning the copy of this letter to Campus recruitment team (<u>kausalya.v.external@atos.net</u>) within 05 days from issuance of this letter, failing which this letter of Intent shall stand withdrawn/cancelled automatically. Should you have any query, please do not hesitate to contact Campus Recruitment team.

We look forward to hear from you soon and wish you a rewarding career ahead.

Thanking you. Yours Sincerely, For Atos Global IT Solutions and Services Private Limited

Nasir Usman Shaikh Vice President – HR

#### OFFER LETTER (STRICTLY CONFIDENTIAL)

#### Ref: FTPL/HRD/OL/2022-23/260722/401 Date: 26-July-22

**To, Mr Chinmay Shinganwade** Plot No 80 B ,Near Shri Sant Gadge Baba Hostel, Gadkari Nagar, VTC, Bhusawal, PO-Bhusawal, Sub District-Bhusawal, District-Jalgaon, MH- 425201

Email Id: chinmaysh25@gmail.com

#### Dear Chinmay,

With reference to your application and subsequent interview conducted for the post of **"IoT Trainee Engineer"**. We have pleasure to inform you that your credentials are matching our requirements.

Hence, we are pleased to offer you the position of **"IoT Trainee Engineer"** on the terms and conditions which have been mutually discussed and agreed upon.

This offer is valid subject, you joining us on or before "**01-August-22**" or the Offer stands cancelled.

#### **1.** Designation: IoT Trainee Engineer

#### 2. Working Days and Hours:

- **a.** Working Hours, **11.00 AM to 8.00 PM** (Work-Timings are flexible and subject to change based on Client/Project requirements)
- **b.** Break-Time: Tea/Dinner Break: 1 hour
- c. Your Working hours and Days will be based on Project and Client requirements, which shall be informed to you by your Reporting Manager time to time and you accept to work in such work-timings mentioned by your Manager. Your daily working hours, holidays and leaves shall be as per the Company policy as amended from time to time. The Company also reserves the right to re-schedule working hours and days without notice and you accept to work in such work-timings and days mentioned by the Company from time to time and you will not have any grievance regarding the same.
- **3.** Salary: The Total Cost to Company (CTC) will be INR 154176/- per annum (In words Rs. One Lakh Fifty Four Thousand One Hundread Seventy Six only per annum). The detail Salary breakup structure is mentioned in Annexure "A" attached with this letter.
- **4. Probation:** You shall serve a probationary period of Six (6) months. Such probation may be further extended by another Six (6) months depending on your work performance.

- **5.** Location: Your job location at present will be at our registered office in Pune from office premises.
- 6. Confidentiality: As a condition of employment at the Company, you will be required to sign the Company's standard form of Non-Disclosure/Confidentiality Agreement which forms part of your contract of employment with the Company from the date of joining to protect the Company's and its client's rights in the information and materials developed by you or disclosed to you during the course of your duties.
- 7. Code of Conduct: You are required to sign Code of Conduct and follow the same in your day to day conduct as an employee of the Organization.
- 8. Employment in India: In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and or any other permissions and / or documentation as prescribed by the Government of India for permanent employment with Futurism Technologies. Keeping your permit / permission up to date during the course of employment with Futurism Technologies and submitting a valid copy of that to Futurism Technologies is your responsibility.

#### 9. Termination of employment:

- 1 During Probation Period or after Confirmation of your services, if you wish to resign from the services of the Company, you need to serve and give the Company Three (3) month notice in writing.
- 2 Buy-out: Buying out your notice period is a "privilege" available to you and it should not be confused with a "right" to buy out one's notice period. You need to understand that your voluntary resignation puts Futurism's commitment towards its clients at risk and ultimately the team at large at risk. Hence it is very important that Futurism has sufficient time to replace you with someone acceptable to Futurism and clients, hence this notice period. However, you may be allowed to buy back your notice period solely at the discretion of the Management as follows:
  - i) Production: By paying Three month's basic salary + D.A. (if applicable)
  - Bench Period: Anytime during your tenure at Futurism, if you are placed on bench, and you decide to resign and wish to buy out, then your relieving will be governed by Futurism's Policy Governing Employees on Bench
- 3 The Company reserves the right to terminate Service immediately without notice and compensation if the Employee:
  - i. The Employee commits any breach of the 'Roles, Duties & Responsibilities' and/or this 'Agreement/appointment' and/or do not comply with Company's Code of Conduct and/or commits a breach of any rules, regulations and policies framed by the COMPANY from time to time and fails to cure the same within a period of 15 [Fifteen] Days from the date of receipt of notice from the COMPANY in relation thereof.
  - ii. Any act or omission on the part of the Employee which is contrary to Law or against the policies of the COMPANY or unethical or immoral.

- iii. Any breach of the terms and conditions pertaining to 'Non-Disclosure', 'Confidential Information' and/or 'Non-Competition' and/or 'Non-Solicitation' terms mentioned under the simultaneously executed 'Non-Disclosure, Non-Compete Cum Non-Solicitation Agreement'.
- iv. The employee is guilty of any gross default or misconduct, which contravenes the express or implied conditions of engagement/ appointment with the COMPANY.
- v. Employee remains absent from work or fails to meet deadlines, without any reasonable explanation.
- vi. Poor work performance after warnings have been given with no improvement in performance.
- vii. During the course of employment, works for anyone other than the Employer or Act as Trainer or Mentor (Paid and/or Unpaid) or Works as Consultant or provide Consultancy or engages in any business transaction
- viii. The employee is incapacitated by sickness or disease or wounds, directly or indirectly caused through his own act or omission or misconduct.
- ix. The employee refuses or fails to comply with the reasonable instruction given, from time to time, by the COMPANY and/or its authorized representatives.
- x. Is certified by the Employer's appointed doctor to be unfit for work.
- xi. The employee fails to join the Company on the date stipulated by the Company.
- xii. The employee has falsely represented any facts in his profile at the time of being engaged/ appointed by the COMPANY.
- xiii. if the background verification report is found to be unsatisfactory.
- xiv. At any time, the COMPANY finds any material error or willful suppression of material information resulting in violation of the rights of the COMPANY hereunder.
- xv. In case of any of the above, the Company reserves the right to consider the Agreement as terminated immediately without prior notice and Compensation.

4. The Company may also terminate your services at any time during the period of employment by giving one (1) weeks' notice in writing of our intention or by giving one week's salary in lieu of notice in the event of the occurrence of any of the following:

- 1. Redundancy
- 1. Installation of labor-saving devices
- 2. Retrenchment to prevent losses.
- 10. Background Check: As a policy, the Company conducts background check of all new employees. Your appointment and your continuation in employment are subject to receiving satisfactory reports from a Background check, which shall include Medical Check and interviewing past and current employers, checking Employment & professional references, verifying the information being provided. If any information or representation is found to be

incorrect or if the background verification report is found to be unsatisfactory, the Company reserves the right to cancel this offer immediately without notice and Compensation.

#### 11. Offer Validity:

- i. This Offer is valid subject, you joining us on or before **"01-August-22"** or the Offer stands cancelled.
- ii. This Offer is valid for a period of 1 Business Day from the date of issue. We need a written communication on your acceptance and date of Joining within 1 Business day or else the Offer stands cancelled.
- iii. Unless the Date of Joining you have committed to us is extended through prior intimation and the same is communicated to you in writing by Futurism Technologies, the offer stands withdrawn after the stipulated date.
- iv. This offer is valid subjected receiving satisfactory report from your Background check Clause as mentioned above.
- v. This Offer is valid subject you provide the documents as mentioned in List of Documents attached with this letter.

Along with this letter is the List of Documents attached which is mandatory to furnish for our records.

Kindly sign this letter and return the same (one set) to us signifying your acceptance of our offer.

Sincerely,

For FUTURISM TECHNOLOGIES

saily

Saily V

Head HR

Acceptance by the recipient:

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this document as a token of my having accepted employment with the company and the terms and conditions set out in this letter.

Date:

Signature:

#### Annexure A: CTC Break-up structure:

#### Name: Mr Chinmay Shinganwade

**Designation: IoT Trainee Engineer** 

S.No.	Compensation Details	(All Figures in INR)	
(A)	Components	Monthly	Annually
1	Basic (Consolidated Pay)	9,000	108,000
2	House Rent Allowance	500	6,000
3	Bonus	1,700	20,400
Gross Salary		11,200	134,400
(B)	Employer PF	1,284	15,408
	ESIC	364	4,368
(C)	СТС	12,848	154,176

#### Note: -

- 1) Post completion of 06 Months successive training program with Futurism Technology, Your Annual Salary will be revised to INR 3 LPA.
- 2) All above benefits and eligibility will be as per the Company's prevalent policies which may change from time to time without notice.
- 3) The present salary components are subject to and governed in accordance with Indian statutes, rules, ordinance prevailing from time to time.

Acceptance by the recipient: I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this document as a token of my having accepted employment with the company and the terms and conditions set out in this letter.

Name:

Signature:

Place:

#### **Undertaking:**

I, Chinmay Shinganwade, hereby undertake that I would be joining Futurism Technologies on the stipulated date as committed and mentioned in my Offer Letter dated **26-July-22** Ref. no: FTPL/HRD/OL/2022-23/260722/401

**AND WHEREAS,** I am aware of the concern of the Organization and since I have been appointed where frequent leave or change of jobs hampers progress of project and puts the employer into loss.

**AND WHEREAS**, as such, I have agreed that I would be compensating the Organization for the cost and expenses, directly or indirectly, expended and also for the loss that may occur to the Organization, if I don't join on mentioned date or discontinue in the employment of the Organization for the said role for assignment period.

I hereby undertake to join the Company on **01-August-22** failure to join the Company on the mentioned date or leaving the Company within **Three (3)** months post my joining, I would be liable to pay for the loss the company has bear due to me by paying the Organization Futurism Technologies, **Two months** of my salary amounting **INR 154176/- (In words Rs. One Lakh Fifty Four Thousand One Hundread Seventy Six Only).** 

Name :

Place :

Dated :

Signature :

Acceptance by the recipient:

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this document as a token of my having accepted employment with the company and the terms and conditions set out in this letter.

Name:

Place:

Signature:

#### List of Documents: It is mandatory to furnish the following documents (Xerox Copy) for our records.

Note: Need to show original documents/certificates, while submitting Xerox copies.

- 1) Educational certificates. (SSC, HSC, Degree & Post Graduation).
- 1) Xerox Copy of Aadhar Card, Pan Card and Passport.
- 2) Permanent and Current Address Proof: (If both the Address are different than provide separate proof for the same): Ration Card, Latest Electricity Bill, and House Lease Agreement).
- 3) All Previous employment's documents.
  - a) Appointment Letter, Experience/Relieving Letters from Current and all previous Employers
  - a) Experience certificate from previous employers indicating the following: Period of employment & Technology areas you have worked on.
  - b) Last 3 months Salary Slips from Current Organization.
  - c) Latest Salary Increment letter from the present employer (Which clearly states the current annual Cost to the Company)
- 4) Form 16 from the previous employer.
- 5) Latest Certificate of Fitness from Family Doctor
- 6) 5-passport size photograph.
- 7) 1 ID Proof of any one of your family members for nominee.

 NOLOGIES
Date:
Name:
Contact Number:
Email id:
Current Address:
Permanent Address:
Department:
Location:

#### Dear Candidate,

O

In response to your application and subsequent interviews, we are pleased to offer you the post of **Digital Quality Engineer (Grade: A3)** in our organization. Remuneration details are given in Annexure - 1 to this letter.

At the time of joining you will be expected to enter in to an agreement, which will provide details on the scope, terms and conditions of your employment, the necessary trainings and contractual obligations to be with QualityKiosk Technologies Pvt. Ltd for the 24 months training period

This offer letter stands valid subject to: (a) successful completion of your background verification and Reference Check. (b) You joining the company on the above mentioned joining date and successfully completing the joining formalities which also includes your acceptance to QualityKiosk Technologies Pvt. Ltd employment terms and conditions.

Please return one copy of this letter duly signed by you to signify your acceptance to this Intent Letter. We look forward to your fruitful association and a successful career with the company.

For QualityKiosk Technologies Pvt. Ltd Pramod Shinde Head – Talent Acquisition

#### QualityKiosk Technologies Pvt. Ltd.

 Reg d. Office:
 4194, C -Wing , Rupa Solitaire, MBP, Navi Mumbai - 4 0 0 710 .

 Ph: +91 4 128 820 0 / 4 14 1 690 0 | Fa x: +91 22- 27780929 CIN No.:
 U7290 0 MH20 0 CPTC127584





Annual Cost To Company (CTC)				
Emp Code				
Name				
Grade	A-3			
Designation				
Component Category	Monthly	Annual		
Basic	11,632	1,39,584		
House Rent Allowance	5,316	63,792		
Flexible Benefits Package <sup>(N1)</sup>	890	10,680		
Special Allowance	1,092	13,104		
Advance Bonus	1,060	12,724		
[A] Gross Earnings	19,990	2,39,884		
Company's Contribution to PF	1,634	19,605		
Company's Contribution to ESIC	650	7,797		
Medical and GPA Premium		1,000		
Gratuity Provision		6,714		
[B] Benefits <sup>(N2)</sup>		35,116		
[E] Annual Cost To Company (CTC) [C+D]		2,75,000		
Net Take home (Subject to In	come Tax)	16,954		

#### Notes:

 $\cdot$  (N1): Components to be declared once a year. These components are fully exempted from tax (as per current Income Tax rules), subject to reimbursement of bills as per below limits. The balance amount will be treated as Special Allowance and will be taxable.

#### QualityKiosk Technologies Pyt. Ltd.

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 U7290 0 MH20 0 0 PTC127584

www.qualitykiosk.com info@qualitykiosk.com





Component	Monthly Amount (INR)
Communication & Internet Reimbursements	5,000
Child Education & Hostel Expenditure Allowance	800
Books & Periodicals Reimbursement	5,000
Education Allowance	10% of Basic
Vehicle Maintenance & Fuel Reimbursement	1,800
Food Allowance	2,200

• (N2): PF, ESIC and Gratuity as per respective Acts and Insurance coverage as per Company policy.

• Salary components will be subject to taxes and statutory deductions as per prevailing government rules.

• The compensation includes travel expenses to QK office and client locations within your base city area.

• Your Compensation package is strictly confidential (between the Company and the candidate/employee) and no part of it shall be liable for disclosure to any third party without the Company's prior and formal consent.

I agree and accept this job offer indicated in this offer letter and the annexures to this offer letter. I will report for duty on the above-mentioned joining date.

Date:

Signature:

#### QualityKiosk Technologies Pvt. Ltd.

 Reg d. Office:
 419A, C -Wing , Rupa Solitaire, MBP, Navi Mumbai - 4 0 0 710 .

 Ph: +91 4 128 820 0 / 4 14 1 690 0 | Fa x: +91 22- 27780929 CIN No.:
 U7290 0 MH20 0 0 PTC127584

www.qualitykiosk.com info@qualitykiosk.com





5<sup>th</sup> September 2022 Hyderabad, India

#### Dear Vaishnavi Sunil Dose,

With reference to the discussions preceding your joining, we are pleased to appoint you as **Project Trainee**, operating out of our offshore center at **Hyderabad** for the period of training, commencing on **12**<sup>th</sup> **September 2022**, on the terms set forth in this letter.

Please note that you will be on probation for 6 months. On successful completion of probation, you will be designated as Data Engineer I and your Total Annual Renumeration will be as stated below. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation.

		Per month		Total duration		
Тепиге	No. of Months	CTC Per Month	Benefits of Rs 3000/month (Rs. 2000 Meal Allowance + Rs.1000 Internet Allowance + Insurance for Employee & 5 Dependents)	Total CTC for the duration	Total Benefits for the duration	Total amount (CTC +Benefits)
	А	В	С	D= A x B	E = A x C	$\mathbf{F} = \mathbf{D} + \mathbf{E}$
Sept 2022 - Nov 2022	3	18,700.00	-	56,100.00	-	56,100.00
Dec 2022 - Sept 2023	10	28,800.00	3,000.00	2,88,000.00	30,000.00	3,18,000.00
Oct 2023 - May 2024	8	38,800.00	3,000.00	3,10,400.00	24,000.00	3,34,400.00
			TOTAL CTC TILL May 2024:	6,54,500.00	54,000.00	7,08,500.00

The offer was made based on the Technical/Professional skills you possessed and, on the ability, to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements or particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standards set by the Company, the Company shall have the right to terminate your services forthwith without giving notice, notwithstanding any other terms and conditions stipulated herein or under the Employment Agreement.

#### **KPI PARTNERS INDIA PRIVATE LIMITED**

Newark, CA | Boston, MA | Bengaluru, KA | Hyderabad. TS | Pune, MH



#### On signing this letter, you agree to;

Continue your employment with KPI Partners for at least 24 months from the start of employment. Failing to do so, you will be liable to pay us Rs. 2,00,000 to indemnify us for the cost we have incurred to get you trained.

Execute and honor the Employment Agreement along with a surety, furnished to you on the joining date. During your tenure of employment with the Company, you would be governed by the Employment Agreement, Company manuals and any other agreements that have been signed and that you may execute with the Company from time to time.

Be transferred by the Company to any other location, department, establishment, affiliate, subsidiary, client location or branch of the Company. In such case, you will be governed by the terms and conditions of service applicable to the new assignments.

You are required to submit the following documents at the time of reporting for duty:

- a. Certificates in proof of your educational qualifications;
- b. Certificate in proof of your Date of Birth;
- c. Relieving letter from your current employer, if any;
- d. Latest pay slip of your recent employment;
- e. Three passport size photographs;
- f. Copy of PAN Card;
- g. Copy of passport; and
- h. Copy of Aadhaar Card, if available

Background verification and referral checks, after joining. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment. Company reserves the right to rescind this offer and terminate your employment immediately without any notice or compensation if background verification is not cleared satisfactorily or if it is found that false information has been provided.

If the above terms and conditions are acceptable to you, please sign the copy of this letter as a token of your acceptance, and arrange to report for duty on or before the date mentioned above, failing which this offer shall automatically stand cancelled without any further reference to you.

#### **KPI PARTNERS INDIA PRIVATE LIMITED**

Newark, CA | Boston, MA | Bengaluru, KA | Hyderabad. TS | Pune, MH



We welcome you to KPI family and look forward to a mutually beneficial and purposeful association. Should you need some clarification, please feel free to contact me or email HR team at hrindia@kpipartners.com.

For KPI Partners India Private Limited.

Daniel Shaw 10:17 GMT+5.5)

Daniel K. Shaw Director – HR & Talent Acquisition

Vaishnavi Sunil Dose Project Trainee

#### **KPI PARTNERS INDIA PRIVATE LIMITED**

Newark, CA | Boston, MA | Bengaluru, KA | Hyderabad. TS | Pune, MH

Saas Product Development
 Software Services & Haimtenan

- aortware Services & Maintenance
   Technology Partner & Consultant
   Business Consultant
  - Client Engagement Specialist

completed with ASPL; but is liable to pay for remaining months to 24 months @ Rs.5000/per month, capped at max Rs.1,00,000/-, We, at ASPL, firmly believe that we will have a long and fruitful association. The above arrangement is applicable in unwanted situations where a candidate has to forego his 24 months bond with ASPL This is the least to compensate the organization for its efforts and investment towards building a successful career of the candidate.

However, during training, you will receive Rs 10,000 (Rupees Ten Thousand only) as stipend per month.

that you must keep all this information strictly confidential, and refrain from using it for your information belonging to the Company. By accepting this offer of employment, you acknowledge own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all of its During your employment, you may have access to trade secrets and confidential business property, equipment, and documents, including electronically stored information. By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written agreement.

I hope that your association with the Company will be successful and rewarding. Please indicate do not hesitate to contact me your acceptance of this offer by signing below and returning it to any questions, please contact Ms. Diksha Dhakate. If you have

50 Very Truly Yours, Qivate Fund Sme ASPI

l accept employment with the Company on the terms and conditions set out in this letter.

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Printed Name

Signature

1202-60.-4 Date



#### HCL || Candidate Confirmation Mail

1 message

**Shwetang Shukla** <shwetang.shukla@hcl.com> To: Shwetang Shukla <shwetang.shukla@hcl.com> Wed, Sep 14, 2022 at 4:34 PM

Classification: Public

Dear candidate,

Congratulations!!

You have been Shortlisted with HCL technologies your Profile is under final review Process, shortly we will update you.

## Needed an email confirmation from your end as a reply to this email that you are comfortable with 2.75 LPA package so that we can proceed ahead with your candidature.

Also please confirm with the confirmation for Service Agreement in the same mail by mentioning that you are agreed for the service agreement as mentioned below so that we can move forward with your candidature.

#### **Eligibility Criteria**:

 $\cdot\,$  B. Tech & B.E Candidate is eligible for 65% and above throughout education (10th,12th & graduation) for batch 2020,2021,2022.

- · Circuit Branch only, i.e. EEE, EE, ECE, CS, CSE, IT.
- CTC 2.75 LPA
- · Location Nagpur , Lucknow.

 $\cdot\,$  Service Agreement for 12 Months (as applicable). In case they leave before completing 12 months, they are liable to pay 50K to the organization.

- 24\*7 Rotational shift depending on project requirement.
- · Immediate joining.
- 50K Joining Bonus will be given to the candidates post the joining at the location.

#### With Regards

#### **Shwetang Shukla**

**HR-Campus Relation Team** 

www.hcltech.com

www.hcl.com



::DISCLAIMER::

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#### BY RPAD CALL FOR MEDICAL TEST

Central Railway

Divisional Office Personnel Branch Mumbal, CSMT Date: 23/09/2022

No: BB/P/Rect/Class III/RRB/JE(EL/TRS)/21/35

JOSHI ABHISHEK RAVINDRA (OBC) PLOT NO 14 4, GULMOHAR HOUSING SOCIETY, GIRNA PUMPING ROAD, JALGAON, MAHARASHTRA - 425001

विषय : मध्य रेल के मुंबई मंडल पर JE (EL/TRS) पद का वे.मा./ वृतितंका Level – 8 (7<sup>th</sup> CPC) में भरती।

\*\*\*\*\*\*\*\*

१) रेलवे भरती बोर्ड / मंडल नियुक्ति समिति के उपयुक्त JE (EL/TRS) के लिए आपकी नियुक्ति के लिए सिफारिश की है। निम्नलिखित निर्धारित यथार्थ शर्ती पर आपकी नियुक्ति आधारित रहेगी। आपको मूलवेतन / पंजिका रु Level – 8 (7<sup>th</sup> CPC) और इसके अतिरिक्त समय समय पर लागू अन्य भत्ते भी नियमों के अनुसार दिए जाएगे ।

(अ) आपकी नियुक्ति अस्थायी तौर पर होगी और इसे किसी भी समय 14 दिनों की सूचना देकर बिना किसी कारण से स्थगित की जाएगी। (ब) आपकी नियुक्ति भारत सरकार एवं रेल प्रशासन द्वारा समय समय पर जारी निर्गत आर्देश एवं भरती नियमों के अनुसार होगी।

(क) आपकी नियुक्ति एवं स्थानांतरण मुंबई मंडल के किसी भी स्टेशन पर किया जाएगा, अन्य श्रेणी में बदली करना अनुमेय नहीं है। २) आपकी नियुक्ति, चिकित्सा परीक्षा उत्तीर्ण होने पर निर्धारित रहेगी। इस चिकित्सा के लिय आपको मध्य रेल के मंडल रेल प्रबंधक (कार्मिक) मुंबई छ.शि.ट कार्यालय में <u>29.09.2022</u> को <u>10.00</u> बजे स्वयं के खर्य पर हाजीर होना पडेगा। (अनु.जाति / जनजाति को सिर्फ पास मिलेगा) आपको चिकित्सा परीक्षा के लिए 24 रुपये की राशी अदा करनी पडेगी।

3) चिकित्सा परीक्षा पास होने के बाद आपका भरा हुआ साक्ष्यांकन फार्म police verification के लिए भेजा जाएगा। । नियुक्ति के समय प्रशिक्षण के लिए जाने की पूर्ण तैयारी से मध्य रेल के मंडल रेल प्रबंधक (कार्मिक) मुंबई, छ.शि.म.ट. कार्यालय में हाजीर रहेना पड़ेगा।

चिकित्सा परीक्षा पास होने के बाद आपको तुरंत नियुक्ति होना पडेगा।

4) रेल नियमानुसार प्रत्येक व्यक्ति को आवश्यकता पड़ने पर प्रादेशिक सेना के रेलवे इंजिनियर यूनिट में भरती और प्रादेशिक सेना रिजर्व या संबंध निर्धारित समय के लिए सैनिक सेवा करनी होगी।

5) आपकी नियुक्ति पहले दो साल परिवीक्षा अवधी पर होगी। यदि आपकी गतिविधियां संतोष जनक रही तो आप सेवा में रह सर्केगे। सभी प्रशिक्षणार्थियों के लिए यह निर्णय अंतिम और बंधनकारक होगा।

6) वे अभ्यार्थी जिनकी नियुक्ति 1 जनवरी २००४ को अथवा इसके बाद हुई है, रेलवे बोर्ड व्दारा दिनांक ३०.१२.२००३ को निर्मत सूचना (आर.बी.इ. नं. २२२/०३) तथा रेलवे बोर्ड के व्दारा दिनांक ३०.१२.२००३ को प्रसारित पत्र संख्या – एफ (ई)॥/२००३. पीएनआय 38/संशोधित के अनुसार रेल सेवा / पेंशन /संशोधित नियम २००३ व्दारा शासित होगे।

7) आपको सरकार के नियमानुसार निष्ठा की एवं संविधान की शपथ लेनी होगी। आपको नियमानुसार विवाह का घोषणा पत्र देना होगा। आपको एक सर्व्हिस एग्रीमेंट बॉड भरना होगा, इस पर आपको अपना हस्ताक्षर, दो साक्षीदार के नाम (साक्षीदार सरकारी अथवा निमसरकारी होना चाहिए), पदनाम, उनका हस्ताक्षर तथा कार्यालय का पता और एक जामिन कर्ता के नाम, पदनाम, उनका हस्ताक्षर, कार्यलय का पता तथा घरका पता लिखना अनिवार्य है। एक जामिन कर्ता के लिय दो साक्षीदार के नाम (साक्षीदार सरकारी अथवा निमसरकारी होना चाहिए), पदनाम, उनका हस्ताक्षर तथा कार्यालय का पता और एक जामिन कर्ता के नाम (साक्षीदार सरकारी अथवा निमसरकारी होना चाहिए), पदनाम, उनका हस्ताक्षर तथा कार्यालय का पता होना चाहिए। तथापि फार्म अरने से पहले आपको रु.100/-किंमत का Franking Stamp लगाना पडेगा। जो कि किसी भी अधिकृत बैंक व्दारा करायी जा सकती है।

8) सरकारी आवास प्राप्त नहीं होगी और आपको ही खुदकी व्यवस्था करनी पडेगी।

9) आपको प्रशिक्षण लेने के लिए दो मौंके मिलेगे। पहली बार प्रशिक्षण के लिए सरकारी सहायता आपको प्राप्त होगी। आगर आप पहली बार प्रशिक्षण में असफल हुए तो दूबारा प्रशिक्षण को जाने के लिए आपको खुद के खर्चे से व्यवस्था करनी पडेगी।( अनु. जाती / जनजाती के लिए तीन अवसर प्राप्त होगें – दो अवसर सरकारी सहायता एवं तिसरा खुद के खर्चे से व्यवस्था करनी पडेगी)

10) प्रशिक्षण/प्रोवेशन/अप्रेंटिसशिप पूरी होने के बाद यदि पद उपलब्ध न हो तो आपकी सेवा समाप्त की जा सकती है।

11) रेलवे से परिलक्षित की गई पास करने की राशी अंतिम और बंधनकारक रहेगी। प्रशिक्षण पूरा होने के बाद नियुक्ति पदपर आपकी नियुक्ति होने के दिनांक से आपके रेलवे में पांच साल पूरा न करने पर आपको प्रशिक्षण का संपूर्णतम राशी रेलवे को वापस देना पडेगी।

12) यदि आप इस कार्यालय से बुलावा पत्र के साथ संलग्न सभी प्रमाणपत्र दिये गये दिनांक तक प्रस्तुत नहीं कर सके, तो आपकी "नियुक्ति के प्रति इच्छा नहीं" ऐसा समझा जाएगा। और आपकी नियुक्ती रद्द कर दी जाएगी। यदि आपको दी गयी नियुक्ति पद के प्रति इच्छा नहीं हैं तो, कृपया इस कार्यालय को इस पत्र के सम्बन्ध में लिखित रुप से सुचित करें और साथ फार्म तथा यात्रा पास यदि हो तो वापस करें। 13) (I) आपको साक्ष्यांकन फार्म पूरी तरह से भरकर पेश करना पडेगा 1 जिसपर स्वयंका एक पासपोर्ट साईज का नवीनतम फोटो राजपत्रित अधिकारी व्दारा सत्यापित चिपकाना होगा।

(॥) इस पत्र के साथ संलग्न किए गए साक्ष्यांकन फार्म को प्रधानाचार्य/ मुख्याध्यापक व्दारा सत्यापित कराकर लाना होगा। कृपया ध्यान दें कि यह फार्म (प्रोफार्मा) तृतीय श्रेणी में नियुवित पाने के लिए आवश्यक है।

(III) यदि आप भारत सरकार/अर्ध सरकारी कार्यालय एवं प्राईवेट कंपनी में कार्यरत हैं तो आप अपने नियोक्ता से NOC for Medical साथ लायेंगे।

(iv) चिकित्सा परीक्षा उत्तीर्ण होने पर भारमुक्त पत्र (Resignation Letter) पेश करना पडेगा ।

- 14) आपको निचे दिये गए सभी भूल प्रमाणपत्र के साथ राजपत्रित अधिकारी व्दारा सत्यापित किए गये झेरोक्स प्रति इस कार्यालय मैं पेश
  - करना पडेगा।

(i) पाठशाला छोडने का प्रमाणपत्र।

(ii) अनुसुचित जाति जनजाति या पिछडा वर्ग है तो जाति प्रमाणपत्र। (in case of OBC candidate's current OBC certificate valid from 01-04-2022 should be submitted.)

(iii) एस.एस.सी/एच.एस.सी मार्कशीट एवं प्रमाणपत्र। (10<sup>th</sup> & 12<sup>th</sup>)

(iv) स्तानक प्रमाणपत्र।

(v) खेलकृद के प्रशस्तिपत्र।

(vi) अभियांत्रिक की डिग्री / डिप्लोमा प्रमाणपत्र यदि हो तो।

(vii) आपको पासपोर्ट आकार के नवीनतम <u>बारह फोटो</u>, लाना है। (including photo pasted in as per RRB application) (viii) नियुक्ति के समय उम्मिदवार को अपना आधार कार्ड क्रमांक, पैन कार्ड क्रमांक उसका झेरॉक्स कॉपी एवं बैंक का एक धनादेश (Two Cancelled Cheque) (इसमें SB A/c.No., MICR Code No., IFSC Code No. & Branch) साथ लाना अनिवार्य है।

(ix) नियुक्ति के समय नीला तथा काला बाल पेन साथ मे लाना अनिवार्य है।

- 15) द्वितीय श्रेणी की प्रवासी Authority इस पत्र के साथ संतर्गन है । (सिर्फ अनु. जाती/ जनजाती के लिए)!
- 16) कृपया ध्यान दें कि यदि ऊपर दिए गए सभी मूल प्रमाणपत्र और राजपत्रित अधिकारियों द्वारा सत्यापित किए गए झेरॉक्स प्रति इस कार्यलय को पेश नहीं कर सके तो आप नियुक्ति के लिए पात्र नहीं होंगे ।
- 17) आपका जाति प्रमाणपत्र का पूरा सत्यापन होने तक आपकी नियुक्ति अस्थायी होगी। यदि यह जाहिर होता कि आपका जाति प्रमाणपत्र यथार्थ नहीं हो, तो आपकी नियुक्ति बिना किसी कारण दिए भारतीय दंड संहिता आधारपर समाप्त की जाएगी ।

संलग्न : साक्ष्यांकन फार्म, चरित्र प्रमाणपत्र , चरित्र प्रमाणपत्र राजपत्रित अधिकारी करार पत्र (नामांकन फार्म), बायो-डाटा, विवाह

का घोषणा पत्र। 18) You will be assigned seniority in terms of Rule 303 of IREM, 1989 amended vide ACS 9 vide Railway Board's letter No. E(NG)I/ 89/SR6/32(PNM) dated 19.3.1993. In terms of para 8 of CEN 01/2010, "Candidates failing in prescribed medical examination(s) will not in any case be considered for any alternative appointment".

**Central Railway** 

# TRAVELLING AUTHORITY (FOR SCIST CANDIDATES ONLY)

Please allow the bearer of this letter JOSHI ABHISHEK RAVINDRA to travel by Train in 2<sup>nd</sup> Class ex. From to CSMT 51 (1)11 12

direct valid from to .

TO PULSO ALL ONLY सुबद्धं म ती नेवि.

मै यह जाहिर करता हूँ कि मैं उपर दिए गए शर्ता को मैं स्वीकार करता/करती हूँ कि मैं नियुक्ति पत्र में दिए गए अभुदेशीका फालन करनी। करूँगा ।

उम्मीदवारका हस्ताक्षर

नोट - उम्मीदवार को यह सुनिश्चित करना होगा कि - नियुक्ति के समय नयी पेशन योजना पर आधारित फार्म को भरना अनिवार्य है।



Sudarshana Patil <patilsudha139@gmail.com>

# FW: Documents required for joining Infosys

**Dilip Singh** <dilip.singh04@infosys.com> To: "patilsudha139@gmail.com" <patilsudha139@gmail.com> Thu, Oct 27, 2022 at 8:03 AM

Dear Candidate,

Infosys BPM Ltd you are requested to share the below listed documents (soft copies only) at the earliest.

Please send filled application at the earliest, do not leave any of the boxes blank whichever is relevant to you, Payroll company's name to be mentioned and not the client company's name in the work related details – Filled as per documents and digital signed and attached with passport size photo on front page.

Also send an acknowledgement mail declaring you are comfortable for Work from Office role.

Kindly share the documents in proper format and with proper naming on the documents.

Kindly fill the attached docs and share the below mentioned docs on the mail on priority.

NOTE: original color scan copy accept (Xerox *scan copy will be not consider*)

- 1. Filled Application Form (Candidate information sheet )with passport size photo on front page.(Photo and signature with Jpeg format to be attached) Filled Soft copy
- 2. Transport check form (Attached)
- 3. Declaration form (Attached)
- 4. Candidate Tracker (Attached don't filled in capital letter)-don't filled in capital letter
- 5. 10<sup>th</sup> Mark sheet & Certificate
- 6. 12<sup>th</sup> Mark sheet & Certificate.
- 7. Graduation Mark sheet (F.Y, S.Y, and T.Y- all three years separate).
- 8. Graduation Certificate.
- 9. Post-Graduation Mark sheet & Certificate (all years separate Mark sheet)
- 10. Offer Letter with Current Employer

- 11. Relieving cum experience letter for all the previous employers
- 12. Last 3 month's salary slips).
- 13. Photo Identity proof (\*Pan Card )
- 14. Resume Copy
- 15. Passport Size Photo JPG format(size 170KB) separate Photo in JPG format
- 16. Write an essay on any of the following topics -- . Essay should be handwritten .
  - a. Impact of COVID-19 on the world
  - b. Pen is mightier than the sword Your views
  - c. Education system in India Your opinion
  - d. Are computers replacing humans at work?
- 17. Write an Email on any of the following topics -- Email should be handwritten .
  - a. You are a project manager and you have taken Billy's assistance to complete this project. Write an email to Billy thanking him for helping you complete the project work within the timeline.
  - b. As your company is doing good business and has plans for expansion, th company is relocating its office to a new address. Write an email to the vendors and stakeholders informing the same.
  - c. Write an email of ABC company's manager complaining about the quality of stationery products received in the current lot.
  - d. You are the director of a Pharma company. Write an email to your office manager asking them to make arrangements for a foreign delegation visit.
- 18. Open a bank account in ICICI Salary Or Saving Account- for salary account (Mandatory)

Note: 1. you need to send all the documents and filled ( 4 application )form duly signed.

3. Rename the pdf files as the document name (ex. SSC marksheet should be renamed as "SSC Marksheet ")

4. While you reply, click on reply all

5. If the size of email attachment is more than 5 MB , please send multiple email ( Do not send google drive link

### Regards,

Dilip Singh

3 attachments		
M	DECLARATION Form_JL2.docx 38K	
M)	Transport Check Form.doc 212K	
	IBPM Entry level - Candidate Information sheet.xlsm 55K	



# **Vowels of the People Association**

Reg. Office: A601, Sai Kashish Park, Rajwade Nagar, Kalewadi, Pune -

411017

CIN:U85300PN2018NPL178277 9420650484 contact.vopa@gmail.com www.vopa.in

Date: 28<sup>th</sup> Sept 2022

**Mr. Shahid Maniyar** Indra plot , Main road, Sakli,Tal.Yawal, Dist. Jalgaon.Maharashtra

Subject – Offer letter of appointment as a 'Member - Academic Content Development Team' at Vowels of the People Association

Dear Shahid,

Keeping in view your academic background, experience, and passion to work for the underprivileged, we are pleased to offer you a full-time basis position as a 'Member - Academic Content Development Team' at Vowels of the People Association (VOPA). You will be posted at VOPA's Jalgaon office in the probation period and then at Pune office. However, you may have to travel anywhere in Maharashtra and India as per work requirements.

You are expected to join on 1<sup>st</sup> Oct 2022. The first three months of your services shall be considered as probation period. Please see Annexure-A for details of your roles and responsibilities. You will primarily report to Mr. Prafulla Shashikant

Your services will be governed by VOPA's guidelines and rules. Your services may be terminated by either party giving two month's notice in writing to the other. Please see Annexure-B for benefits, facilities, rules, and regulations of the organization.

We look forward to you to join us and contribute to VOPA's mission. Your acceptance of this letter shall be highly appreciated.

Yours Sincerely,

Profella

Prafulla Shashikant Director, Vowels of the People Association



# Annexure A

# **Roles and Responsibilities**

- a. Training and handholding of school management team, schoolteachers, and parents to empower them for using qualitative digital educational content
- b. Create teaching-learning resources for the learning concepts from 5<sup>th</sup> to 10<sup>th</sup> class Urdu, Marathi and Semi-English medium Maharashtra board syllabus
- c. Organise and conduct online and offline training workshops, educational sessions, competitions, etc., for students, parents, and teachers.
- d. Prepare educational videos, edit videos for educational purpose; build and refine academic lessons.
- e. Write reports, case studies, do research for project assessment, etc.
- f. Build relevant networks to promote projects
- g. Write reports, case studies, do research for project assessment, etc.
- h. Maintain contact with all stakeholders, maintain their database
- i. Maintain and submit records and receipts of all expenses
- j. Undertake capacity building assignments as and when suggested
- k. Maintain and submit monthly and quarterly work reports, work plans and appraisals

# Annexure **B**

# Benefits, facilities, rules, and regulations

### **1.** Compensation Package

- a) This offer letter is effective until the end of the next financial year, i.e. till March 2023.
- b) Your monthly compensation would be Rs. 18,000/- per month. The monthly compensation is subject to work performance.
- c) Work-related travel cost will be reimbursed at actuals subject to travel policy
- d) Professional Tax, TDS, and other government taxes will be deducted from your salary as per the Government rules as and when required.
- e) Up to 25% cost of a personal laptop would be reimbursed if you buy and use it for work purpose, subject to approval and policy details.

### 2. Work timings, leaves, and vacations

Please refer to HR policy document attached with this letter. (Annexure C)

### 3. Work Environment

a. You will be primarily working from VOPA's Jalgaon and Pune office.

b. You are bound to follow the VOPA office norms while working or living at VOPA office and premise.

### 4. Terms and Conditions

- a. Submission of monthly work Report
  - i. You need to submit a monthly work report and an action plan for the coming month to the team leader
  - ii. Kindly note the submission of monthly work report is linked to one's salary for the month, thus it is mandatory to submit it till the end of the third date of every month.
- b. Daily work reporting-

All employees need to keep the daily work record in a format shared to you.

- c. Giving two month's notice is mandatory before you quit your services at VOPA. Refer the HR policy for details.
- d. All the employees need to strictly adhere to the HR policy as explained in the attached letter Annexure C



Date: 13-Oct-2022

D/o Nandu Ashok Khodape Hanuman Mandir, Javal, Neri Digar, Neri B K, Jalgaon, Maharashtra - 425114 Prajkta Nandu Khodpe

Subject: Offer Letter

Congratulations!!

With reference to your application and subsequent interviews you had with us, we are delighted to extend this offer of employment for the position of "Software Trainee - GMC at our "Navi - Mumbai" Office.

The terms & conditions of your employment are as follows:

DATE OF JOINING AND OFFICE TIMING: You will be required to join on or before 13 Oct 2022 in our "Navi - Mumbal" office. Your minim daily shift shall be of 09 hours. Shift timings & working days shall be governed by the exigencies of work and is subject to change as per business requirements. -

E

- Your Shift Timings Could be rotational including night shift as per the business requirement. N
- SALARY: You will be provided with an Annual CTC of INR 1,95,984 (Rupees One Lakh Ninety-Five Thousand Nine Hundred Eighty-Four Only). Please find the detailed salary (compensation details) structure in the attached Annexure. Post confirmation of your services, your Annual CTC shall be review to INB 374 Ann Provenses of the Annual CTC. shall be revised to INR 324,000 (Three Lakhs Twenty-Four Thousand) m
  - Any change in the date of joining by you, should be informed to the company in writing, failing which the offer shall be deemed null and void. Further failure to appear for joining as per above mentioned date (without prior intimation) shall lead to make this offer null & void. 4
- This offer of employment is valid & open for your acceptance for the period of One Day from the date of its issue, after which it will be deemed to be automatically withdrawn; Company reserves the right to further extend the same in certain circumstances. iń
  - This offer is subject to successful clearance of your previous employment background verifications that would be conducted to verify the education, personal and employment history provided by you. ø
- You will be entitled for following benefits: Cumpany Paid Kealth Inserance, Company Paid Life Insurance, Company Paid Accidental Insurance. (Employee enrolled in ES) benefit won't be eligible for company health insurance) ň
  - You will be on probation period of 6 Months. In accordance with terms of your employment as defined in service agreement, you will be not eligible to quit your services before completing 30 months services tenure. œ
    - During probation, FCI May discontinue your employment with one month notice, and after confirmation FCI may discontinue your employment with two months' notice. o,
- Till Confirmation you will be eligible for 1 Casual Leave for each month.

10.

- Post Confirmation you will be eligible for 22 company paid leaves, which includes 15 earned & 7 casual leaves. H
- mental harassment/ Theft / Non-disclosure of some serious medical problem or disability/ Dual Employment/ Abscondment for more than 5 days/ Drug or Alcohol Possession at Work/ Damaging Company Property/ act of physical violence against a coworker/ Failure in background verification/ insubordination/ Serious performance issues; Company reserves the right to "TERMINATE" employment without serving any During or After probation, in case of any of the following : Willful Misconduct/ Data or security breach attempts/ Indulging in sexual or notice & will not provide any experience letter. 12.
- You are requested to send the copy of your resignation from present employer within three days after receiving this letter. 13.

Images Pvt. Ltd. EF PED

Annoughte

Accepted With Than

kta Nandu Khodpe

Friends Color Images Pvt. Ltd. Fusion Square, Plot No. 5A & 58, 8" Floor, Sector-126, Noida 201303 (UP) INDIA

info@fci-ccm.com www.fci-ccm.com +91 120 4787000 200

Regd. Office : D-868 New Fr New Delhi 110 025 INDIA CIN: U22212DL1997PTC08



Dr. Smita Patel

Date: 11-11-2022

AYS Software Solution 5th Floor, M Agile Pan Card Club Road Baner, Pune – 411045

Subject: Offer Letter for the position of Trainee Software Engineer ship at AYS Software Solution.

# Dear Shruti Halde,

You will be working with us as a "Trainee Software Engineer" for a period of 6 months. In this period, you will receive training and assignments on various projects within AYS Software Solution.

The nature of the project will be decided once you join as Trainee Software Engineer. At the end of this training period, AYS Software Solution may offer you employment opportunities based on your performance during the training program.

### Terms and Conditions

- 1. Your confirmation with the AYS Software Solution will be dependent on your performance during the 6 months training period.
- 2. Your continued employment with AYS Software Solution during or on completion of your training program is under complete discretion of AYS Software Solution Management.
- 3. You will be eligible to a stipend of Rs. 10000/-(Rs Ten Thousand) per month till the completion of your 6 months.
- 4. As a AYS Software Solution trainee/intern you are expected to abide by all the policies as per the AYS Software Solution handbook.
- 5. You are expected to complete 9 hours per day (45 hours per week).
- 6. You are not eligible for a leave in the first month of joining.
- 7. You are entitled to 5 paid leaves during the training period.
- 8. There won't be any encashment of leaves at the end of your training period.

AYS Software Solution, 5th Floor, M Agile, Pan Card Club Road, Baner, Pune – 411045.



- 9. AYS Software Solution will issue a confirmation letter on successful completion of the training period program.
- 10. Increment eligibility is after 1year from the date of confirmation.
- 11. Additional Annual Benefits (Gratuity & Mediclaim) will be applicable from the date of confirmation.

To formalize your acceptance, simply sign the bottom of this letter. We are planning for your official start date as **14<sup>th</sup> Nov 2022**.

We look forward to having you on our team!

Yours Sincerely,

**Dr. Smita Patel** Founder AYS Software Solution



Date: 01-Dec-2022



Miss Pranjali Mahajan Jalgaon, Maharashtra.

#### LETTER OF OFFER

#### Dear Pranjali,

#### Congratulations!!

With reference to your application for employment in our organization and the subsequent interview you had with us, we are pleased to offer you an Employment with **CyberMeru Technologies Pvt. Ltd.** Details of the terms and conditions of offer are as under:

- 1. You will be designated as Software Engineer Trainee in A Grade and will be initially based at Pune location.
- Your date of commencement of the Employment will be on 05-Dec-2022 and you will be under probation till 31-May-23. Subject to your satisfactory performance during the probation period, your further employment confirmation will be decided.
- During probation, you will be entitled to receive the salary as per the annual CTC compensation package of Rs. 2,40,000 only with the component details as per the enclosed Annexure. Upon successful completion of the probation period, your annual CTC compensation package will be revised to Rs. 3,00,000 only.
- 4. You will be required to sign an employment bond for 2.5 years (including probation period of six months) at the time of onboarding. In case if you breach the bond, you will be liable to pay to the Company a sum equivalent to your Three month's salary and the actual cost of the entire training, cost of hiring and all costs that are incurred by the Company to upskill or train you.
- 5. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
- 6. Please bring along the below listed documents / details on your day of joining.
  - a) Date of Birth proof certificate (Copy of passport / birth certificate / S.S.C) (Two Copies)
  - b) Original Academic Certificates (all from 10th to Highest)
  - c) Passport size photographs (Recent)
  - d) Copy of PAN card and Aadhar card
- 7. Kindly sign a copy of this letter as a token of your acceptance of this offer **on or before 02-Dec-22**, after which this offer stands cancelled.

Looking forward to your long and mutually beneficial career with us!

#### Yours truly,

For CyberMeru Technologies Private Limited,

echno/o eru Pune Vinod Bakhare Z Director

I accept the above-mentioned employment offer and acknowledge receiving a copy of the same.

(Miss Pranjali Mahajan) Date:

Page 1 of 2



#### Annexure

CTC Components	Monthly Amount (INR)	Annual Amount (INR)
Basic Allowance	10000	120000
House Rent Allowance	4000	48000
Leave Travel Allowance	0	0
Children Education Allowance	0	0
Special Allowance <sup>1</sup>	2753	33039
Fixed Gross Total (A) <sup>2</sup>	16753	201039
Variable Performance Incentive	0	0
Incentives Total (B) <sup>3</sup>	0	0
Mobile/Internet	0	0
Meal Coupon	0	0
Book & Periodical	0	0
Employer's contribution to Insurance Premium <sup>4</sup>	0	3255
Reimbursement Total (C)	0	3255
Employer's contribution to Provident Fund	0	23400
Employer's contribution to ESI	0	6534
Notional Provision for Statutory Gratuity <sup>5</sup>	0	5772
Bonus	0	0
Employer Statutory Contribution Total (D)	0	35706
CTC (A+B+C+D)	16753	240000

<sup>1</sup> Amount for Special Allowance will be adjusted (+/-) depending upon actual Group Mediclaim Insurance premium

<sup>2</sup> Fixed compensation is payable subject to adherence of all applicable policies of the organization.

<sup>3</sup> Variable Performance Incentive is fully variable and payable on the performance as per Company Policy. Generally, VPI payout is divided in 2 payments. H1 – With Oct Salary, H2 – With Apr Salary

<sup>4</sup> The amount mentioned is an indicative average cost incurred by Company towards Group Mediclaim

<sup>5</sup> As per Payment of Gratuity Act.

#### Notes to Offer Letter: -

- 1. The above salary break-up is provided based on the existing company policies and may undergo change from time to time.
- 2. As per the company policy you are required to maintain total confidentiality of your compensation details.
- 3. The company has made the offer of employment based on the bonafide statements and facts provided by you. Any time during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you which also includes termination of employment.
- 4. In case you decide to end your employment with the company or the company terminates your services for any reason before you complete one year of employment with the Company,
  - a. the company retains the right to recover from you any expenses incurred by it in connection with your recruitment including, but not limited to, fees paid to consultant, joining benefits paid to you (if any), etc. and
  - b. the company retains the right to recover from you any expenses incurred by it for processing any visa/ work permit for you and/or any of your family members.

Page 2 of 2



Godavari College of Engineering, Jalgaon (Maharashtra) <tpogcoej@gmail.com>

#### Fwd: Interview Result | BYJU'S

Ashlesha Tayade <ashleshatayade01@gmail.com> To: tpogcoej@gmail.com Mon, Jan 9, 2023 at 10:13 AM

-----Forwarded message ------From: **Byjus Central Recruitment** <centralrecruitment@byjus.com> Date: Sun, 8 Jan, 2023, 9:21 pm Subject: Interview Result | BYJU'S To: Ashleshatayade <ashleshatayade01@gmail.com>



Dear Candidate,

Congratulations!

We are happy to inform you that you are shortlisted for the Sales Grooming and Development Program. Before proceeding with the next phase of the evaluation please go through the Job Description mentioned below.

Date & Time of the Reporting: 10th January 2023, 9:30 AM

Reporting Location: Byju's Pune Office

Reporting Address: Summer Court, 3rd Floor Magarpatta City, next to Seasons Mall, Pune, Maharashtra - 411028.

#### DETAILS OF SALES GROOMING AND DEVELOPMENT PROGRAM(SGDP):

The sales grooming and development program (SGDP) will be a knowledge transfer and evaluation program which will run for **5 days from Byju's office**; on successfully clearing SGDP, the candidates will proceed for 3 weeks of on-the-job training with BYJU's, on successful completion of both the modules only the candidates would be inducted as BDA (Business Development Associate) with Byju's. In the 5 days of SGDP, you will be trained on Byju's product and various sales techniques involved in the process. We will assess your ability to put theoretical knowledge to use in the real world, by providing you with hands-on experience on dealing with customers.

Please note that you will be continuously evaluated throughout the program, and only upon meeting the metrics set by the company, you will be proceed for on the job training program with Byju's

#### DETAILS OF BYJU'S ON THE JOB TRAINING PROGRAM:

Candidates who are selected after the sales grooming and development program (SGDP) program will proceed with on-the-job training program which will be **3-week conducted at the Role Location.** 

You will get an opportunity to be eligible for being offered a permanent position of **Business Development Associate** at the end of the training period, based upon meeting the company's parameters.

Allowance for the entire Training Program : No remuneration would be awarded during 5 Days of SGDP . INR 1,250 would be awarded to all candidates as a travel allowance for on the job training once, Also during the 3 weeks of the OJT phase all candidates would be eligible for INR 1,250 per week for the completion of each successful week.

After successful completion of 3 weeks of the On the job training you would be offered a role of probationary BDA wherein you'll be offered 16000/- For the first-month post which your package would be INR 8 LPA (5 LPA fixed + 3 LPA variable) for the role of BDA.

An additional amount of 18000 would be offered only and only if you achieve 2 valid sales and 6 valid conditions during the **three weeks of on-the-job training**.

#### **IMPORTANT THINGS TO NOTE:**

Please note the following points regarding your training and onboarding as given below:

# 1. Your successful completion of the Sales Grooming and Training Program will depend upon fulfilling all the below mentioned criteria:

- 1. The performance evaluation is conducted by the training manager.
- 2. Successfully clearing the capability Evaluation/Performance Assessments and Mock Audits, Satisfactory performance and conduct feedback from your Training Manager, Trainer, and HR Team

#### 2. Your successful completion of the (OJT phase) will depend upon fulfilling all the below mentioned criteria:

- 1. Satisfactory performance and conduct related feedback from your Manager, Trainer and HR Team during the OJT phase
- 2. Successfully clearing all capability, performance assessments/evaluations and quality audits conducted during the OJT phase
- 3. Achieving the minimum criteria of Product Demos and Revenue during the OJT phase of the Program (details of the minimum criteria will be communicated to you at the beginning of the program)

3. You **need to have a laptop and a working broadband connection** or internet dongle at all times during the training period. Please note that this is a core requirement for you to take part in the Training. Training can't happen without fulfillment of this requirement.

4. We at BYJU'S or any of our recognized partners, do not charge any monetary sum against interviewing/selecting any candidate, please get in touch with your official recruiter or write back to us at recruitment@byjus.com to report any such incident.

#### **BDA Profile Details:**

You will get an opportunity to be eligible for being offered a permanent position of Business Development Associate at the end of the training period, based upon meeting the company's parameters.

#### 2/7/23, 4:37 PM

Upon **successful completion of the Training Program**, you will be eligible to be **offered the role of a Business Development Associate**. Post your joining the organization as an employee.

This role will be on a six days working per week model with one day week off both during as well as after training.

#### ABOUT BYJU'S:

BYJU'S is the world's most valuable ed-tech company and the creator of India's most personalized K12 learning app which offers highly adaptive, engaging, and effective learning programs for students in classes 4-12 (K-12) and competitive exams like JEE, NEET, CAT, IAS, GRE, and GMAT. Launched in 2015, BYJU'S has become the most loved and preferred learning app for students across age groups.

Started by teacher and visionary, Byju Raveendran and his top set of students, BYJU'S aim is to make quality learning accessible, effective, and personalized for everyone. The BYJU'S way of learning provides students a learning platform where they can learn, engage and be excited about charting their own path to discover the world. The learning app brings together the best teachers, technology, content, and media for creating a seamless, world-class learning experience for each and every type of learner. Today, BYJU has over 50 million registered students and 3.5 million annual paid subscriptions. With an average time of 71 minutes being spent by a student on the app every day from 1701+ cities, the BYJU'S app is making learning enjoyable and effective.

Delivering world-class learning experiences, BYJU'S is making learning contextual and visual, and not just theoretical. The app has been designed to adapt itself to the unique learning style of every student, as per the pace, size, and style of learning. The learning app is paving the way for new-age, geography-agnostic learning tools that sit at the cross-section of mobile, interactive content, and personalized learning methodologies.

To date, BYJU'S has raised over USD 2 Billion from a strong and diverse investor set like - Chan-Zuckerberg Initiative, Naspers, CPPIB, General Atlantic, Tencent, Sequoia Capital, Sofina, Verlinvest, IFC, Aarin Capital, TimesInternet and Lightspeed ventures.

At BYJU'S, we are driven by the motto to encourage students to learn on their own and keep their child-like curiosity alive. So get ready to be a part of the growing family at BYJU'S and be a BYJUite officially. We hope your journey with us takes you to greater heights creating the best of memories and milestones along the way.

Please visit https://youtu.be/2XeGI5RHypQ for a better insight into the job.

Regards,

Team BYJU's

Gmail - Fwd: Interview Result | BYJU'S





#### Please consider the environment before printing this mail

The information contained in this e-mail is private & confidential and may also be legally privileged. If you are not the intended recipient of this mail, please notify us, preferably by e-mail; and do not read, copy or disclose the contents of this message to anyone. Whilst we have taken reasonable precautions to ensure that any attachment to this e-mail has been swept for viruses, e-mail communications cannot be guaranteed to be secure or error free, as information can be corrupted, intercepted, lost or contain viruses. We do not accept liability for such matter or their consequences



## **BYJUS\_Congratulation mail**

1 message

hitesh sharma <hitesh.sharma@byjus.com> To: Arush Dua <arush.dua@byjus.com> Bcc: yashbhangale027@gmail.com Mon, 16 Jan, 2023 at 7:24 pm



Dear Candidate,

**Congratulations!** 

We are happy to inform you that you are shortlisted for the Sales Grooming and Development Program. Before proceeding with the next phase of the evaluation please go through the Job Description mentioned below.

Date & Time of the Reporting: 17th January 2023, 9:30 AM

Reporting Location: Byju's Mumbai Office

Reporting Address: Unit no 1, on the 9th Floor, B wing, Times square, Nilkanth tech park, marol, Andheri kurla road, Andheri(East), Mumbai.

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# **Hitesh Sharma**

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attachment to this e-mail has been swept for viruses, e-mail communications cannot be guaranteed to be secure or error free, as information can be corrupted, intercepted, lost or contain viruses. We do not accept liability for such matter or their consequences



Dipak Kandele <dipakkandele7448@gmail.com>

### **BYJUS\_Congratulation mail**

1 message

hitesh sharma <hitesh.sharma@byjus.com> To: adarsh pandey2 <adarsh.pandey2@byjus.com> Bcc: dipakkandele7448@gmail.com 23 January 2023 at 12:37



#### Dear Candidate,

Congratulations!

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#### Date & Time of the Reporting: 24th January 2023, 9:30 AM

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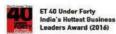
BYJU's



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#### 1/23/23, 3:42 PM

Sales Development Manager







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# **BYJUS\_Congratulation mail**

1 message

hitesh sharma <hitesh.sharma@byjus.com> To: adarsh pandey2 <adarsh.pandey2@byjus.com> Bcc: linachaudhari812@gmail.com Mon, 23 Jan, 2023 at 12:37 pm



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"Best Self Improvement"

app in India 2016



ASSOCHAM

Winner of ASSOCHAM

SMEs Excellence Award for Start-up of the Year 2016

**Deloitte** Winner of Deloitte Technology Fast 50 India and Top 500 Asia Award (2012, 2013, 2014, 2015, 2016)

YOUNG

TURKS

Young Turks of the year award

GMASA Winner of CNBC TV18

**GMA** Summit Award 2016





**Reimagine Education** Award 2016 Overall Ed Tech winner Gold Award for Best Educational App

**Regards** 

# **Hitesh Sharma**

Winner of Established Education App of

the Year (2017)

Sales Development Manager





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The information contained in this e-mail is private & confidential and may also be legally privileged. If you are not the intended recipient of this mail, please notify us, preferably by e-mail; and do not read, copy or disclose the contents of this message to anyone. Whilst we have taken reasonable precautions to ensure that any

attachment to this e-mail has been swept for viruses, e-mail communications cannot be guaranteed to be secure or error free, as information can be corrupted, intercepted, lost or contain viruses. We do not accept liability for such matter or their consequences



Dear Gayatri Dilip KalbaileÂ

### Congratulations!Â

We are happy to inform you that you are shortlisted for the Sales Grooming and Development Program. Before proceeding with the next phase of the evaluation please go through the Job Description mentioned below.

### Date & Time of the Reporting: 07th February 2023, 9:30 AM

### Reporting Location: Byju's Pune Office

### Reporting Address: Summer Court, 3rd Floor Magarpatta City, next to Seasons Mall, Pune, Maharashtra - 411028.

### DETAILS OF SALES GROOMING AND DEVELOPMENT PROGRAM(SGDP):

The sales grooming and development program (SGDP) will be a knowledge transfer and evaluation program which will run for 5 days from Byjuâ€<sup>™</sup>s office; on successfully clearing SGDP, the candidates will proceed for 3 weeks of on-the-job training with BYJU's, on successful completion of both the modules only the candidates would be inducted as BDA (Business Development Associate) with Byju's. In the 5 days of SGDP, you will be trained on Byju's product and various sales techniques involved in the process. We will assess your ability to put theoretical knowledge to use in the real world, by providing you with hands-on experience on dealing with customers.

### Please note that you will be continuously evaluated throughout the program, and only upon meeting the metrics set by the company, you will be proceed for on the job training program with Byju's

### **DETAILS OF BYJU'S ON THE JOB TRAINING PROGRAM:**

Candidates who are selected after the sales grooming and development program (SGDP) program will proceed with on-the-job training program which will be 3-week conducted at the Role Location. You will get an opportunity to be eligible for being offered a permanent position of **Business Development** Associate at the end of the training period, based upon meeting the company's parameters.

Allowance for the entire Training Program : No remuneration would be awarded during 5 Days of SGDP . Â INR 1,250 would be awarded to all candidates as a travel allowance for on the job training once, Also during the 3 weeks of the OJT phase all candidates would be eligible for INR 1,250 per week for the completion of each successful week.Â After successful completion of 3 weeks of the On the job training Â you would Â be offered a role of probationary BDA wherein you'll be offered 16000/-Â For the first-month post which your package would beÂ INR 8Â LPA (5Â LPA fixed + LPA variable) for role of BDA.

An additional amount of 18000 would be offered only and only if you achieve 2 valid sales and 6 valid conductions during the three weeks of on-the-job training.

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### **IMPORTANT THINGS TO NOTE:**

Please note the following points regarding your training and onboarding as given below:Â Â

# 1. Your successful completion of the Sales Grooming and Training Program will depend upon fulfilling all the below mentioned criteria:

- 1. The performance evaluation is conducted by the training manager.
- Successfully clearing the capability Evaluation/Performance Assessments and Mock Audits, Satisfactory performance and conduct feedback from your Training Manager, Trainer, and HR Team

# 2. Your successful completion of the (OJT phase) will depend upon fulfilling all the below mentioned criteria: $\hat{A}$

- 1. Satisfactory performance and **conduct related feedback from your Manager, Trainer and HR Team** during the OJT phase
- 2. Successfully clearing all **capability**, **performance assessments/evaluations and quality audits** conducted during the OJT phase
- 3. Achieving the minimum criteria of Product Demos and Revenue during the OJT phase of the Program (details of the minimum criteria will be communicated to you at the beginning of the program)

3. You **need to have a laptop and a working broadband connection** or internet dongle at all times during the training period. Please note that this is a core requirement for you to take part in the Training. Training  $can \hat{a} \in \mathbb{T}^{M}$ t happen without fulfillment of this requirement.

4. We at BYJUâ€<sup>™</sup>S or any of our recognized partners, do not charge any monetary sum against interviewing/selecting any candidate, please get in touch with your official recruiter or write back to us at recruitment@byjus.com to report any such incident. Â

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This role will be on a six days working per week model with one day week off both during as well as after training.  $\hat{\mathrm{A}}$ 

### ABOUT BYJU'S:

BYJUâ€<sup>™</sup>S is the worldâ€<sup>™</sup>s most valuable ed-tech company and the creator of Indiaâ€<sup>™</sup>s most personalized K12 learning app which offers highly adaptive, engaging, and effective learning programs for students in classes 4-12 (K-12) and competitive exams like JEE, NEET, CAT, IAS, GRE, and GMAT. Launched in 2015, BYJUâ€<sup>™</sup>S has become the most loved and preferred learning app for students across age groups.Â

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To date, BYJU'S has raised over USD 2 Billion from a strong and diverse investor set like - Chan-Zuckerberg Initiative, Naspers, CPPIB, General Atlantic, Tencent, Sequoia Capital, Sofina, Verlinvest, IFC, Aarin Capital, TimesInternet and Lightspeed ventures.Â

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Regards, Team

BYJU's





Click here to know what it means to be a part of the growing BYJU'S family.

# AWARDS

2017



ET 40 Under Forty India's Hottest Business Leaders Award (2016) Vecircle Awards Education Company Of The Year 2016



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**GMA** Summit



ET N v Edu

> Wharton Siltente STARS

nce Award (2013)

ETNOW

on Excel

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Winner of CNBC TV18 Young Turks of the year award

Award 2016



### BYJUS\_Congratulation Mail 1 message

hitesh sharma <hitesh.sharma@byjus.com> To: Arush Dua <arush.dua@byjus.com> Bcc: rohannarkhede1211@gmail.com Sun, Feb 5, 2023 at 10:08 PM



### Dear Candidate,

**Congratulations!** 

We are happy to inform you that you are shortlisted for the Sales Grooming and Development Program. Before proceeding with the next phase of the evaluation please go through the Job Description mentioned below.

### Date & Time of the Reporting: 7th February 2023 10am.

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### https://chat.whatsapp.com/FVnvKogq0KEHS1IeBDF6tq

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allowance for on-the-job training once, Also during the 3 weeks of the OJT phase, all candidates would be eligible for INR 1,250 per week for the completion of each successful week.

Annual CTC post successful completion of on-the-job training: INR 8 LPA (5 LPA fixed + 3 LPA variable) for the role of BDA.

An additional amount of 18000 would be offered only and only if you achieve 2 valid sales with revenue of 85000 during the four weeks of on-the-job training.

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3. You need to have a laptop and a working broadband connection or internet dongle at all times during the training period. Please note that this is a core requirement for you to take part in the Training. Training can't happen without fulfillment of this requirement.

4. We at BYJU' S or any of our recognized partners, do not charge any monetary sum against interviewing/selecting any candidate, please get in touch with your official recruiter or write back to us at recruitment@byjus.com to report any such incident.

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### Preview YouTube video Wh

Regards

### **Hitesh Sharma**

Sales Development Manager





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Godavari College of Engineering, Jalgaon ( Maharashtra) <tpogcoej@gmail.com>

### Fwd: BYJUS\_Congratulation Mail Khan Ubaid Firoz

Godavari College of Engineering, Jalgaon (Maharashtra) <tpogcoej@gmail.com> To: "Godavari College of Engineering, Jalgaon (Maharashtra)" <tpogcoej@gmail.com> Mon, Feb 6, 2023 at 11:23 AM

------Forwarded message ------From: **Ubaid Khan** <khanubaid2328@gmail.com> Date: Sun, 5 Feb 2023, 10:15 pm Subject: Fwd: BYJUS\_Congratulation Mail To: <tpogcoej@gmail.com>

------Forwarded message ------From: hitesh sharma <hitesh.sharma@byjus.com> Date: Sun, 5 Feb, 2023, 10:08 pm Subject: BYJUS\_Congratulation Mail To: Arush Dua <arush.dua@byjus.com>



Dear Candidate,

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### Date & Time of the Reporting: 7th February 2023 10am.

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Zoom Link will be shared by tomorrow EOD.

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### Preview YouTube video Why

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Sales Development Manager

**BBYJU'S** 



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**IMG-20230206-WA0026.jpg** 49K



# Congratulations Mailer || Byju's || Reporting to office on 28th feb .

1 message

Vishal Dhiman <vishal.dhiman@byjus.com> Sun, 26 Feb 2023 at 10:29 pm To: neetu7425@gmail.com, parvaizahmadbhat8138@gmail.com, rn7970726@gmail.com, ritusachdeva7357@gmail.com, varun.kashyap3835@gmail.com, markshahid44@gmail.com, mansik42117@gmail.com

Dear candidate

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# Date & Time of the Reporting: 28th Feb 2023, 9:30 AM

# Reporting Address: SM Heights , Plot No C 205 industrial Area Phase 8b Mohali, Mohali, India 160074

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BYJU's

### warm regards, Vishal Manager || Sales Development . Think & Learn Pvt Ltd | Byju's The Learning App, IBC Knowledge Park, D-Block, 2nd Floor, Bannerghatta Road, Bangalore-560029

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# southco

SIPL/March 9/ 0001

March 9, 2023

Mr. Vishal A. Kale A/p-Hatale, Tal-Muktainagar Dist - Jalgaon - 425306

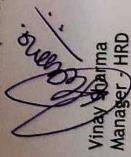
Dear Mr. Kale,

# Sub: Offer of Appointment

This refers to your application dated March 9, 2023, and subsequent interviews you had with us for the post of "FEA Engineer" based at Ranjangaon, Pune. We are pleased to give you an offer of appointment as a FEA Engineer in our company from May 15, 2023, on the terms and conditions discussed with you. The office working hours are from 8.15 a.m. to 5.30 p.m.at present and five days working in a week. We look forward to your joining and request you to sign the duplicate copy of this letter as a token of your acceptance and confirmation.

Thanking you,

Yours faithfully, For Southco (India) Private Limited.







**Private and Confidential** 

# **OFFER LETTER**

DATE: 17th March 2023

To,

# SUNNY BHARAMBE

This has reference to your interview and discussion for position of Software Testing Engineer with **Baxees Pvt. Ltd**.

This position is offered subject to satisfactory reference and pre-employment checks and completion of the Six-month probationary period during which time your performance will be reviewed.

We have offered you 3.5LPA as an Annual CTC. As we decided. This is a Software Testing Engineer you will therefore be entitled to all staff benefits. Your date of joining will be 20<sup>th</sup> March 2023.

We are all looking forward with you and hope you will soon feel part of the team.

Your initial employment location will be Pune. However, your services are transferable to any place in the country or abroad or to any of the company's associate or sister concern or its subsidiary client location, at the sole discretion of the management.

# Probation, Confirmation & Termination:

1) You will be on probation for a period of **6 Month** from the date of your appointment, where after, if your services are found satisfactory, you will be confirmed by means of a written intimation. The management reserves the right to reduce, dispense with or extend your probation period at its absolute discretion.

Office No 409, City Center, Hijewadi phase 1, Hinjewadi, Pune-411057 hr@baxees.in 020 68317007



2) (a) During the probation period or the extended period of probation, an Employee will be liable to be discharged from the company's services at any time with 60 days prior notice and without assigning any reason. An Employee also bound to provide the company with 60 days. Notice during which period he / she may have to actually work. The company does not encourage adjusting notice period against either leave or forfeiture of salary.

The company will have the right to terminate your employment/offer without notice.
 You commit any breach of your duties and responsibilities under this contract of service.
 You are guilty of any gross default or misconduct, which contravenes the expressed or implied conditions of your employment; and you commit breach of any of the terms.

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time.

I, Sunny Bharambe, accept the terms and conditions of this Offer.

Signed:



Baxees Pvt Ltd Pankaj Patil

> Office No 409, City Center, Hijewadi phase 1. Hinjewadi, Pune-411057 hr@baxees.in 020 68317007



### JOINING LETTER

Mr. Azhar Shaikh Quresh Nagar Kurla East Mumbai.

### Subject: Letter of Appointment

### Dear Mr. Azhar Shaikh

We refer to your verbal application and the subsequent interviews with us we are please to make you an offer of appointment with effect from **Nov 28<sup>th</sup> 2022** on the following terms & conditions in <u>Raiseon Automation</u> & <u>Control Engineering Pvt. Ltd.</u> (here in after referred to as the Company)

### Position appointed to: Project Engineer.

Joining at: You will join the company and report at our Head Office at Koparkhairane.

**Date of Joining:** Nov 28<sup>th</sup> 2022. This offer is null and void if you have not joined on this date. Compensation. Your Grand Total CTC will be Rs.1,80,000 /- Your Yearly compensation can be subject to review on an annual basis. Your increment & promotion will solely be at the discretion of the management of the company, which will be assessable together on integrity, performance, learning abilities, people skills, length of service tenure and conformance to the stated company values.

**Probation:** You will be on probation for a period of **01 Year** from the date of commencement. The company reserves the right to extend this probationary period should it feel your performance needs improvement. You will be given Performance targets and you will have to achieve these in the stipulated time your confirmation will depend on 100% achievement of the targets. You will undergo a performance appraisal which will identify are as requiring improvement, if any. Post the confirmation appraisal you will be confirmed in writing. Without this confirmation letter you will still be treated as on Probation.

**Duties:** The duties to be undertaken by you in this position will be informed to you by the reporting authority. The company will change these duties from time to time. You will be inform do such changes. You are required to use all of your time & efforts to perform your tasks during business hours and not working on any other projects without the prior written permission of the company. It will be your obligation & duty to inform the Company of any act of dishonesty & or action detrimental to the interest of the Company on the part of any person, which may come to your knowledge & if the same is not done, it will be considered as dereliction of duty. You shall keep the company informed of any change in your residential or civil status. You shall abide by the rules and regulations of the Company which are in force and/or which may be framed from time to time.

#201, Second Floor, Shubham Palace, Sector 15, KoparKhairane, Navi Mumbai, Maharashtra-400 709. PH.: 022-79669292 | E-mail.: info@raiseonengineering.com | www.raiseonengineering.com

# RAISEON AUTOMATION & CONTROL ENGINEERING PRIVATE LIMITED

Shop No.10, Plot No.59,Koparkhairane, Thane (MH) 400709 Email id : info@raiseonengineering.com, Contact no : 8655037000 CIN : U31900MH2019PTC329658.

Working Hours: We work six days a week and Sunday is a weekly off day

Leave: After the completion of your probation period you will be entitled to the leave benefits as per the prevalent rules and regulations of the company. A leave policy will be made available to you for your understanding and records.

IT security and Practice: While you are in the employment of the company you will adhere to the IT security and Procedures prescribed by the company.

Joining Client or Competitor: In the event of the termination of your services from the Company or your resignation from these revises of the company, you shall not join any of clients or competitors of the company for a period of two calendar years. Any action contravention to this provision will entail of appropriate action deemed fit by the company.

**Minimum Tenure Guarantee:** We expect this employment last for many years. As we feel this is a growth prone organization & your Career will also grow here. However we expect you to commit minimum Two Year tenure guarantee to the company by signing on a Two Year bond.

Inducement of other Employees to leave the Company: During the course of yours services with the Company or in the event of cessation of your service in the future, due to any reason whatsoever, you shall for the period of 1 Year from the date of such cessation, directly or indirectly, either on your own accord of Orin conjunction with some person's from our company refrain/desist from canvas sing or soliciting or attempting to or including any employee(s) to leave the current employment with company. Any action contravention to this provision will entail initiation of appropriate action deemed fit by the company.

Inducements: You shall not acceptance-presents, commission or any kind of gratification in cash or kind from any person dealing with our group of Companies and if you are offered any, the same should be brought to the notice of the Management.

Intellectual Property: It is a condition of your employment that the Company is the owner of all copy right and all other intellectual property rights of whatever nature in work, designs, database and contacts generated, and other projects in corporation intellectual property, which are created or developed by you or anyone else in the company during your employment.

To the extent that, by law, you do not have any legal or equitable interest in any work, including any computer program, designs, databases, documents, art work, film, or video/audio recording created or developed pursuant to your employment by the Company, you here by irrevocably and unconditionally assign to the company all intellectual property rights including copy right, in all such works.

**Confidentiality:** It is condition of your employment that during the continuance your employment you shall not disclose to any person, without writte toonsent, any trade secret or designs, database and/or confidential information concerning the financial arrangements or position of the company or any of the dealings,

# RAISEON AUTOMATION & CONTROL ENGINEERING PRIVATE LIMITED

Shop No.10, Plot No.59,Koparkhairane, Thane (MH) 400709 Email id : info@raiseonengineering.com, Contact no : 8655037000 GIN : U31900MH2019PTC329658.

transactions or affairs of Company's business. Without prejudice to the generality of this clause, the confidential information of the Company includes information concerning client lists, business, databases, marketing plans and strategies. Sales, pricing & process information, & everything else, which is marked "Confidential" or which is otherwise indicated, explicit or implicit to be subject to an obligation or Confidence.

Education/Up gradation: You shall not accept, without the permission of the Management, any other training or employment, part time or otherwise or pursuit on your account or as an agent for others. You shall not join any educational courses without the written consent of the Company. You shall undertake further training & or examination to your occupation as the Company may deem necessary for effective utilization of your services & talents for the present and future business interest of the Company but with the prior intimation to the concerned authorized of the company.

Tests: You shall undergo a medical examination or other test whenever required by such authorities as may be decided by Company from time to time & decision of such authorities as to your fitness or otherwise for continuing your service shall be final & binding.

Testimonials: Before taking up your assignment with this Company, you are required to submit:

- Relieving letter from your previous/present employer
- Our testimonials Education Certificates
- Four passport size photographs
- Identity & Address proof

Date of Retirement: You will retire at the age of 58 years from the service of the Company.

Termination of Employment: Your services can be terminated with immediate effect should any integrity issues or breach of trust issues arise with your Your services can also be terminated for insubordination, neglect of duties, indiscipline, unauthorized absence for more than two days, immediately without giving any notice or assigning any reason whatsoever.

Also, if at any time it is found that the information given by you at the time of appointment is false or that relevant information has been concealed, then the company is at liberty to terminate your services immediately without giving any notice or assigning any reason whatsoever.

Your services can also be terminated if your performance is class if ideas "Poor" as per our

"Performance Measurement System, in this case you will get one month's notice after the confirmation.

# RAISEON AUTOMATION & CONTROL ENGINEERING PRIVATE LIMITED

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Notice Period: Should you choose to leave the Company on your own accord you will have to give us 03 months' notice or equal pay in lieu. Also it may be noted that minimum thirty day working is required to generate the salary.

Return of Assets/Property Confidential documents: On termination or cessation or retirement of your services you are required to immediately return to the Company all documents, information, designs, database, equipment and do there items and things relating to the company.

**Governing Law:** These terms of employment will be governed by and construed in accordance with the applicable Laws for the time being in force.

Please confirm your acceptance of this appointment by signing & returning a copy of this letter give to you. We welcome you tour Company and look forward to a long and fruit flies society on with you.

For Raiseon Automation & Control Engineering Pvt Ltd

\*\*\*\*\*\*\*\*\*



I Mr. Azhar Shaikh Accept this appointment on the above terms & conditions & agree to abide by the rules and regulations of the Company in letter and spirit.

Signature

\*\*\*\*\*

Date:



# Salary Structure – SE (Software Engineer) – WonderBiz Technologies

1 message

**Tejaswini K** <tejaswini.k@wonderbiz.in> To: labib khan <khan.labib.1998@gmail.com> Mon, Mar 27, 2023 at 8:25 PM

# WONDERBIZ TECHNOLOGIES PVT. LTD.

# Dear Labeeb Khan,

Congratulations!!

I am pleased to extend the following offer of employment to you on behalf of WonderBiz Technologies. You have been selected as the best candidate for

the SE (Software Engineer) position.

Please review the Breakup below. Also, let us know if you have any questions or concerns.

You will receive a Gross Annual Remuneration of **Rs. 3,75,078**/- (Three Lakh Seventy Five Thousand Seventy Eight Rupees Only). This package would consist of:

- 1. Fixed Component including Offer Bonus (Rs. 3,23,300/-)
- 2. Performance-based Variable Component (Rs. 15,700/-)
- 3. Benefits (Rs. 36,078/-)

### Note:

• Offer Acceptance Bonus of Rs. 25,000/- will be credited to you via net banking even before joining once you accept the Offer.

• You will also have to sign an agreement saying that you will join WonderBiz as per the mentioned or changed date according to your final year results.

 $\cdot$   $\,$  In case of any breach in joining, you agree to pay a certain amount mentioned in the agreement.

• Also, in case of an Offer Revocation from the Company's end until your joining, we agree to pay you the same amount as mentioned in the agreement.

\*Offer Letter or Offered Amount should be kept strictly confidential and shall not be disclosed, caused, or permitted to be disclosed, to any person or entity.

\*\*PF Contribution - New Joinees who do not have an existing UAN No. (PF account) are excluded from PF contribution through Form 11 declaration on joining. However, if you wish to opt for a PF contribution (INR 1800/- pm) please respond to this offer letter stating PF contribution to be included in the above mentioned field. Your CTC structure will be revised accordingly and a UAN no. will be generated on your joining.



### Tejaswini K

Sr. Hiring Executive, WonderBiz Technologies

8433155133 | tejaswini.k@wonderbiz.in

Address: 310, 311, 312 Orion Business Park, Ghodbunder Rd, Kapurbawdi, Thane, Maharashtra 400610 Website: www.wonderbizglobal.com





Sender notified by Mailtrack





# **Private and Confidential**

# **OFFER LETTER**

DATE: 10<sup>th</sup> April 2023

To,

# Jayesh Chaudhari

This has reference to your interview and discussion for position of Software Developer with **Baxees Pvt. Ltd**.

This position is offered subject to satisfactory reference and pre-employment checks and completion of the Six-month probationary period during which time your performance will be reviewed.

We have offered you 3.5 LPA as an Annual CTC. As we decided. This is a Software Developer and you will therefore be entitled to all staff benefits. Your date of Documentation will be 17<sup>th</sup> April 2023.

We are all looking forward with you and hope you will soon feel part of the team.

Your initial employment location will be Pune. However, your services are transferable to any place in the country or abroad or to any of the company's associate or sister concern or its subsidiary client location, at the sole discretion of the management.

## **Probation, Confirmation & Termination:**

1) You will be on probation for a period of **6 Month** from the date of your appointment, where after, if your services are found satisfactory, you will be confirmed by means of a written intimation. The management reserves the right to reduce, dispense with or extend your probation period at its absolute discretion.

Office No 409, City Center, Hijewadi phase 1, Hinjewadi, Pune-411057 hr@baxees.in 020 68317007



2) (a) During the probation period or the extended period of probation, an Employee will be liable to be discharged from the company's services at any time with 60 days prior notice and without assigning any reason. An Employee also bound to provide the company with 60 days. Notice during which period he / she may have to actually work. The company does not encourage adjusting notice period against either leave or forfeiture of salary.

3) The company will have the right to terminate your employment/offer without notice.
You commit any breach of your duties and responsibilities under this contract of service.
You are guilty of any gross default or misconduct, which contravenes the expressed or implied conditions of your employment; and you commit breach of any of the terms.

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time.

I, Jayesh Chaudhari , accept the terms and conditions of this Offer.

Signed: \_



Baxees Pvt Ltd Pankaj Patil



# BY RPAD / CALL FOR APPOINTMENT

### CENTRAL RAILWAY

**Divisional Office** P/Recruitment Personnel Branch Mumbal CSMT Date: 09.05.2023

# No: BB/P/Rect/RRC/C&W'/7/14

### TO,

# SHINDE VIVEK ANANDA (UR)

Sub :- Appointment in Erstwhile Group 'D' of Level-1 (Erstwhile GP 1800/-) Recruitment on Central Railway.

\*\*\*\*\*\*

You have been empanelled by RRC/BB for the above post against CEN No 01/2019 and your name has been recommended to Mumbai Division by RRC/BB of this Railway. As such it has been decided to engage you in Erstwhile Group "D" category of LEVEL-1 (Erstwhile GP 1800/-) in Central Railway, Mumbai Division. Thus you are advised to attend this office on 12.05.2023 at 10.30 hrs for Appointment in this Division.

You should bring with you, character certificate alongwith proforma enclosed issued by magistrate (First class) or by a Gazetted officer of Central/State Government, failing which you will not be considered for Appointment. Character Certificate issued by Special Executive Magistrate will not be accepted.

You are also advised to bring the following documents in original along with the Xerox copies duly attested by a Gazetted officer

- 1. All Education Qualification. (SSC, HSC, Graduation, ITI/Diploma's Marksheet & Board Certificate)
- 2. Documents for proof of date of Birth.
- 3. Caste Certificate in Central Govt. format (in case of SC / ST / OBC. Candidate). In case of OBC candidate must produce OBC Certificate with Non Creamy Layer certificate issued on or after 01.04.2023 to be submitted. (03 copies of all cast certificate)
- 4. 15 passport size photographs along with the photograph pasted in the application form
- 5. Present Permanent Address proof.
- 6. Bank Passbook Xerox copy (Account No., IFSC Code, Bank Address) including Two cancelled cheque with name.
- 7. PAN Card & Aadhar Card.

Please note that your engagement shall be governed by the Extant rules provision of the Railway Administration /Government of India. Mere issue of this ca letter does not guarantee appointment in your favour.

### TRAVELLING AUTHORITY

Please allow the bearer of this letter Shri/Ms SHINDE VIVEK ANANDA to travel by Train in 2<sup>nd</sup> Class ex. JALGAON to CSTM direct valid from 10.05.2023 to 15.05.20

Asst. Personal Officer ( VCSMT प्रातायतः कामिक वाधिकारी ( ) Assistent Personnei Officer भाग रेज, संबंध व दिवस्ट C.RIV CSMT Mumbal



Dated: 25<sup>th</sup> May 2023

### OFFER LETTER

To, Ms.Pratiksha Koli, Mumbai.

This has reference to your application and the subsequent interviews you had with us. We are pleased to make you an offer for the position of **Trainee Engineer** with effect from **30<sup>th</sup> May 2023**. You will be based at our office in **Mumbai, India**. Your compensation will be **Rs. 4,00,000** (Four Lakh rupees only)

Your appointment letter comprising the detailed terms and conditions of your employment and the salary sheet will be given to you once you formally join us on the Date of Joining mentioned above.

### **Increments and Promotions:**

Your performance and contribution to the company will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Automationedge Technologies Private Limited performance review and appraisal clause.

### **Notice Period:**

During your employment with Automationedge Technologies Private Limited, either you or Automationedge Technologies Private Limited can terminate the appointment by giving 90 calendar days written notice or 50% of gross salary in lieu of the notice as per management discretion. If you are covered under Service Agreement, either you or Automationedge Technologies Private Limited can terminate the appointment by giving 90 calendar days written notice as set out in the Policy of Automationedge Technologies Private Limited.

Automationedge Technologies Private Limited reserves the right, if it is in the interest of the business and current assignment, to ask you to complete your notice period or decide whether your existing earned leave or basic salary in lieu of notice period may be adjusted against the entire or partial notice period as per management discretion.

### Health Insurance:

Automationedge Technologies Private Limited extends the Basic Health Insurance cover to you under the Company's health insurance policy. Hospitalization Coverage Upto Rs. 4,00,000 per beneficiary.

We trust that the information and supporting document you have provided to us are true, based on which you have received this offer for employment. Should there be any discrepancy in the information provided by you, kindly update it before you sign and return the offer letter. We reserve our right to review and revoke this offer of employment, in the event any discrepancy is found in the future.

We request you to carry and submit the required documents with you on the Date of Joining as per the attached Joining Documents Checklist.

For a convenient joining process, the required pre-joining documents should be uploaded and submitted as per the guidelines within 2 days of Offer Acceptance.

All the matters related to your appointment and compensation are strictly confidential and shall be treated as such at all times.

If you agree to all the above mentioned terms and conditions, we request you to confirm your acceptance of this offer by returning the duplicate copy of this letter duly signed by you. If you have received the offer letter through email, please send your acceptance through a reply mail within one day from the date of receipt of the e-mail. If you fail to accept the offer from **Automationedge Technologies Pvt. Ltd.**within 1 day, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Additionally, if you fail to report for onboarding formalities on the Date of Joining after accepting and signing this offer letter, you shall be liable to pay an amount equivalent to 1 (One) months Gross Salary for the loss that may be suffered by the Company as the Company has incurred cost towards recruitment and had also confirmed the seat for the said position.

### AutomationEdge Technologies Pvt. Ltd

S.No. 23/5/1+23/5/5, Sunrise Business Park, Near Cummins Campus, Balewadi City, Pune 411 045, Maharashtra, India. Tel.: +91-20-67285000 E-mail : accounts@automationedge.com | www.automationedge.com CIN: U72200PN2017PTC169086



We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association. Yours sincerely, Human Resource Department

> -.

gnature :	Automationedge Tech	nologies Private Limited	
gnature :	have read and accept the	terms and conditions of this offer letter:	
	Name	:	
ate	Signature :		
	Date	:	

### AutomationEdge Technologies Pvt. Ltd

S.No. 23/5/1+23/5/5, Sunrise Business Park, Near Cummins Campus, Balewadi City, Pune 411 045, Maharashtra, India. Tel.: +91-20-67285000 E-mail : accounts@automationedge.com | www.automationedge.com CIN: U7220OPN2017PTC169086

### **By Speed post**

सं0—4508 / 36 / नियुक्ति आरक्षक(जीडी)—2022 / 23 / OOA/5017-5019 No.4508/Estt (Rectt)/CT(GD)-2022)/23/ OOA/5017-5019

> Frontier Headquarters Border Security Force Chiloda Road, Gandhinagar Gujarat, PIN-382045

Dated, the 28th Aug'2023

То

Roll No.	-	7208045524
Name	-	NAWAJ AFJAL PINJARI
F/Name	-	AFJAL BHIKARI PINJARI
VPO & Teh	-	SHAH ALAM NAGAR NEAR SAMEER ITI COLLEGE
Distt	-	JALGAON
State & PIN	-	MAHARASHTRA- 425401
E-mail ID	-	nawajamalner@gmail.com
Mobile No.	-	7057804689

# विषयः—<u>सीमा सुरक्षा बल में आरक्षक(जीडी) पद के लिए चयन—2022</u> Sub:- <u>SELECTION FOR THE POST OF CT (GD) IN BSF – 2022</u>

कर्मचारी चयन आयोग परीक्षा—2022 के माध्यम से केंन्द्रीय सशस्त्र पुलिस बल, असम रायफल, राष्ट्रीय अन्वेषण एजेंसी और सचिवालय सुरक्षा बल में आरक्षक (जीडी) के पद के लिए आपके द्वारा किए गए आवेदन और कर्मचारी चयन आयोग के दिनाँक **20/08/2023** घोषित परिणाम के संदर्भ में मुझे आपकों सूचित करने का निर्देश हुआ है कि आपको सीमा सुरक्षा बल में आरक्षक (जीडी) के पद के लिए 7वें केंन्द्रीय वेतन आयोग की संशोधित वेतन तालिका स्तर—3 अर्थात रू. 21,700 से 69,100 / – और केंद्र सरकार के कर्मचारियों को समय—समय पर स्वीकार्य अन्य भत्तों के साथ निम्नलिखित नियमों एवं शर्तों के अधीन अस्थाई रूप से नियुक्त किया गया है:—

With reference to your application for the post of <u>Constable (GD)</u> in CAPFs, AR, NIA, and SSF through SSC Examination-2022 and result declared by SSC on dated **20/08/2023**, I am directed to inform you that you have been <u>provisionally</u> selected for the post of <u>Constable (GD)</u> in BSF in Revised Pay matrix Level-3 of 7<sup>th</sup> CPC i.e. Rs. 21,700 to 69,100/- and other allowances as admissible to Central Govt. employees from time to time subject to following terms and conditions:-

- (क) रिपोर्ट करने पर, प्रारम्भिक चिकित्सा परीक्षा और शामिल होने की तारीख के बीच की अवधि के दौरान हुई किसी भी बीमारी / विकलांगता / आकस्मिक चोट का पता लगाने / जांच करने के लिए, चिकित्सा अधिकारी द्वारा आपकी चिकित्सा जांच की जाएगी और 'फिट' पाए जाने पर ही आपको जौइन करने की अनुमति दी जाएगी।
- (a) On reporting, you will be medically examined by Medical officer to detect/discover any disease/disability/accidental injury acquired during the intervening period of initial medical examination and date of joining and you will be allowed to join only on being found "FIT".

- (ख) आप सीमा सुरक्षा बल अधिनियम–1968 एवं सीमा सुरक्षा बल नियम– 1969 के समय–समय पर संशोधित प्रावधानों तथा समय–समय पर लागू केंद्र सरकार के अन्य आदेशों, नियमों और विनियमों के अधीन शासित होंगे।
- (b) You will be governed by the provisions of BSF Act 1968 and BSF Rules 1969 as amended from time to time and other Central Government Orders, Rules and Regulations as applicable from time to time.
- (ग) आपके चरित्र एवं पूर्ववृत्त के सत्यापन की प्राप्ति और आपके द्वारा कोई भी तथ्यात्मक जानकारी छुपाई नहीं गई है, जो कि एक अयोग्यता के रूप में आपको सरकारी नौकरी के लिए अनुपयुक्त बनाएगी, की संबंधित प्राधिकारी से पुष्टि होने पर आपकी नियुक्ति तुरंत नियमित कर दी जाएगी।
- (c) Your appointment will be regularized immediately on receipt of verification of character & antecedents and confirmation from the concerned authority that no factual information has been suppressed, which would be a disqualification and render you unfit for employment under the Government.
- (घ) प्रारंभ में आपको दो वर्ष की परिवीक्षा अवधि पर रखा जाएगा, जिसे नियुक्ति प्राधिकारी द्वारा लिखित रूप में दर्ज किए जाने वाले कारणों से आगे की अवधि के लिए या ऐसी अवधि जो एक वर्ष से अधिक न हो के लिए बढ़ाया जा सकता है। परिवीक्षा अवधि के दौरान, यदि नियुक्ति प्राधिकारी को लगता है कि किसी भी कारण से आप बल का एक कुशल सदस्य बनने के योग्य नहीं हैं, तो बिना कोई कारण बताए या बिना किसी अग्रिम नोटिस के आपकी सेवाएं समाप्त की जा सकती हैं।
- (d) Initially you will be on probation for a period of two years, which may be extended by the appointing authority for such further period or periods not exceeding one year, for reasons to be recorded in writing. During the period of probation, if the appointing authority considers that you are not likely to become an efficient member of the Force due to any reason, your services can be terminated without assigning any reasons or without any advance notice.
- (ड) यदि आप केंद्र या राज्य सरकारों या स्थानीय निकायों के तहत नौकरी, जिसके लिए कैडर क्लीयरेंस दिया गया है, स्वीकार करने के अलावा अन्य कारणों से 10 साल की अवधि के भीतर सेवा से त्यागपत्र देते हैं, तो आपका त्यागपत्र प्रशिक्षण खर्च या 03 महीने के वेतन और भत्तों जो भी अधिक हो, को सरकार को वापस करने के बाद ही स्वीकार किया जायेगा।
- (e) If you tender resignation from service within a period of 10 years for reasons other than accepting a job under Central or State Governments or local bodies for which cadre clearance has been granted, your resignation may be accepted only after you refund to Government training cost or 3 months' pay and allowances last drawn by you, whichever is higher.

Contd – P/3.....

2. आपकी उम्मीदवारी अस्थायी है और मूल दस्तावेजों जैसे कि शैक्षिणक एवं अन्य तकनीकी योग्यता प्रमाण पत्र, आयु प्रमाण के रूप में मैट्रिक या समकक्ष प्रमाण पत्र, जाति प्रमाण पत्र, स्थाई निवास प्रमाण पत्र और संबंधित सिविल प्रशासनिक प्राधिकारी से इनके सकारात्मक सत्यापन के अधीन है।

2. Your candidature is tentative and subject to production of original documents such as Certificate of education and other technical qualifications, Matriculation or equivalent certificate as proof of age, Caste Certificate & Domicile certificate and its positive verification from concerned civil administrative authorities.

- 3. पहली नियुक्ति पर ज्वाइन करने के लिए आप किसी भी यात्रा/दैनिक भत्ते के लिए पात्र नहीं होंगे।
- 3. You will not be entitled for any TA/DA for joining your first appointment.
- नियुक्ति का प्रस्ताव निम्नलिखित शर्तों के अधीन है:-
- 4. Your appointment will be further subject to:-
  - (i) सीसुबल नियमावली, 1969 के नियम–7 में प्रावधान है कि एक व्यक्ति जिसने पति या पत्नि के जीवित रहने पर विवाह किया है या विवाह का अनुबंध किया है अथवा जिसने किसी ऐसे व्यक्ति के साथ विवाह किया है या विवाह का अनुबंध किया है जिसका पति या पत्नि जीवित है, वह बल में नियुक्ति का पात्र नहीं होगा।
  - (i) Provisions of Rule-7 of BSF rules -1969 envisage that a person who has entered into or contracted a marriage with a person having spouse living or who having a spouse living has entered into or contracted a marriage with any person, shall not be eligible for appointment in the Force.
  - (ii) भारत के संविधान के प्रति निष्ठा / विश्वनीयता की शपथ लेना (या इस आशय का निर्धारित प्रपत्र पर सत्यनिष्ठा पूर्वक प्रण करना)
  - (iii) Taking of an oath of allegiance/faithfulness to the constitution of India (or making a solemn or affirmation to that effect in the prescribed form).
- 5. आपको एक निर्दिष्ट अवधि के लिए बुनियादी प्रशिक्षण दिया जाएगा। बुनियादी प्रशिक्षण में असफल होना आपको बल में आगे बने रहने कि लिए अयोग्य बना देगा।
- 5. You will be put through Basic training for a specified period. Failure in Basic training shall render you unfit for further retention in Force.
- 6. आप भारत के किसी भी भू–भाग के साथ–साथ विदेश में भी सेवा करने के लिए उत्तरदायी होंगे।
- 6. You shall be liable to serve in any part of InI dia as well as abroad.

Contd –P/4...

7. आपकी नियुक्ति अस्थाई है जो आपके चरित्र एवं पूर्ववृत, शैक्षिणिक, तकनीकी शिक्षा प्रमाण पत्र एवं जाति/जनजाति/अन्य पिछड़ा वर्ग प्रमाण पत्र के उचित माध्यम से सत्यापन के अधीन है। यदि सत्यापन के दौरान कोई भी दावा/जानकारी गलत पाई जाती है तो भारतीय दंड संहिता/सीसुबल अधिनियम और अन्य विधि प्रावधानों के तहत की जाने वाली ऐसी आगे की कार्रवाई पर प्रतिकूल प्रभाव डाले बिना आपकी सेवा बिना कोई कारण बताए तत्काल समाप्त कर दी जाएगी।

7. The appointment is provisional and subject to your character and antecedent, education and the caste/tribe/OBC certificate being verified through proper channel. If the verification reveals that any of your claim/ information is false, your service can be terminated forthwith without assigning any further reason and without prejudice to such further action, as may be taken under the provisions of the Indian Penal Code/ BSF Act or any other law.

8. आप केंन्द्र सरकार द्वारा 1 जनवरी 2004 से सेवा में आने वालण् नए कार्मिकों के लिए पुनर्गठित लागू की गई नई परिभाषित अंशदायी पेंशन प्रणाली के अनुसार पेंशन लाभ प्राप्त करने के लिए पात्र होंगे। इसलिए, आपको नियुक्ति की तारीख से नई पेंशन प्रणाली के लिए मूल वेतन और मंहगाई भक्ते के 10% की दर से मासिक योगदान करना होगा।

8. You will be entitled the pensionary benefits as per new restructured DEFINED CONTRIBUTORY PENSION SYSTEM applicable for the new entrants to the Central Govt. Service from Jan 2004. Therefore, you would make monthly contribution@10% of the Basic pay and DA towards the new pension system from the date of appointment.

9. आपको सूचित किया जाता हैं कि आप सीमा सुरक्षा बल के भर्ती पोर्टल में जाकर यूजर आई डी (उम्मीदवार का नाम) एवं पासवर्ड (जन्म दिनांक डीडी/एमएम/वाईवाईवाईवाई) डालकर खोलने के उपरांत उसमें दर्शाये गये निम्नलिखित फार्म भरकर पुनः पोर्टल में सबमिट करेगें :--

- (क) नोमिनेशन फार्म।
- (ख) एनरोलमेंट फार्म।
- (ग) अटेस्टेशन फार्म।

9. You are informed to open BSF recruitment portal with user id (Name of Candidate) and password (Date of Birth, DD/MM/YYYY) and following forms to be filled and be submitted :-

- (a) Nomination Form
- (b) Enrolment Form
- (c) Attestation Form

10. यदि आप ऊपर उल्लेखित नियमों और शर्तों को स्वीकार करते हैं, तो आपको पुनः चिकित्सा परीक्षा और उसके बाद नामांकन औपचारिकताओं के लिए निम्नलिखित दस्तावेजों के साथ दिनांक **27/10/2023** को मुख्यालय 59 बटालियन सीमा सुरक्षा बल में रिपोर्ट करने के लिए निर्देशित किया जाता है:–

10. If you accept these terms and conditions mentioned above, you are hereby directed to report on **27/10/2023 at HQ 59 Bn BSF** alongwith following documents for re-medical examination and subsequent enrolment formalities :-

- (क) निर्धारित प्रारूप में दो राजपत्रित अधिकारियों द्वारा जारी चरित्र प्रमाण पत्र। (प्रतिलिपि संलग्न)
- (a) Character certificates from two Gazetted Officers in prescribed format. (Copy enclosed)
- (ख) यदि आप सरकारी/अर्ध सरकारी सेवा में सेवारत हैं, तो निर्धारित प्रारूप में मूल विभाग से सेवामुक्ति प्रमाण पत्र।
- (b) If you are serving in Government/Semi Government Service, discharge/release certificate from parent department in the prescribed format.
- (ग) राजपत्रित अधिकारी द्वारा विधिवत सत्यापित पांच पासपोर्ट आकार की नवीनतम फोटो।
- (c) Five passport size latest photographs duly attested by a Gazetted Officer.
- (घ) स्थाई निवास/आवासीय प्रमाण पत्र।
- (d) Domicile/Residential certificate.
- (ड.) आधार कार्ड, पैन कार्ड एवं आपके बचत बैंक खाते (स्टेट बैंक ऑफ इंडिया) के पहले पृष्ठ की प्रति।
- (e) Aadhar Card, PAN Card, Copy of front page of your savings bank account (in SBI)
- (च) मैस में जमा / व्यय करने के लिए आपके स्वयं के खाते में पर्याप्त धनराशि।
- (f) Sufficient money in your account for your own mess deposit/ expenditure.
- (छ) आपका आवश्यकतानुसार, व्यक्तिगत सामान जिसमें पहनने योग्य कपड़े और बिस्तर एवं दैनिक उपयोग की अन्य वस्तुएं हों।
- (g) Personal belongings including proper clothing and bedding and other items of daily use which may be required to you.

Note :- Helpline Number for assistance:- 02832-230573

टिप्पणी:-- सहायता के लिए हेल्पलाइन नम्बर:--02832-230573

59 Bn BSF, Ayanagar, Bhuj, PO- Mundra Road, Bhuj, Distt- Kutch,

State- Gujarat, PIN-370015

Nearest Rly Station - Bhuj



For Presiding Officer Rectt of CT(GD) Exam-2022 FTR HQ BSF Gujarat

प्रतिलिपिः–

Copy to :-

- 1. 59 Bn BSF (Enclosed with Dossier)
- 2. File

# **ANNEXURE-VI**

# **CHARACTER CERTIFICATE**

Certified that I have known Mr.\_\_\_\_\_

S/O Mr.\_\_\_\_\_\_for \_\_\_\_\_year\_\_\_\_\_ month and that

to the best of my knowledge and belief the bears reputation character and has no antecedents with render him unsuitable for government employment.

Mr. \_\_\_\_\_\_ is not related to me.

Place:\_\_\_\_\_

Date:\_\_\_\_\_

Signature Designation

I am satisfied about the reliability of the person who has given the above certificate of character.

Place : \_\_\_\_\_

Date; \_\_\_\_\_

Signature

District magistrate of Sub divisional magistrate or their superior officer



### FOUNDATION FOR ECOLOGICAL SECURITY

FES:3:PER:653

21<sup>st</sup> November, 2023

Mr. Gaurav Madhukar Kumbhar Shanipeth Chandanwadi Behind Mayakka Devi Temple Jalgaon – 425001 Maharashtra

### Appointment Letter

Dear Sir,

Please refer to your application and subsequent interview held on 27<sup>th</sup> October, 2023 and 8<sup>th</sup> November, 2023. We are pleased to appoint you on contract as **Project Manager (Software Developer) in Pay level 4** for a period of **one year** under the project(s) implemented by the Foundation for Ecological Security (FES) with a total fixed remuneration of Rs.4,98,812.00 (Rupees Four lakhs ninety eight thousand eight hundred twelve only) per annum and a Cost to Organisation (CTO) of Rs.5,49,212.00 (Rupees Five lakhs forty nine thousand two hundred twelve only) per annum which includes performance based variable component (calculated at an indicative payment of 100%). The remuneration detail is enclosed as Annexure 1. Your performance would be reviewed after six months.

Foundation for Ecological Security carries out activities in twelve states of India in facilitating the formation and strengthening of village institutions that strive towards the regeneration of natural resources and their common lands in particular. During this contract period, your scope of work would broadly be as follows:

- i. Design, Develop & Prototype Applications for internal and external use. Drive a best practices approach to the continuous improvement of our applications, processes, and tools;
- ii. Participate in full app life-cycle: concept, design, build, deploy, test and release;
- Work with team on new product ideas, designs, prototypes and estimates. Keep up-to-date on current and upcoming features in relevant products and platforms;
- iv. Specific knowledge of Open Layers libraries for visualizing maps in web pages. Develop API/Web-service to be used for communication with a mobile app, work with external API integration. Write/understand intermediate queries in PostgreSQL and execute them using PHP;

- v. Write and maintain documentation for all features in development;
- vi. Take up any other task as deemed fit or entrusted/assigned by the reporting officer from time to time.

Your appointment shall be subject to the following terms and conditions:

- 1. Your contractual appointment shall commence from the date of joining the FES.
- 2. It may be clearly understood and agreed that this appointment is purely on contractual basis for a period of **one year**.
- 3. Subject to the satisfactory completion of one year contract, you will be interviewed by a panel constituted as per the rules of the FES so as to decide on the renewal of the contract for a period up to **four years**.
- 4. During the period of assignment, you shall be required to contribute Provident Fund contribution at the rate notified under the EPF Act from time to time. You will be entitled to a matching amount from the FES.
- 5. You will be entitled to Provident fund contribution, gratuity, leave, allowances and reimbursements as admissible under the Rules and Regulations of FES in force from time to time.
- 6. The management will be within its right to transfer you for work or loan your services to any other Units/ division/ department/project/ Group/ region where the organization has an office or branch or unit for work either at present or may have any time in future, or your services may be deputed to other organizations of the choice of the FES.
- 7. You will have to reside at the place of posting unless you are exempted from doing so by the Executive Director, FES.
- 8. You will devote your whole time and attention to the interest of the organization and will not engage yourself in any other work either paid or in honorary capacity.
- 9. You shall adhere to the rules and regulations of the Foundation as existing and as amended from time to time, failing which would necessitate disciplinary actions as per rules.

work

- 10. Your contractual assignment shall be subject to your medical fitness, and the Executive Director or the Competent Authority may require you to undergo a medical examination, from time to time, with expenses borne by FES. If found medically incapacitated or otherwise medically unfit to continue on the contract assignment, your services are liable to be terminated at the discretion of the Competent Authority.
- 11. While carrying out your duties under this contract in FES, you shall not divulge any information of knowledge gained during the training with the FES, or at any time thereafter, which could be detrimental to the interest of the FES. You shall have to make a declaration of fidelity and secrecy at the time of joining.
- 12. The FES expects you to carry-out your assignment during this contract with a high standard of professional/technical skill, discipline, initiative, efficiency and economy.
- 13. Notwithstanding anything stated herein-above,
  - a. The contract may be extended/renewed for a further period subject to the continuation of the specific project and availability of funds. If not renewed, in writing by the Competent Authority, the contractual assignment shall automatically stand terminated at the end of the contract and accordingly you shall stand relieved from the FES.
  - b. The terms of employment would be coterminous with the non-availability of fund or completion of the project whichever is earlier.
  - c. This contractual assignment is liable to be terminated at any time during the period aforesaid, by either side without assigning any reason by giving 30 days' notice or on payment or recovery of 30 days Basic Pay in lieu thereof. It is clarified that in the event of termination of contract from either side, you will be responsible to hand over all the pending tasks/ assignments to the designated person and only thereafter, you will be relieved from the duties.
  - d. Under unavoidable circumstances like cessation of projects and nonavailability of funds, certain allowances may be withdrawn during the course of the contract as a rule applicable to all the employees of the Foundation or a specific funded project as the case may be.

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You are requested to report for duty on or before 4<sup>th</sup> December 2023 to the General Manager -India Observatory, Coordination Office (CO), Foundation for Ecological Security, Anand-388001 and Contact: Shri Ashok Jani (M) 9913616768. This appointment letter will stand automatically cancelled after the due date mentioned above, unless an extension is approved by the Competent Authority, whose decision shall be final.

At the time of joining you will be required to produce **a**) relieving order from your present employer, if any, **b**) original and attested copies of certificates in proof of your age, qualification, experience and present salary drawn, and **c**) a medical fitness certificate from Registered Doctor with MBBS/MD. The other formats to be filled would be handed to you at the time of joining.

If the above terms and conditions are acceptable, please return the duplicate copy of this appointment letter duly signed by you in token of your acceptance of the appointment.

Thanking you,

Yours faithfully,

**Executive** Director

I accept the above appointment with the terms and conditions mentioned therein.

Date :

Signature :

cc.to : General Manager, India Observatory, CO, Anand : Director (A/cs)





Ref: EIIPL/HR/2324/EI1466 Date: Dec 11, 2023 Name: Mr. Pankaj Teli

#### **Employment Service Agreement**

THIS EMPLOYMENT SERVICE AGREEMENT (the "Agreement") is made and entered into as of Dec 11, 2023 ("Issue Date") by and between:

Exegesis Infotech (I) Private Limited, a company incorporated under the provisions of the Companies Act, 1956 and having its corporate office at 309, Thacker Towers, Sector 17, Vashi, Navi Mumbai – 400703 (hereinafter referred to as "Company");

AND

Mr. Pankaj Teli (hereinafter referred to as the "Employee"); The Company and the Employee shall hereinafter be collectively referred to as "Parties" and individually as "Party".

WHEREAS the Employee and the Company wish to enter into an Employment Service Agreement governing the terms and conditions of employment;

THIS AGREEMENT WITNESSETH that in consideration of the premises and mutual covenants and agreements hereinafter contained and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by the Parties hereto), Parties hereto agree as follows:

#### Annexure I – Terms of Employment

It is a pleasure to inform that you have been appointed as **Support Analyst** in our organization. During the period of your employment in the organization, you (the Employee) are subject to following terms & conditions ("Terms of Employment") under this Service Agreement –

- <u>Probation</u>: You will be on probation for a period of Six months, which may be further extended at the discretion of the Company. A review will be done for this period and subject to satisfactory achievement of your performance objectives, your appointment will be confirmed. No leave is permitted during probation period. Any leave in this period will be leave without pay and your probation shall be extended by the number of days of leave availed by you.
- 2. Undertaking:
  - a. You are required to sign an Employee Confidentiality and Non-disclosure Agreement (NDA) that is effective from your date of joining and shall survive the termination of this Service Agreement, and you are bound to adhere to the undertakings in said NDA. As part of the same you will not disclose to anyone by word of mouth, writing or otherwise (electronic media like CD, pen/zip drive) any information you may receive or have access to during the course of your employment including but not limited to any details of technical knowhow, security arrangement, administration or organizational matter pertaining to the Company and its customers, either during the course of your employment or thereafter. Further details and obligations are stated in said NDA.
  - b. All Intellectual Property Rights including copyrighted works created with your contribution during the course of your employment/association with the Company shall solely and entirely, vest with the Company and Company shall be the author and first owner of such works and you shall not claim any right, interest and title in the same.
  - c. During your employment with the Company you will comply with the provisions of the Information Security policies and procedures of the Company at all times, whether inside or outside the office premises. You will also manage all data under your control, for the Company, its customers and/or its customers clients, as per the policies & procedures laid out in the Information Security policies of the Page 1 of 6

Corporate Office: 309, Thacker Towers, Sector - 17, Vashi, Navi Mumbai - 400703 Tel: (+91) (022) 67912997 / 98, 67913997, 40130479 | Email: info@exegesisinfotech.com | www.exegesisinfotech.com



edes The Future of Insurance is Digital

Company. Non-confirmation with these policies & procedures, any copying of the software, data or any other material, in use or stored, whether proprietary or non-proprietary in nature, and/or any noncompliance with various legal and contractual requirements pertaining to protection of data and/or Confidential Information as defined in this Service Agreement, NDA and the Company's Information Security policies & procedures, will be viewed very seriously and will attract strict disciplinary action as per Company policy, including but not limited to those stated in clause 6.e of this Service

- d. The Company, its directors, its shareholders and other officers shall not be held liable on your account for any claims, losses, damages, costs or expenses whatsoever including any third-party claims or consequential damages of any nature.
- e. You confirm and declare that you do not have any criminal background, and there are no claims or damages instituted against you of any kind, and there is no civil/criminal case instituted against you in any of the court(s) in the past or currently in progress.
- f. You confirm that you have declared in writing any kind of medical conditions that you may have had or have in the past or present. You understand that your job with the Company requires a high degree of alertness, hard work and travel and you may be required to produce a medical certificate of fitness of your health as part of your employment terms and conditions.
- g. You undertake to notify HR immediately of any material change in your personal circumstances that may have an impact on the status of your employment including but not limited to, for e.g. - criminal convictions, cases pending, health conditions declaration, right to work in the country where work is to be performed etc.
- h. You confirm & declare that all documentation & information submitted by you at the time of joining the Company or during the course of your employment, is genuine & true to the best of your knowledge. Based on business and regulatory requirements, the Company shall have the right to ask you to submit copies of relevant additional documentation as may be necessitated from time to time.

#### 3. Service Commitment:

- You understand that the Company shall expend a considerable amount of time in training you on its a. various methodologies and products, and also there will be substantial learning curve involved during the course of your assignments with the Company. In consideration of the same, you commit to work for the Company for a minimum period of twenty four months from your date of joining the Company ("Service Agreement period").
- b. During the course of your employment, the Company may also train and assign you to a new role/department or to critical projects on new technologies. Should you be part of such new role/department/project, you further commit to work for the Company for a minimum period of twelve months from the start of such assignment.
- You confirm and declare that there currently exist no personal circumstances which are likely to affect C. your ability to discharge your obligations in respect of your Service Agreement period. Employee resignation is not permitted during Service Agreement period as per clause 3 and clause 5 and you are required to fulfil your service commitments as stated in this agreement. In the event of your breaching any terms of this clause 3 or clause 5 prior to this period, you understand that no compensation whatsoever is payable to you by the Company for services rendered for any part period thereof; your relieving letter and documentation will be withheld; and you shall be liable to pay recoveries for breach of Service Agreement including notice period recovery of three (3) months, and recovery of efforts expended by the Company on account of your selection, induction, training and applicable administrative fees or expenses borne by the Company. Upon completion of FFS recovery and your settlement of dues to the Company your exit formalities will be processed for closure.

## 4. Training and Development:

The Company encourages its employees to constantly upgrade their knowledge and may decide to sponsor Training programs or Certifications that are directly relevant to and furthers employee performance in their assigned job role. The following conditions shall be applicable to you in case you attend any such Training program or obtain Certifications sponsored by the Company:

In case of any Company sponsored Training programs, you are expected to attend the same with 100% attendance at such training. At the conclusion of such training, you are expected to disseminate Page 2 of 6

information to all relevant personnel as decided by your department head, within 15 days of your attending such training. Any course material, books or literature acquired by you at such training

- b. In case of any Company sponsored Certifications, you will submit a copy of such certification obtained
- In case of termination of your services by you or by the Company, the Company reserves the right to recover all amounts paid to you or incurred on your behalf on account of such Company sponsored C. Training programs or Certifications.

#### 5. Performance:

- The Company is a performance driven organization and strives to maintain a leadership position in a very competitive industry. Every employee is expected to contribute efforts commensurate with their level of experience and skills, and work with a high standard of initiative, efficiency & economy for the function in which s/he is placed. You will be required to work on assigned tasks for Company notified hours and additional hours/weekend work may also be necessary on your part.
- b. Your performance will be evaluated on a continuous basis and if at any time this falls below acceptable standards you may be assigned to a performance plan (PIP) as per HR policy. The PIP shall detail your performance areas of improvement, salary reset parameters, and target goals. At end of the PIP term if your performance goals are not achieved, further salary resets may be applicable or a decision on your continuance taken as per HR policy. Successful completion of PIP shall restore your salary parameters and performance ratings.
- Increments, Performance Incentives if applicable to your grade, are entirely discretionary and based on performance, attendance and conduct of the individual as well as the financial performance of the C. Company and prevailing business conditions. Retention Bonus if applicable to your grade, is appreciation for your continued tenure in the Company and is payable in lump sum (less taxes) prorated for the duration of your employment. The Employee must be on the rolls and in active continuous (non-notice) employment until close of business April 30th of the forthcoming financial year post completion of Service Agreement period to be eligible for Performance Incentive, Retention
- d. As part of your continued service commitment ("Service Agreement period"), upon receipt of Increments or salary revisions you commit to work for the Company until close of business March 31st (non-notice employment) from the Issue Date of the letter or upto your Service Agreement Period, whichever is greater.

#### Notice period and Termination: 6.

- Employee resignation is not permitted during Service Agreement period as per clause 3 and clause 5 and you are required to fulfil your service commitments as stated in this agreement. a.
- b. Upon completion of this period and should you ever wish to terminate your services you will be required to give a clear notice period of Three months in writing. Notice period is mandatory for identification of replacement, documentation and handover for successful transition, and no leave whatsoever is permitted in this period. The Company does not have a leave encashment policy and pending leaves if any will not be adjusted/settled against notice period. Short notice period on part of the Employee is not permissible under any circumstance, unless the Company determines so at its own discretion and upon payment by the Employee of an amount equivalent to the shortfall in days multiplied by last drawn daily gross salary. In case of early relieving by the Company prior to completion of your notice period, you understand that no compensation is payable to you in lieu of balance notice period. In the event of your breaching any terms of this clause, you understand that no compensation whatsoever is payable to you by the Company for services rendered for any part period thereof, and your relieving/experience letter and supporting documentation will be withheld.
- c. Upon the end of your services you will hand over all Company property/ software/ hardware/ electronic media/ data/ documentation/ intellectual property of the Company and/or any of its Customers. The Company is not bound to pay dues if any, till you have successfully completed all assigned tasks and separation procedures. Outstanding advances paid to you or recoveries due from you, if any, will need to be settled by you during final dues settlement.
- d. Should the Company decide to terminate your services the Company will give you a notice of One Page 3 of 6

Corporate Office: 309, Thacker Towers, Sector - 17, Vashi, Navi Mumbai - 400703 Tel: (+91) (022) 67912997 / 98, 67913997, 40130479 | Email: info@exegesisinfotech.com | www.exegesisinfotech.com



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- month. Company is not obligated to give any notice during probation period. Employee resignation is not permitted once such notice period initiates.
- e. Under circumstances as stated below, your employment is liable to be terminated by the Company without providing any notice or compensation in lieu of notice whatsoever and your relieving/experience letter and supporting documentation shall be withheld:
  - Breach of any terms of this Agreement or of the terms of the Employee Confidentiality and Non-disclosure Agreement. İİ.
  - Any absence for a period of two or more days without prior intimation or authorization will be presumed as abandonment of employment and your services are liable to be terminated. iii.
  - If at any time in the opinion of the Company, without being exhaustive and without prejudice to the general meaning of the terms stated herein, in case of reasonable suspicion of misconduct: you are found disloyal, dishonest, or commit any act of indiscipline or disobedience or incivility, or breach the code of conduct of the Company or commit an act involving moral turpitude, or you are found indulging in deliberate non-performance, or you are assigned to a performance plan for non-achievement of your performance objectives and you do not accept the same, your services shall be immediately terminated.
  - iv. The information provided by you upon joining is subject to background check/verification and any pre or post-employment examinations/tests as may be required as per Company policy and you provide your consent for the same. If at any time it is found that any information or declaration furnished by you is incorrect or false, your services are liable to be terminated.
- f. Force Majeure: If during the term of this Agreement, due to wars, hostilities, acts of sabotage, revolutions, insurrection, riots or other Acts of Public Enemy, or acts of Government, embargoes, fire, earthquakes, storms, lightning, floods, epidemics or pandemics, strikes, lock-outs, or other Acts of God or any other calamity (collectively, "Force Majeure"), the Company in good faith believes it is unable to utilize your services, then the Company shall have the right to notify you and suspend your services for the duration of such Force Majeure or for any part thereof and no compensation will be paid or accrue to you during any such Force Majeure period, and if such Force Majeure continues beyond One month from the time it originates, then the Company shall have the right to terminate your services at its discretion and without any further notice, with effect from the date of Force Majeure.

#### 7. General terms and conditions:

- You shall abide by the rules and regulations and other benefits of the Company as applicable from time to time. The Company has the right to amend your terms and conditions of service at any time based on business requirement.
- b. Salaries, consultancy charges, facilities and any other sums payable under this appointment are subject to income tax rules or any other tax and you shall be liable for the same. No overtime is payable to employees for extra hours if any, put in by them. Your salary is strictly confidential between you and the Company and should not be divulged or discussed with anyone other than HR.
- You will be entitled to paid leave as per Company rules & regulations. You will be entitled to national C. & festival holidays as notified by the Company. Continued and regular attendance in the office is an essential pre-condition of service and any absence will have to be authorized only by your reporting supervisor. Please refer the Company leave policy for details.
- d. Social Media: You understand that the Company has strictly enforceable contracts with its customers that mandate compulsory guidelines to be followed by the Company and all its employees/consultants in the past, present or future. In view of the same, you will not make any references to the Company or its customers or clients anywhere online, including but not limited to social media/networking/career sites like Facebook, Twitter, Linkedin, Naukri etc. either during the course of your employment with the Company or thereafter, except in a bonafide submission while filling out applications (hardcopy) in the course of seeking employment.
- e. You will ensure you comply with the Company's principles of prevention of conflict of interest. You are expected to devote full time to the work of the Company and will not undertake any direct/ indirect business or work, even on part time basis, whether for honorary or remuneratory consideration, without written permission of the management. You will also ensure that you do not work directly for, supervise or make employment decisions about a family member in the Company. You will not

Page 4 of 6

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conduct Company business with a relative, or with a business in which a relative is associated in any significant role. You should not have a financial interest, including through a relative, in any organization if that interest would give or appear to give you a conflict of interest with the Company.

- f. The Company is subject to all anti-corruption laws in the regions it operates, including the Prevention of Corruption Act, 1988 (India). As part of your commitment to the Company you declare that you shall never offer, directly or indirectly, any form of gift, entertainment, bribes, kickbacks, facilitation payments or anything of value to any government official or commercial partners including the Company's customers or their representatives.
- g. The Company shall have the right to deploy you to any of its customer location or transfer you to any of its offices anywhere in India/abroad.
- h. <u>Non-Solicitation, Non-Compete</u>: You accept that you shall not directly or indirectly, recruit, solicit, entice, assist or engage in any activity whatsoever that would result in any person, when or thereafter employed by the Company, to join you in providing services to or be employed by any organization in which you shall be involved, nor shall you accept such solicitation requests from any person who was previously employed with the Company. You accept that you will not work either directly or indirectly, for a period of 60 months from the date you have ceased to be an Employee of the Company, with any customer or client, current or past, doing business with the Company, or with any organization that is working with such customer or client, or with any organization that directly or indirectly competes with the businesses of the Company. You understand that these terms are of paramount importance to protect the confidentiality and proprietary nature of the Company's business and you accept the same. This clause shall survive the termination of your employment with the Company.
- i. The Company follows a strict code of conduct as stated in clause 6.e(iii) and you are expected to honor the same during the course of your employment with the Company and thereafter. You shall not make or publish any derogatory or disparaging statements or do anything in relation to the Company or officers or employees of the Company which causes damage to the Company, or is intended to or which might be expected to harm or lower the reputation of the Company.
- j. You understand that in the event of any breach or threatened breach by you of any of the terms and conditions under this Agreement, your relieving formalities will be withheld and the Company reserves the right to seek appropriate damages or legal recourse as advisable under law.
- k. You acknowledge and agree that any violation of your duties and responsibilities or breach of any of the terms and conditions under this Agreement may result in irreparable damage to the Company, and accordingly, the Company may obtain injunctive and other equitable relief for such breach or threatened breach, in addition to any other remedies available to the Company. You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. You hereby agree to indemnify and keep fully indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to your breach of any of obligations mentioned herein.
- No amendment to this Agreement shall be valid and effective unless the Company agrees to the same in writing. For any disputes arising out of or pertaining to this employment, courts in Mumbai shall have exclusive jurisdiction.

IN WITNESS WHEREOF the Parties hereto have caused this Service Agreement to be executed on the date herein above written.

I hereby declare that I have carefully studied and clearly understood all the terms and conditions stated in this Service Agreement and I, without any influence or coercion, hereby accept and agree to abide by the same.

Employee name: Pankaj Teli Sign:

Date: Dec 11, 2023

For Exegesis Infotech (I) HR Operations: Date: Dec 11,

Page 5 of 6

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# TMPCON062358832

## Model Contract of Apprenticeship Training for Major/Minor\* Apprentices

C.S.

1.	Name and Registered Address of Establishment	: POLYCAB INDIA LIMITED NASHIK (E12192700097)
	with Telephone no. & E-mail address	PLOT NO S-31, ADDL. INDUSTRIAL AREA, AMBAD, NASHIK, NashikNashik, Maharashtra
		: 0253-2383943 : singh.dinesh@polycab.com
2.	<ul><li>(a) Name of Apprentice (Block Letters)</li><li>(b) Father's/Mother's /Spouse's Name</li></ul>	: YASH RAJENDRA BHANGALE (A0921388923) : Rajendra Bhangale
3.	Address of apprentice	swatantara chouk javal, Nashirabad, Maharashtra, Jalgaon, 425309, Nashirabad, , Jalgaon, Maharashtra
4.	Gender	: Male
5.	Date of Birth	: 13-07-2000
6.	<ul><li>(a) Whether belongs to SC/ST/OBC/PwD/ Minority</li><li>(b) Name of the Category</li></ul>	: Yes : Obc
7.	Educational Qualification (Highest)	: Others
8.	(a) Category of Apprenticeship (b) Name of the trade for which Apprentice is training	: Optional : Mechanical Fitter
9.	Apprenticeship Training duration (Total) (a) Duration of Basic Training (b) Period of On-the-Job Training	: 360 Days : 2 Weeks : From 26-06-2023 to 20-06-2024
10	. Apprenticeship Training Location	: Nashik
	(a) Name and address of facility where Basic Training is to be provided	: N/A
	(b) Name and address of the facility where On-the-Job Training is to be provided	: POLYCAB INDIA LIMITED NASHIK Nashik Nashik Maharashtra
11	<ul><li>(a) Date of execution of contract</li><li>(b) Age of Apprentice on the date of execution of contract</li></ul>	: N/A
12	<ul> <li>. Is the establishment opting for benefits under NAPS*?</li> <li>*If yes, Annexure 2 to this contract will also be applicable.</li> </ul>	: Yes
13	<ul> <li>Monthly stipend amount</li> <li>(a) During 1st year of training</li> <li>(b) During 2nd year of training</li> <li>(c) During 3rd and 4th year of training</li> </ul>	: 15000 : N/A : N/A

The Establishment agrees and understands that the minimum monthly stipend amount is prescribed in the Rule 11(1) of Apprenticeship Rule, 1992. The Establishment confirms that the agreed monthly stipend amount entered above must be higher than these minimum rates.

If the minimum rates are modified through legislation (either through modification of rules, or through modification of minimum wages payable) during the course of apprenticeship, this revised rates will apply as the minimum payable to Apprentice

14. (a) Name and Address of Guardian In case Apprentice is under 18 years of age (Minor) \$: N/A\$

15. (a) Whether Apprentice was identified through approved Third Party Aggregator	: Yes
(b) Name of TPA (if applicable)	INARA TRAINING AND SKILL DEVELOPMENT

16. We, the Establishment, Apprentice/Guardian solemnly declare that we have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992 as amended from time to time, regarding the contract of apprenticeship training including obligations and terms and conditions contained in Schedule V and VI of the said rules and will comply with the same.

 $\cdot N/\Delta$ 

- 17. I, the Apprentice, declare that all details shared by me, including educational qualifications and other personal information shared, is correct and will provide original documents for verification at any time
- 18. We, the Establishment, have examined the Apprentice's information, including personal details, and will seek relevant documentation for verification as and when required.
- 19. In case of default by either the apprentice or the employer, we agree to compensate the other party as per the provisions of the Apprenticeship Rules, 1992 (Main Provisions of the Rules may be seen in the Annexure 1).
- 20. The Establishment, Apprentice/Guardian hereby also declares to comply with the terms and conditions of National Apprenticeship Promotion Scheme (NAPS), if applicable.



(b) Relationship with the Apprentice

Signature of the Employer with seal

Signature of Apprentice

Signature of Guardian

## FOR OFFICE USE ONLY

: TMPCON062358832

Contract Registration No. (To be given by the Office of the Apprenticeship Adviser) (Mandatory only for Registered Trades)

> Signature of Registering Authority (Apprenticeship Advisor) (Registration required for Designation trade only)

## Annexure 1 Contract of Apprenticeship Training

Some provisions of the Apprenticeship Rules relating to the Contract of Apprenticeship Training are reproduced below for sake of convenience.

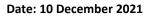
Both the Establishment and Apprentices have read and are bound by the provisions of the directions in have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992, which will apply to this Contract of Apprenticeship

- 1. The stipend for a particular month shall be paid by the tenth day of the following month. No deduction shall be made from the stipend for the period during which an apprentice remains on casual leave or medical leave. Stipend shall, however, not be paid for the period for which an Apprentice remains on extraordinary leave.
- 2. Where the Contract of Apprenticeship is terminated through failure on the part of the employer in carrying out the terms and conditions of the Contract (as notified under the Apprenticeship Rules, 1992), he shall pay to the apprentice compensation as determined by Apprenticeship Advisor.
- 3. In the event of premature termination of Contract of Apprenticeship for failure on the part of apprentice to carry out the terms and condition of the contract (as notified under the Apprenticeship Rules, 1992), the apprentice hereby guarantees to employer the payment of such amount as determined by the Apprenticeship Adviser as and towards the cost of training.

## Annexure -2 | Covenants and conditions specific to NAPs scheme

- 1. For availing benefit under NAPS scheme, the course under which apprenticeship training is being provided, should be NSQF aligned.
- 2. Assessment and Certification shall be done jointly by the establishment and SSC/ NCVT/ other bodies as notified from time to time under NAPS guidelines.
- 3. The Establishment warrants and confirms that they have studied, understood and agree to comply with the guidelines that are applicable to Establishments that are part of the NAPS scheme. These guidelines are published at (https://www.apprenticeshipindia.gov.in) and maybe updated from time to time.

Contraction of the second seco	 О	G SCHMERSAL THE DNA OF SAFETY	24 <sup>th</sup> May 2023 In and Documentation	r with us, we are pleased nentation SAP) in Grade 2023 along with all the er stands cancelled.	2023 and Relieving date 23 to us. eed between us shall be of your having accepted			Received & accepted Mr. Sagar Suryawanshi	CIN: UE2100PN2007FTC167562 E-malt: info-in@schmersal.com Web: www.schmersal.in	SCHMERSAL THE DNA OF SAFETY
Mr. Sagar Suryawanshi At Post- Kusumba, Tal & Subject – Offer for the Sapi.' Dear Sagar, With reference to your a proor offer you the post of E fe for Schmersal India Pvt handed out to you within the same. Thanking you, Your staithfully, For Schmersal India Pvt Head Finance & HR For Schmersal India Pvt Thanking you, Yours faithfully, For Schmersal India Pvt testimonials as per the d Provens faithfully, For Schmersal India Pvt taster with handed out to you within the same. Thanking you, Yours faithfully, For Schmersal India Pvt testimonials as per the d Provens faithfully, For Schmersal India Pvt testimonials as per the d Provens faithfully, For Schmersal India Pvt testimonials finance & HR	ion=1.pdf		Dist- Jalgaon a post of 'Engineer- R&D (Desig	pplication and subsequent interview ingineer-R&D (Design and Docun Vt. Ltd. at Pune Location. eport on duty latest by 23 <sup>th</sup> June ,	of of your resignation by 24 <sup>th</sup> May, 20 urrent employer before 25 <sup>th</sup> May, 20 all the terms and conditions as agr one week of joining. copy of this letter of offer in token c	. Ltd.	TIN BUT LID	NIL SO	Registered Office Plot No. 0 7/1, MICc, Ranjangaon, Industral Area Tajuka Shirur, Dune - 412 220. Maharaahtra India, Phone: +91 2139614700	
S S P T S S P T S S P T S S P T S S P T S S P T S S P T S S P T S S P T S S P T S S P T S	pdf&renditi		Mr. Sagar Suryawanshi At Post- Kusumba, Tal & <u>Subject – Offer for the</u> <u>SAP).'</u>	Dear Sagar, With reference to your a to offer you the post of ' <u>E</u> <u>E4</u> for Schmersal India P You are requested to re testimonials as per the d	You must submit a proc confirmation from your ci Appointment letter with handed out to you within Kindly sign the duplicate the same.	Thanking you, Yours faithfully, For Schmersal India Pvt.	FOR-! Aude	Encl: List of testimonials	Schmersal India Pvt. Ltd. Head Office & Factory Piot No. 6 7/1., MDC, Renjangaon, Industral Area. Taluka Shirur Industral Area. Taluka Shirur Pure - 412 220. Maharashtra India Phone: +91 2.13801.4700	





Mayur Shaligram Badgujar S/o, Shaligram Gulab Badgujar A/P: Pimparkhed Tal: Bhadgaon Dist: Jalgaon Maharashtra - 424105.

#### Subject: Offer Letter

#### Dear Mayur,

We are pleased to offer you the position of **Engineer** with Segula Technologies India. You are requested to join us on or before **17 December 2021.** You will be on probation period for first 6 months of your employment.

#### **Compensation:**

Your total compensation will be **Rs.4,00,000/- (INR Four lakhs only)** per annum inclusive of all allowances, perquisites, and company's contribution to Provident Fund. Salary credits will be done after deduction of appropriate taxes and accounting as per current laws applicable. Annexed is a copy of the current break-up structure of your total compensation.

#### **Place of Employment:**

You place of employment is **Chennai**. If required during the employment, depending on the business needs of the company, you may need to be relocated to any other cities in India.

#### **Termination of Employment:**

During probation:45 days' notice period or equivalent of basic salary in lieu of, will be applicable from either side.

#### After Confirmation:

90 days' notice period or equivalent Basic salary in lieu of, will be applicable from either side.

#### Joining:

You are requested to submit the following documents at the time of joining:

Photocopies of the following:

- Salary Certificate & Relieving Letter of last employer
- All previous experience certificates
- Academic certificates
- Passport copy
- Pancard copy
- Aadhar Copy
- One passport size photograph.

(Signature)



#### **Detailed Appointment Letter:**

Our detailed appointment letter containing terms and conditions will be given to you on your joining.

We shall appreciate your confirmation of acceptance of the above offer latest by **11<sup>th</sup> December 2021.** Non-acceptance before the stipulated date shall make this offer redundant automatically.

Please return the enclosed copy duly signed as a token of your acceptance of the letter.

Looking forward to work with you.

For Segula Technologies India Private Limited

A. Trouve

Praveen Ambrose HR Manager

Signature for Acceptance of the Offer letter:

Name: Mayur Shaligram Badgujar

Date:



#### Salary Structure

#### Your total compensation will be Rs.4,00,000/- (INR Four lakhs only) per annum.

Name : MAYUR SHALIGRAM BADGUJAR				
Employee ID:				
Designation : Engineer (L9)				
Particulars	I	Monthly		Annual
Basic Salary	₹	15,501	₹	186,012
House Rent Allowance	₹	9,301	₹	111,607
Other Allowance	₹	4,275	₹	51,303
Annual Performance Pay			₹	-
Cost to Company		(A)	₹	348,922
Statutory and Other Benefits				
Provident Fund (Employer's Contribution) (Inclusive of EDLIS & Admin charges)	₹	1,925	₹	23,094
Gratuity Payable as per Act (Encashable only after completing 5 years of continued service )	₹	749	₹	8,984
Employee State Insurance (Applicable for employees drawing Gross Salary less than 21k p.m.)	₹	_	₹	-
Employee Group & Accidental Insurance (Applicable for employees drawing Gross Salary more than 21k p.m.)	₹	1,583	₹	19,000
Total Benefits		<b>(B</b> )	₹	51,078
TOTAL COST TO COMPANY		$(\mathbf{A}) + (\mathbf{B})$	₹	400,000

Kindly note that your salary is confidential and any disclosure of the same to other employer may result in disciplinary action.

#### **Deductions:**

- 1. Income Tax
- 2. Professional Tax
- 3. Provident Fund

(Signature)

www.bigtimesofttech.com. info@bigtime.co.in

Punc

Mumbai



Bigtime Software Technology Pvt.Ltd. Reg No <u>MH-14-0008005</u>

#### PRIVATE AND CONFIDENTIAL

Date: 1 October 2022

#### LETTER OF INTENT

#### Mr. Pritesh A. Narkhede

Welcome to Bigtime Software Technology.

1.1 You shall be appointed to the position as "Intern Software Developer".

1.2 Your Date of Joining will be 1<sup>st</sup> Oct 2022. The offer shall stand revoked if you are unable to join us on the said date.

1.3 Your employment with the Company is subject to:

(a) The accuracy of the testimonials and information provided by you.

(b) You're being free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date.

(c) (c) You provide two satisfactory references. You will serve probationary period of (10) months.

1.4 If you break the agreement of 10 months of internship you will have to pay the company 15000 as per rules.

- 1.4 The Company reserves the right to extend the probationary period in the event that your performance is not up to expectation.
- 1.5 Accept that you will serve a complete 10 calendar months of notice period in case you decide to resign from Bigtime Technology, India

We welcome you to the Bigtime Software Technology family. Wish you every successful, long and meaningful career with Bigtime Technology.

#### Yours

#### sincerely,

Bigtime India

SD/-\_

I accept the terms and conditions of this letter.

Director - India

Miss. Pritesh A. Narkhede

Sincerely, Bigtime Software Technology Pvt.Ltd.



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Offer: Computer Consultancy Ref: TCSL/DT20222837652/Pune Date: 30/09/2022

Mr. Harshal Liladhar Koli Plot No. 11/4 Gat No. 315/2Sant Meerabai Nagar, Near Smashan Bhumi, Jalgaon-425001, Maharashtra. Tel# 91-9325659400

Dear Harshal Liladhar Koli,

## Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be ₹3,36,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto Rs.60,000 during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential TCSL/DT20222837652

## TATA CONSULTANCY SERVICES

1



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

## **BASIC SALARY**

You will be eligible for a basic salary of **₹14,784/-** per month.

## **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### 1. House Rent Allowance (HRA)

Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

## 2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### 3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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### PERFORMANCE PAY

### Monthly Performance Pay

You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## OTHER BENEFITS

#### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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### 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

### 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

#### Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

#### Loans

You will be eligible for loans, as per TCSL's loan policy.

#### **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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## TATA CONSULTANCY SERVICES

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## RETIRALS

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

## Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

## 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

## 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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## 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

## 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## 5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

#### 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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Tata Consultancy Services Limited Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com 6



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

## 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## 11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

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### 12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

### 13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

#### 14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

#### **15.Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

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## TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited



### 16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

## 17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

## 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

## 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## 20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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#### TATA CONSULTANCY SERVICES

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address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

\*PAN Card (Permanent Account Number) \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship) \*Passport \*NSR E-Card

## 21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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#### 22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

### 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

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(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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## TATA CONSULTANCY SERVICES

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#### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

## For TATA Consultancy Services Limited

Girish V. Nandimath Global Head Talent Acquisition & AIP

Encl: Annexure 1: Benefits and Gross Salary Annexure 2: List of TCS Xplore Centres Annexure 3: Confidentiality and IP Terms



<u>Click here</u> or use a QR code scanner from your mobile to validate the offer letter

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#### **GROSS SALARY SHEET**

Annexure 1

Name Harshal Liladhar Koli	
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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#### Annexure 2

Ahmedabad	Bangalore
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Garima Park,IT/ITES SEZ,Plot # 41,	Gate 1, No 42, Think campus, Electronic City phase II,
Gandhinagar - 382007	Bangalore - 560100,Karnataka
BUBANESHWAR	Chennai
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Training Lab Venue:-Barabati, IRC Block, Ground Floor,	415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,
Tata Consultancy Services Limited, (UNIT-II) - BARBATI	TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.	
35, CHANDAKA INDUSTRIAL ESTATE, PATIA,	
Bhubaneswar - 751024	
DELHI – Gurgoan	DELHI – Noida
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Block C, Kings Canyon, ASF Insignia, Gurgaon -	Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th
Faridabad Road, Gawal Pahari, Gurgaon - 122003,	floor, Glaxy Business Park, Block - C & D, Sector - 62,
Haryana	Noida - 201 309,UP
Guwahati	Hyderabad
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati -	Q City, Nanakramguda, Hyderabad
781006,Assam	
INDORE	KOLKATA
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services Limited,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,	Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New
Village Tigariya Badshah & Bada Bangarda, Tehsil	Town, Rajarhat, Kolkata - 700160,West Bengal OR
Hatod, Indore - 452018,	Auditorium, 2nd Floor, Wanderers Building, Delta Park -
Madhya Pradesh	Lords
КОСНІ	MUMBAI
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS centre, Infopark Road Infopark Campus, Infopark ,	Yantra Park, Pokharan Road Number 2, TCS Approach
Kakkanad, Kerala 682042	Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR	PUNE
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services Limited,	Tata Consultancy Services,
Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum	
TCS XP HR Lead	
Tata Consultancy Serives,	
Peepul Park, Technopark Campus ,Kariyavattom P.O.	
Trivandrum - 695581, India	

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## TATA CONSULTANCY SERVICES

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Annexure 3



### **Confidentiality and IP Terms and Conditions**

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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#### 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

TCS Confidential TCSL/DT20222837652

#### TATA CONSULTANCY SERVICES



## 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

# 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

# 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

# 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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# TATA CONSULTANCY SERVICES

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Tata Consultancy Services Limited Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

# 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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TATA CONSULTANCY SERVICES

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## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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## TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

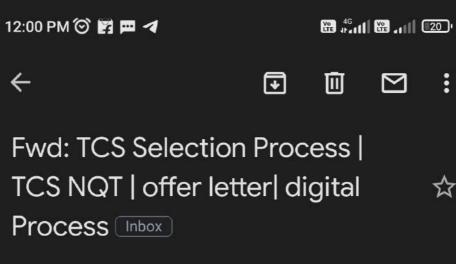
(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

TCS Confidential TCSL/DT20222837652

# TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited** 

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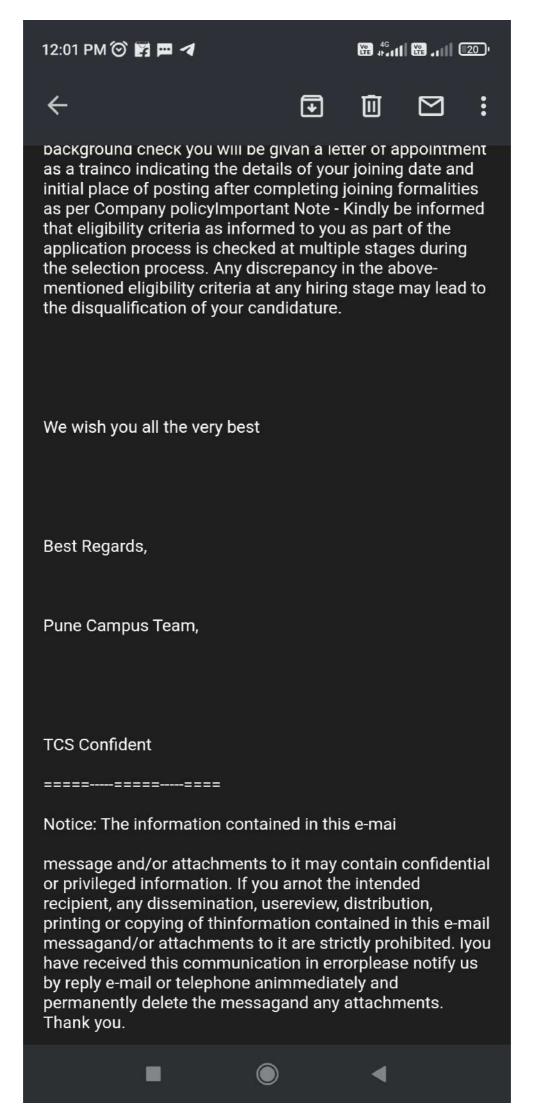
Amit Mehta 11:43 am to me 🗸

Tcs confidential,

Dear Bhagyashri Vijay Mandawade,

Greetings from the Campus Recruitment Team, TCS!

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.we are pleased to make you an offer as "Trainee for a period of 6 months. During this period you will be paid a stipend of Rs. 25000/per month. Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annours . If not accepted within 1 month of receipt, this offer is liable to lapse at the discretion of TCSL. You may handover your acceptance letter to the HR Officer. Induction Officer at any of our offices. After you accept this letter of traineeship and clear the medical check-up, and background check you will be givan a letter of appointment as a trainco indicating the details of your joining date and initial place of posting after completing joining formalities as per Company policyImportant Note - Kindly be informed that eligibility criteria as informed to you as part of the application process is checked at multiple stages during the selection process. Any discrepancy in the abovementioned eligibility criteria at any hiring stage may lead to the disqualification of your candidature.



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bluepineapple Selection Process |bluepineapple | offer letter Inbox



Priya Varad 11:25 pm to me ∽

bluepineapple confidential,

Dear Bhagyashri Vijay Mandawade,

Greetings from the Campus Recruitment , bluepineapple !

We are pleased to offer you the position of "system engineer" at bluepineapple. for a period of 6 months. During this period you will be paid a stipend of Rs. 20000/per month. Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annours . If not accepted within 20 days of receipt, this offer is liable to lapse at the discretion of bluepineapple. You may handover your acceptance letter to the HR Officer, Induction Officer at any of our offices. After you accept this letter of traineeship and clear the medical check-up, and background check you will be givan a letter of appointment as a trainco indicating the details of your joining date and initial place of posting after completing joining formalities as per Company policyImportant Note - Kindly be informed that eligibility criteria as informed to you as part of the application process is checked at multiple stages during the selection process. Any discrepancy in the abovementioned eligibility criteria at any hiring stage may lead to the disgualification of your candidature.

We wish you all the very best,

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traineeship by proposing your date of joining and signing Annours . If not accepted within 20 days of receipt, this offer is liable to lapse at the discretion of bluepineapple. You may handover your acceptance letter to the HR Officer, Induction Officer at any of our offices. After you accept this letter of traineeship and clear the medical check-up, and background check you will be givan a letter of appointment as a trainco indicating the details of your joining date and initial place of posting after completing joining formalities as per Company policyImportant Note - Kindly be informed that eligibility criteria as informed to you as part of the application process is checked at multiple stages during the selection process. Any discrepancy in the abovementioned eligibility criteria at any hiring stage may lead to the disqualification of your candidature.

We wish you all the very best,

Best Regards, Pune Campus Team.

bluepineapple Confidential,

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Notice: The information contained in this e-mail

message and/or attachments to it may contain confidential or privileged information. If you arnot the intended recipient, any dissemination, usereview, distribution, printing or copying of thinformation contained in this e-mail messagand/or attachments to it are strictly prohibited. Iyou have received this communication in errorplease notify us by reply e-mail or telephone animmediately and permanently delete the messagand any attachments. Thank you.



ABC TRAINERS AND CONSULTANTS

Plot No. 5-1-41, Ground and Mezanine Floor, KNK Towers, Tara pan Centre Road, Osmanpura, Beside Government Engineering College, Aurangabad, Maharashtra – 431001. Email : hr@abctrainings.in

Date: 30.03.2023

To, Mr. Gaurav Sanjay Sonar

Address: Indira Nagar, Neri Digar, Jalgaon, Maharashtra-425114.

Dear Gaurav,

Further to our discussion, we have the pleasure of giving you an offer in our organization as **Jr. Software Engineer** -at Authorized CADD Centre, ABC Trainings, Jalgaon. This offer takes effect from your date of joining **01.04.2023.** 

# You will be on probation for unpaid a training period of As Per Given Training Schedule [1 to 3 Months] Salary package Is 7000/- + TIP + UIP = i.e 10000/- (7k Fixed & 3k+ variable).

Your training will be conducted at Jalgaon, Jalgaon Office for a week & after that working will be at Jalgaon office. You have to flexible for any location.

You have to complete your training within deadline. You will report to the Business Head/Manager. The amount of the raise will be determined by your performance. You will to abide by the rules and regulations of the company as they may be in force from time to time. and any violations will result in disciplinary action.

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

We are all looking forward to having you on our team. I wish you all the best!

# For ABC TRAINERS & CONSULTANTS / ABC Trainings.

Ms. Pratiksha Rachmale CPO Ms. Aditi Kulkarni

HR

I, the undersigned, have been given a copy of this letter and have read and understood its terms. I hereby accept the terms and conditions of employment outlined above.

ACCEPTED

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Mr. Gaurav Sanjay Sonar

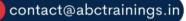












### ABC TRAINERS AND CONSULTANTS

Plot No. 5 - 1 -41 , Ground and Mezanine Floor,

KNK Towers, Tara pan Centre Road, Osmanpura, Beside Government Engineering College, Aurangabad, Maharashtra – 431001. Email : hr @ab c trainings.in













Aurangabad | Latur | Pune | Jalgaon

🔁 contact@abctrainings.in



ABC TRAINERS AND CONSULTANTS

Plot No. 5-1-41, Ground and Mezanine Floor, KNK Towers, Tara pan Centre Road, Osmanpura, Beside Government Engineering College, Aurangabad, Maharashtra – 431001. Email : hr@abctrainings.in

Date: 30.03.2023

# To, Mr. Shubham Dattatray Avatale

Address: Ram Peth Ram mandir javal Ghar No 2 Jalgaon, Maharashtra-425001.

Dear Shubham,

Further to our discussion, we have the pleasure of giving you an offer in our organization as **Jr. Software Trainer** -at Authorized CADD Centre, ABC Trainings, Jalgaon. This offer takes effect from your date of joining **01.04.2023**. **your compensation package will be 7000/**-

You will report to the Centre Head/Manager. Increment in salary will be depend upon the performance. You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made be subjected to the Disciplinary Action.

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

We are all looking forward to having you on our team. I wish you all the best!

Yours sincerely,

# For ABC TRAINERS & CONSULTANTS / ABC Trainings.

Ms. Pratiksha Rachmale
СРО

Ms. Aditi Kulkarni HR

I Undersigned have been given a copy of this letter and have read and understood its terms. I hereby accept the terms and conditions of employment outlined above.

ACCEPTED

\_\_\_\_\_

Mr.Shubham Dattatray Avatale



www.abctrainings.in



Aurangabad | Latur | Pune | Jalgaon







contact@abctrainings.in



Date: 10 Apr 2023

Ref No: RIL/80589758/30018025/100423/1721

Dear Rahul Pawar,

#### Offer of Employment

We are delighted to offer you employment into Reliance Industries Ltd. in the position of Off. Reg. SC. Ops. - Aurangabad, at level K based at Aurangabad subject to the terms set out in this letter. Your joining date will be 15/05/2023.

#### Documentation

In addition to this offer letter, please find appended:

- A compensation term sheet
- Components of Compensation
- Terms and conditions
- Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment.

As mentioned above, your initial posting will be at Aurangabad. During employment with the Company, you may be posted at any other location in India or abroad at any Reliance Group Company without any additional compensation.

Please note that all the compensation, benefits and assistance set out in the attached appendices are not contractual and can be varied, replaced or withdrawn at any time at the Company's absolute discretion.

We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

#### Conditions of the offer

This offer of employment is subject to you completing the following requirements 1-4 and providing all of the below information and documentation requested **BEFORE** you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent. We reserve the right to withdraw our offer of employment/ terminate your employment with us without assigning any reason whatsoever thereof, or delay your joining date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

- 1. Confirming your acceptance of this offer of employment, within two weeks of the date of this letter as detailed below in Next Steps. By confirming your acceptance, you are also confirming that you do not have any legal or other restrictions that prevent you from commencing employment with us. This includes any outstanding obligations that you may owe to your current/previous employer
- 2. Providing evidence (such as your passport, national identity card or work permit) of being entitled to live and work in India for RIL
- 3. Clearing the employment reference checks, background checks, medical checks and receiving satisfactory reports.
- 4. Providing (what the company considers appropriate) evidence of your qualifications if requested

#### (This letter is computer generated and does not necessarily require a signature)

Date: 10 Apr 2023

Page 1 of 19



#### **Next Steps**

This offer will remain valid for two weeks from the date of this letter, after which time it will lapse. In the next two weeks, we request that you contact your Recruiter, Kyra Maria De Santana Godinho as soon as possible to discuss our offer and if you have any other questions about joining our organization.

Please then confirm your acceptance of this offer by clicking 'Accept' button online. Please also return any additional documents requested at 1-4 above and any other documents you are requested to send to us by the two week deadline.

This offer is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We very much hope you will accept this offer of employment and look forward to welcoming you to the Company.

Yours sincerely,

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

Date: 10 Apr 2023

Page 2 of 19



# **ANNEXURE A**

Compensation Term Sheet

## **1.1 Annual Compensation Summary**

Name: Rahul Pawar		
Details of Compensation	Monthly (INR)	Annual (INR)
I. Components of Compensation		
Basic Pay	15,000	1,80,005
Medical Reimbursement	0	0
Residual Choice Pay	785	9,423
Food Coupon	0	0
Gift Coupon	0	0
Leave Travel Allowance	0	0
Vehicle		
Company Vehicle Scheme		
Fuel & Maintenance	Refer Annexure B	
Conveyance Allowance		
Housing		
House Rent Allowance	9,783	1,17,392
Insurance		
GPA Insurance Premium (GPA)	34	413
Group Term Life Insurance Premium	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	4,085	49,020
SUB TOTAL - I	30,087	3,61,046
II. Retirals		
PF - Employer's Contribution (12% of Basic Pay)	1,800	21,601
Gratuity (4.81% of Basic Pay)	722	8,658
SUB TOTAL - II	2,522	30,259
FIXED PAY (I + II)	32,609	3,91,305
III.Performance Linked Incentive (Max Payout @ 15% of [I+II ])		
Performance Linked Incentive	4,891	58,696
SUB TOTAL - III	4,891	58,696
TOTAL PAY [I + II + III]	37,500	4,50,001

#### \*Medical Insurance Premium -

For employees joining at level F or above, you are requested to update your information on the ESS portal (Employee Self Service) after joining the organization in order to ensure that the coverage for Medical Insurance is as desired.

#### \*Provident Fund -

Employee makes an equal contribution from employee's salary towards Provident Fund.

Note: The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.

Date: 10 Apr 2023

Page 3 of 19



# 1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)	
I	Base Salary		
a.	Basic Salary	Taxable	
b.	Provident Fund Contribution (PF)	Please refer Annexure B	
С.	Gratuity	Please refer Annexure B	
II	Choice Pay		
a.	Medical Reimbursement	Taxable	
b.	Food Coupon	Tax exempt subject to conditions	
C.	Gift Coupon	Tax exempt subject to conditions	
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions	
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')	
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions	
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions	
h.	Residual Choice Pay (RCP)	Taxable	
i.	Vehicle		
1.	Company Lease Vehicle Scheme	Tax exempt (up to the value of EMI)	
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)	
3.	Conveyance Allowance	Taxable	
j.	Housing		
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions	
2.	Company Accommodation (where it is provided)	Taxable Perquisite	
k.	Insurance		
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt	
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt	
3.	Medical Insurance Premium	Tax exempt	
	Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI)	Taxable, If Applicable	

Date: 10 Apr 2023

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.

Phone : +91-22-4477 0000 Fax : +91-22-4471 0111



#### Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.
- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.
- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors
- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

Date: 10 Apr 2023

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# Annexure B

# Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI). This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

#### I. Components of Compensation

- 1. Base Salary: This is first part of the total pay, which may include Basic Salary, PF and Gratuity
  - a. Basic Salary: This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.
  - b. Provident Fund (PF):

The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (**PF Act**). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (http://www.epfindia.com/) for detailed rules, procedures and any other updates.

Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

#### c. Gratuity

Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act ,1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

Date: 10 Apr 2023

Page 6 of 19



Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

Date: 10 Apr 2023

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#### 2. Choice Pay :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

#### a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

#### b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

#### c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy dailynecessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

#### d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.

2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.

3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2018 - 31 December 2021.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

- 1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
- 2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
- 3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
- 4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

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Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.

Phone : +91-22-4477 0000 Fax : +91-22-4471 0111



#### e. Office Wear Allowance (OWA)

Only employees' working at locations where a `Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

OWA is tax exempt subject to the following limits:-

a. For all Grade: INR 24,000

#### f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

#### g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

#### h. Residual Choice Pay (RCP)

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax.

Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit all bills and other supporting documents on or by 15th January for each financial year

#### i. Vehicle

#### 1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler	
Scheme Details	Company Leased Vehicle (CLV)	
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)	
EMI Limit	Grade `H' and above - upto 100% of Residual Choice Pay Grade `I' and below - upto 50% of Residual Choice Pay	
Interest rate	11.5 % per annum on monthly reducing balance basis	
Vehicle Cost Limit	NA	
Tenure	2 to 4 Years (Upto 48 Instalments)	
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)	

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

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#### 2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 1,80,000 p.a.	INR 36,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

#### 3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

#### j. Housing

#### 1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is

exempt from tax-

- 1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
- 2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
- 3. The excess of rent paid over 10% of salary

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#### 2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	2. Lease rent (paid or payable) by the Employer,
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	whichever is less

#### k. Insurance

#### i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 413 per annum.

**Benefit Clauses:** 

- 1. Death: 100% of sum insured
- 2. Permanent Total Disablement: 100% of sum insured as per insurance policy
- 3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
- 4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

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#### ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay)	Sum Assured	Mandatory Debit (per annum)
Up to INR 24,99,975	INR 25 Lakhs	INR 4,794
From INR 24,99,975 to below INR 49,99,975	INR 50 Lakhs	INR 17,679
From INR 49,99,975 to below INR 74,99,975	INR 75 Lakhs	INR 26,520
INR 74,99,975 and above	INR 100 Lakhs	INR 36,167

#### Benefit Clause: -

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

#### iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage		
	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs the Management Medical Scheme)		
B to F: Company's	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs		
Management Medical Scheme	<ol> <li>Management</li> <li>Hospitalization room category up to Deluxe Single AC Room</li> <li>Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered)</li> <li>Full time Retainers shall be covered as per commitment / joining terms</li> <li>For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner ) treatment, the me practitioner should be registered as per the guidelines of Indian Medical Association</li> </ol>			
	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs		
Group Mediclaim Policy	<ol> <li>Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room</li> <li>Sub limit of Maternity benefit (for first three children) up to INR 50,000</li> <li>Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling,</li> </ol>			
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Phone : +91-22-4477 0000 Fax : +91-22-4471 0111



Medical Insurance Debits:

F & Above grades :

- INR 37,963 per annum per person for self and spouse
- INR 19,611 per annum per child (upto 25 years)
- INR 14,324 per annum for Additional Medical floater cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 33,528 per annum for dependent parents
- INR 14,324 per annum for Additional Medical floater cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 33,528 per annum per family unit of 7 members
- INR 14,324 per annum for Additional Medical floater cover of INR 5 Lakhs

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# Annexure C

## Terms and Conditions

#### 01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

#### Your appointment is subject to:

- i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .
- **ii**. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

#### 02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

- i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;
- ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;
- iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;
- iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith
- v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

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#### 03. DUTIES AND RESPONSIBILITIES:

- i. Exclusivity: You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.
- **ii.** Non Solicitation: You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

- iii. Other Interests: You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.
- iv. Controlling Interest: You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.
- v. Work hours: Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.
- vi. Confidentiality and Non-disclosure: You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

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vii. Proprietary Rights: You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

- viii. Safe-keeping of Company's property: You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- ix. Return of the Company's Property and records: Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.
- x. Authorizations for activities: You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.
- xi. Non-disparagement: You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.
- xii. Confidential nature of terms of employment: You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

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xiii. Enforceability: You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

#### 04. TERMINATION OF EMPLOYMENT:

**i. Employment At-Will:** You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any particular level or nature of compensation.

**ii. Superannuation**: In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

**iii.** Absenteeism: If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

- a. return to work within 8 days from the commencement of such absence, and
- b. give an explanation to the satisfaction of the Company regarding such absence

**iv. Medical Fitness:**The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

**v. Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving three months notice in writing or payment of three months Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving three months notice in writing or by payment of three months Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of three months, without any pay in lieu of the notice period.

vi. Termination for Misconduct: Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

#### 05. GENERAL:

- i. Training: You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.
- **ii.** Rules, Regulations and Policies on Ethics: You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.
  - a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
  - b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.
  - c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.
- iii. Media Interaction: You will not interact with the media electronic, print or otherwise in
  - a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.
  - **b.** Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.
  - c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.
  - **d.** For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.
  - e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

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- iv. Jurisdiction: The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.
- v. Entire Agreement: This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- vi. Age: Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- vii. Change of address: You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.
- viii. Passport: You are required to have a valid passport at all times and ensure that the same is renewed from time to time.
- ix. Suspension: You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.
- **x.** Travel: You shall make your own transport arrangements to and from the place of work.
- xi. Documentation: Please submit the following documents, if not submitted earlier:
  - **a**. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.
  - b. Three copies of your recent passport size photographs with blue background.
  - c. Relieving letter and salary certificate from your last employer, in case you are/were employed.
- xii. Severability: If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.
- xiii. Non Waiver: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Rahul Pawar

Signature:

Date: 10 Apr 2023

Date: 10 Apr 2023

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Date: May 3, 2023

# Offer Letter

Outward No.HR/HP-003/2023-24

To,

Mr. Harshal Pardeshi, Address -Jalgaon 425001. Maharashtra.

M-9096886882

Mail id-pardeshiharshl6@gmail.com

## Sub: Letter of intent for the position of Graduate Trainee Engineer.

Dear Harshal,

We are pleased to offer you the position of Graduate Trainee Engineer in our Technical Sales department.

You are requested to Join the Duty at our **Shinde wadi** Pune office on 3<sup>rd</sup> July 2023.

You will be undergoing detailed training for the period of 6 Months in allocated department as well as other related department to give you cross-functional exposure in the organization.

After completion of 6 months, you will undergo detailed assessment & based on it, company shall take you on probation & pay-roll as deemed fit. In case, during assessment, your performance is found average or below average, Management may either extend your Training period for additional 3 Month at Same stipend or will relieve you from the duties with one month Notice.

DECKEMENT SUPARIES JOCOD in gorian EXOS KIAUKE SUPAFLEX & MORNSUN (TELEBOR

Sai-Lee Electrotekniks Private Limited A Hudu Eutorprise Gat No.92, Shindewadi, Behind Old Jakat Naka, Off Pune-Satara Highway, Shindewadi, Pune - 412205. Maharashtra(India) 
 Ph. No.
 :
 83800 75570 / 71

 E-mail
 :
 info@sai-lee.in | hr@sai-lee.in

 URL
 :
 http://www.sai-lee.in

 CIN No.
 :
 U31200PN2012PTC143438

 GST No.
 :
 27AARCS5340R1ZF

# Your Monthly Stipend & other benefits shall be as per enclosed Annexure.

The roles & responsibilities and other terms & conditions of your employment will be specified in your letter of appointment at the time of joining.

We welcome you to Sai-Lee Electrotekniks Pvt Ltd. and hope it would be the beginning of a long and mutually beneficial association.

Kindly acknowledge the duplicate copy of this letter as an acceptance of this offer.

for any additional queries and clarifications, do not hesitate to give call HR<sup>-</sup> department or email from the details provided below. We look forward to having you in our company.

Yours Truly,

# For Sai-Lee Electrotekniks Pvt. Ltd

ALK6 P Trach

Authorized Signatory

# Annexure



Stipend: For a 6 month Training Period, you will get a Stipend of Rs. 12500.00 (Rs. Twelve Thousand

Deductions: Any statutory deductions applicable for this position, the same shall be deduct with

Company Accommodation: Company will provide shared accommodation with minimum basic amenities for the first year only. You will have to take care of common expenses of utilities such as Electricity, DTH/ TV; WI-Fi at given place based on consumption equally sharing basis.

Remuneration Post Training Period: After Successful completion of Training Period & based on assessment at the end of 6 months training, your remuneration shall be revised as below:

Performance Criteria	Monthly Remuneration
Above Average	Rs. 15000.00/ Month
Good	Rs. 16000.00/ Month
Very Good	Rs. 17000.00/ Month
Excellent	Rs. 18000.00/ Month

Remuneration After completion of One Year: You will undergo detailed performance assessment on completion of One year in service and based on your performance, your remuneration shall be revised as per prevailing companies Norms at that time.

Sales Incentive: You will be eligible for an applicable Sales Incentive from 7th Months onwards as per companies prevailing policy.

# Acceptance:

I Harshal Pardeshi, have read this offer letter & happy to accept the same with mentioned terms & conditions. Confirm that, I shall join the duties on 3rd July 2023 along with all required documents.

Name:	Witness: College Representative
Signature	Name:
Place	Signature
Date	*

Sai-Lee Electrotekniks Private Limited	Ph. No. : 83800 75570 / 71	
A Hindu Enterprise	E-mail : info@sai-lee.in   hr@sai-lee.in	
Gat No.92, Shindewadi, Behind Old Jakat Naka,	URL : http://www.sai-lee.in	
Off Pune-Satara Highway, Shindewadi,	CIN No. : U31200PN2012PTC143438	
Pune - 412205. Maharashtra(India)	GST No. : 27AARCS5340R1ZF	
	EXOT KIAUKE PLEACEN SUPAFLEX S. MORNSUN CONTRACTOR	

Scanned with CamScanner



Date: May 3, 2023

# Offer Letter

Outward No.HR/PS-004/2023-24

To,

Mr. Pankaj Shinde, Address -Krushna Nagar,Khedi Bk. Near by Krushna Temple,Jalgaon

M-9834606195

Mail id-pankajshinde7249@gmail.com

Sub: Letter of intent for the position of Graduate Trainee Engineer.

Dear Pankaj,

We are pleased to offer you the position of Graduate Trainee Engineer in our Sales department.

You are requested to Join the Duty at our Shinde wadi Pune office on 3<sup>rd</sup> July 2023.

You will be undergoing detailed training for the period of 6 Months in allocated department as well as other related department to give you cross-functional exposure in the organization.

After completion of 6 months, you will undergo detailed assessment & based on it, company shall take you on probation & pay-roll as deemed fit. In case, during assessment, your performance is found average or below average, Management may either extend your Training period for additional 3 Month at Same stipend or will relieve you from the duties with one month Notice.

Sai-Lee Electrotekniks Private Limited A Hindu Enterprise Gat No.92, Shindewadi, Behind Old Jakat Naka, Off Pune-Satara Highway, Shindewadi, Pune - 412205. Maharashtra(India)	#1	Ph. No.         :         83800 75570 / 71           E-mail         :         info@sai-lee.in   hr@sai-lee.in           URL         :         http://www.sai-lee.in           CIN No.         :         U31200PN2012PTC143438           GST No.         :         27AARCS5340R1ZF
	EXOS KI	auKe" Suparlex & MORNSUN"

# Your Monthly Stipend & other benefits shall be as per enclosed Annexure.

The roles & responsibilities and other terms & conditions of your employment will be specified in your letter of appointment at the time of joining.

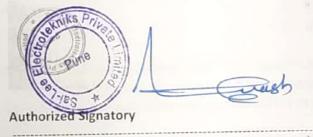
We welcome you to Sai-Lee Electrotekniks Pvt Ltd. and hope it would be the beginning of a long and mutually beneficial association.

Kindly acknowledge the duplicate copy of this letter as an acceptance of this offer.

for any additional queries and clarifications, do not hesitate to give call HR department or email from the details provided below. We look forward to having you in our company.

Yours Truly,

# For Sai-Lee Electrotekniks Pvt. Ltd





# Annexure

- Stipend: For a 6 month Training Period, you will get a Stipend of Rs. 12500.00 (Rs. Twelve Thousand Five Hundred Only)
- Deductions: Any statutory deductions applicable for this position, the same shall be deduct with prior intimation to you.
- Company Accommodation: Company will provide shared accommodation with minimum basic amenities for the first year only. You will have to take care of common expenses of utilities such as Electricity, DTH/ TV; Wi-Fi at given place based on consumption equally sharing basis.
- Remuneration Post Training Period: After Successful completion of Training Period & based on assessment at the end of 6 months training, your remuneration shall be revised as below:

Performance Criteria	Monthly Remuneration
Above Average	Rs. 15000.00/ Month
Good	Rs. 16000.00/ Month
Very Good	Rs. 17000.00/ Month
Excellent	Rs. 18000.00/ Month

Remuneration After completion of One Year: You will undergo detailed performance assessment on completion of One year in service and based on your performance, your remuneration shall be revised as per prevailing companies Norms at that time.

Sales Incentive: You will be eligible for an applicable Sales Incentive from 7<sup>th</sup> Months onwards as per companies prevailing policy.

# Acceptance:

I Pankaj Shinde, have read this offer letter & happy to accept the same with mentioned terms & conditions. Confirm that, I shall join the duties on 3<sup>rd</sup> July 2023 along with all required documents.

Name:	Witness: College Representative	
Signature	Name:	
Place	Signature	
Date		
Sai-Lee Electrotekniks Private Limited A Hindu Enterprise Gat No.92, Shindewadi, Behind Old Jakat Naka, Off Pune-Satara Highway, Shindewadi, Pune - 412205, Maharashtra(India)	Ph. No. : 83800 75570 / 71 E-mail : info@sai-lee.in   hr@sai-lee.in URL : http://www.sai-lee.in CIN No. : U31200PN2012PTC143438 GST No. : 27AARCS5340R1ZF	

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## **Offer Letter**

Outward No.HR/NM-005/2023-24

Date: May 3, 2023

To,

Mr. Narendra Mahajan, Address -159, Mhada Colony, MIDC area, Jalgaon

M-7350590535

Mail id-narendramahajan1508@gmail.com

### Sub: Letter of intent for the position of Graduate Trainee Engineer.

Dear Sarvesh,

We are pleased to offer you the position of Graduate Trainee Engineer in our Technical Support department.

You are requested to Join the Duty at our Shinde wadi Pune office on 3rd July 2023.

You will be undergoing detailed training for the period of 6 Months in allocated department as well as other related department to give you cross-functional exposure in the organization.

After completion of 6 months, you will undergo detailed assessment & based on it, company shall take you on probation & pay-roll as deemed fit. In case, during assessment, your performance is found average or below average, Management may either extend your Training period for additional 3 Month at Same stipend or will relieve you from the duties with one month Notice.

Sai-Lee Electrotekniks Private Limited A Hindu Enterprise Gat No.92, Shindewadi, Behind Old Jakat Naka, Off Pune-Satara Highway, Shindewadi, Pune - 412205. Maharashtra(India) 

Ph. No. : 83800 75570 / 71 E-mail : info@sai-lee.in | hr@sai-lee.in URL : http://www.sai-lee.in CIN No. : U31200PN2012PTC143438 GST No.: 27AARCS5340R1ZF

Your Monthly Stipend & other benefits shall be as per enclosed Annexure.

The roles & responsibilities and other terms & conditions of your employment will be specified in your letter of appointment at the time of joining.

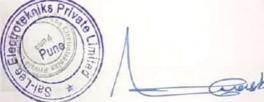
We welcome you to Sai-Lee Electrotekniks Pvt Ltd. and hope it would be the beginning of a long and mutually beneficial association.

Kindly acknowledge the duplicate copy of this letter as an acceptance of this offer.

for any additional queries and clarifications, do not hesitate to give call HR department or email from the details provided below. We look forward to having you in our company.

Yours Truly,

### For Sai-Lee Electrotekniks Pvt. Ltd



**Authorized Signatory** 



## Annexure

Stipend: For a 6 month Training Period, you will get a Stipend of Rs. 12500.00 (Rs. Twelve Thousand Five Hundred Only)

Deductions: Any statutory deductions applicable for this position, the same shall be deduct with prior intimation to you.

- **Company Accommodation:** Company will provide shared accommodation with minimum basic amenities for the first year only. You will have to take care of common expenses of utilities such as Electricity, DTH/ TV; Wi-Fi at given place based on consumption equally sharing basis.
- Remuneration Post Training Period: After Successful completion of Training Period & based on assessment at the end of 6 months training, your remuneration shall be revised as below:

Performance Criteria	Monthly Remuneration	
Above Average	Rs. 15000.00/ Month	
Good	Rs. 16000.00/ Month	
Very Good	Rs. 17000.00/ Month	
Excellent	Rs. 18000.00/ Month	

Remuneration After completion of One Year: You will undergo detailed performance assessment on completion of One year in service and based on your performance, your remuneration shall be revised as per prevailing companies Norms at that time.

## Acceptance:

I Narendra Mahajan, have read this offer letter & happy to accept the same with mentioned terms & conditions. Confirm that, I shall join the duties on 3<sup>rd</sup> July 2023 along with all required documents.

Name:	Witness: College Representative
Signature	Name:
Place	Signature
Date	

Sai-Lee Electrotekniks Private Limited A Hindu Enterprise Gat No.92, Shindewadi, Behind Old Jakat Naka, Off Pune-Satara Highway, Shindewadi, Pune - 412205. Maharashtra(India)	Ph. No.       :       83800 75570 / 71         E-mail       :       info@sai-lee.in   hr@sai-lee.in         URL       :       http://www.sai-lee.in         CIN No.       :       U31200PN2012PTC143438         GST No.       :       27AARCS5340R1ZF
	KIAUKE® PLOCEN SUPAFLEX MORNSUN



Date: May 3, 2023

## Offer Letter

Outward No.HR/SC-006/2023-24

To,

Mr. Sarvesh Chaudhari, Address - Ganapati Mandir, Jawal Bhadli bK. Jalgaon Maharashtra.

M-9284960358

Mail id-sarveshchaudhar930@gmail.com

Sub: Letter of intent for the position of Graduate Trainee Engineer.

Dear Sarvesh,

We are pleased to offer you the position of Graduate Trainee Engineer in our Design department.

You are requested to Join the Duty at our Shinde wadi Pune office on 3rd July 2023.

You will be undergoing detailed training for the period of 6 Months in allocated department as well as other related department to give you cross-functional exposure in the organization.

After completion of 6 months, you will undergo detailed assessment & based on it, company shall take you on probation & pay-roll as deemed fit. In case, during assessment, your performance is found average or below average, Management may either extend your Training period for additional 3 Month at Same stipend or will relieve you from the duties with one month Notice.

Sai-Lee Electrotekniks Private Limited A Hindu Enterprise Gat No.92, Shindewadi, Behind Old Jakat Naka, Off Pune-Satara Highway, Shindewadi, Pune - 412205. Maharashtra(India) 

Ph. No. : 83800 75570 / 71 E-mail : info@sai-lee.in | hr@sai-lee.in URL ; http://www.sai-lee.in CIN No. : U31200PN2012PTC143438 GST No.: 27AARCS5340R1ZF

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Your Monthly Stipend & other benefits shall be as per enclosed Annexure.

The roles & responsibilities and other terms & conditions of your employment will be specified in your letter of appointment at the time of joining.

We welcome you to Sai-Lee Electrotekniks Pvt Ltd. and hope it would be the beginning of a long and mutually beneficial association.

Kindly acknowledge the duplicate copy of this letter as an acceptance of this offer.

for any additional queries and clarifications, do not hesitate to give call HR department or email from the details provided below. We look forward to having you in our company.

Yours Truly,

Authorized Signatory

For Sai-Lee Electrotekniks Pvt. Ltd

BKNIKS PURE



## Annexure

Stipend: For a 6 month Training Period, you will get a Stipend of Rs. 12500.00 (Rs. Twelve Thousand Five Hundred Only)

Deductions: Any statutory deductions applicable for this position, the same shall be deduct with prior intimation to you.

Company Accommodation: Company will provide shared accommodation with minimum basic amenities for the first year only. You will have to take care of common expenses of utilities such as Electricity, DTH/ TV; Wi-Fi at given place based on consumption equally sharing basis.

Remuneration Post Training Period: After Successful completion of Training Period & based on assessment at the end of 6 months training, your remuneration shall be revised as below:

Performance Criteria	Monthly Remuneration	
Above Average	Rs. 15000.00/ Month	e -
Good	Rs. 16000.00/ Month	
Very Good	Rs. 17000.00/ Month	
Excellent	Rs. 18000.00/ Month	

Remuneration After completion of One Year: You will undergo detailed performance assessment on completion of One year in service and based on your performance, your remuneration shall be revised as per prevailing companies Norms at that time.

## Acceptance:

I Sarvesh Chaudhari, have read this offer letter & happy to accept the same with mentioned terms & conditions. Confirm that, I shall join the duties on 3<sup>rd</sup> July 2023 along with all required documents.

Name:	Witness: College Representative	
Signature	Name:	
Place	Signature	
Date	A.	

Sai-Lee Electrotekniks Private Limited A Hudu Enterprise Gat No.92, Shindewadi, Behind Old Jakat Naka, Off Pune-Satara Highway, Shindewadi, Pune - 412205. Maharashtra(India) MENNEKES MENNEKE



UNIT-2 MANUFACTURERS OF CLOSED DIE STEEL FORGINGS Works : Cut No. 15, Mkzapur, Pure Road, Jikthan Fata, Datas Spur May 2023 431 136 (M.S.) Ph. +91 240 2555217 [Email : chrd@maso-group.com ; CIN No. : U034300MH1979FTC020929

To Mr.Shashikant Yevale

## Subject: - Offer Letter

## Dear Mr.Shashikant Yevale,

Please refer to your application and subsequent interview you had with us, we are pleased to offer you the post of "Graduate Apprentice Trainee Engineer (GATE)" in our organization, on the terms and conditions agreed at the time of interview.

- 1- You will be paid emoluments as discussed.
- 2- You have to submit the certificates indicating educational qualifications.

You are advised to bring the following documents (Photocopies) at the time of joining the organization. Please also bring original documents for verification.

- 3- School Leaving or any other age proof certificate.
- 4- Four passport size color photographs
- 5- Any other document which you may feel necessary to be submitted.

As Committed, you will join on or before 01st July 2023. (Detailed Appointment Letter will be issued to you after joining).

We welcome you to the organization and look forward for a long and successful career with us.

1

Thanking you,

For Maso Automotives Pvt. Ltd.

Deepak P. Nikam Head-HR



UNIT-2 MANUFACTURERS OF CLOSED DIE STEEL FORGINGS Works : Cut No. 15, Mirzapur, Pune Road, Jikthan Fata, Ta. gangapur, Aurangabad 431 136 (M.S.) Ph. +91 240 2555217 Email : dfwd@maso-group.com i CIN No. : U034300MH1979PTC020929

Date: 25th May 2023

To Mr.Rijwan Shaikh

## Subject: - Offer Letter

## Dear Mr.Rijwan Shaikh,

Please refer to your application and subsequent interview you had with us, we are pleased to offer you the post of "Graduate Apprentice Trainee Engineer (GATE)" in our organization, on the terms and conditions agreed at the time of interview.

- 1- You will be paid emoluments as discussed.
- 2- You have to submit the certificates indicating educational qualifications.

You are advised to bring the following documents (Photocopies) at the time of joining the organization. Please also bring original documents for verification.

- 3- School Leaving or any other age proof certificate.
- 4- Four passport size color photographs
- 5- Any other document which you may feel necessary to be submitted.

As Committed, you will join on or before 01st July 2023. (Detailed Appointment Letter will be issued to you after joining).

We welcome you to the organization and look forward for a long and successful career with us.

1

Thanking you,

For Maso Automotives Pvt. Ltd.

Deepak P. Nikam Head-HR



## UNIT-2

MANUFACTURERS OF CLOSED DIE STEEL FORGINGS Works : Cut No. 15, Mirzapur, Pure Road, Jikthan Fata, Ta. gargapur , Aurangabad 431 136 (M.S.) Ph. +91 240 2555217 Email : dhrd@maso-group.com ; CIN No. : U034300MH1979PTC020929

Date: 25th May 2023

Mr.Shaikh Mohammad Tausif

## Subject: - Offer Letter

## Dear Mr.Shaikh Mohammad Tausif,

Please refer to your application and subsequent interview you had with us, we are pleased to offer you the post of "Graduate Apprentice Trainee Engineer (GATE)" in our organization, on the terms and conditions agreed at the time of interview.

- 1- You will be paid emoluments as discussed.
- 2- You have to submit the certificates indicating educational qualifications.

You are advised to bring the following documents (Photocopies) at the time of joining the organization. Please also bring original documents for verification.

- 3- School Leaving or any other age proof certificate.
- 4- Four passport size color photographs
- 5- Any other document which you may feel necessary to be submitted.

As Committed, you will join on or before 01<sup>st</sup> July 2023. (Detailed Appointment Letter will be issued to you after joining).

We welcome you to the organization and look forward for a long and successful career with us.

1

Thanking you,

For Maso Automotives Pvt. Ltd.

Deepak P. Nikam Head-HR



MANUFACTURERS OF CLOSED DIE STEEL FORGINGS Works : Cut No. 15, Mirzapur, Pure Road, Jikthan Fata, Ta. gangapur , Aurangabad 431 136 (M.S.) Ph. +91 240 2555217 | Email : dhrd@maso-group.com ; CIN No. : U034300MH1979PTC020929

Date: 25th May 2023

To Mr.Gaurav Dandekar

## Subject: - Offer Letter

#### Dear Mr.Gaurav Dandekar,

Please refer to your application and subsequent interview you had with us, we are pleased to offer you the post of "Graduate Apprentice Trainee Engineer (GATE)" in our organization, on the terms and conditions agreed at the time of interview.

- 1- You will be paid emoluments as discussed.
- 2- You have to submit the certificates indicating educational qualifications.

You are advised to bring the following documents (Photocopies) at the time of joining the organization. Please also bring original documents for verification.

- 3- School Leaving or any other age proof certificate.
- 4- Four passport size color photographs
- 5- Any other document which you may feel necessary to be submitted.

As Committed, you will join on or before 01<sup>st</sup> July 2023. (Detailed Appointment Letter will be issued to you after joining).

We welcome you to the organization and look forward for a long and successful career with us.

Thanking you,

For Maso Automotives Pvt. Ltd.

Deepak P. Nikam Head-HR



### UNIT-2

MANUFACTURERS OF CLOSED DIE STEEL FORGINGS Works : Cut No. 15, Mirzapur, Pune Road, Jikthan Fata, Ta. gangapur , Aurangabad 431 136 (M.S.) Ph: +91 240 2555217 [Email : dhird@maso-group.com ; CIN No. : U034300MH1979PTC020929

Date: 25th May 2023

To Mr.Sagar Chaudhari

## Subject: - Offer Letter

## Dear Mr.Sagar Chaudhari,

Please refer to your application and subsequent interview you had with us, we are pleased to offer you the post of "Graduate Apprentice Trainee Engineer (GATE)" in our organization, on the terms and conditions agreed at the time of interview.

- 1- You will be paid emoluments as discussed.
- 2- You have to submit the certificates indicating educational qualifications.

You are advised to bring the following documents (Photocopies) at the time of joining the organization. Please also bring original documents for verification.

- 3- School Leaving or any other age proof certificate.
- 4- Four passport size color photographs
- 5- Any other document which you may feel necessary to be submitted.

As Committed, you will join on or before 01<sup>st</sup> July 2023. (Detailed Appointment Letter will be issued to you after joining).

We welcome you to the organization and look forward for a long and successful career with us.

1

Thanking you,

For Maso Automotives Pvt. Ltd.

Deepak P. Nikam Head-HR



MANUFACTURERS OF CLOSED DIE STEEL FORGINGS Works - Cull No. 15, Mr anpul, Pum Read, Jathan Fata, Ya. gangapur, Auranganar 431 136 d4.5.) Ph. +91 245 2555217] Emild - dwogpmano-group.com (City No. : U031300MH1970PTC020929

Date: 25th May 2023

To Mr.Narendra Mahajan

### Subject: - Offer Letter

### Dear Mr.Narendra Mahajan,

Please refer to your application and subsequent interview you had with us, we are pleased to offer you the post of "Graduate Apprentice Trainee Engineer (GATE)" in our organization, on the terms and conditions agreed at the time of interview.

- 1- You will be paid emoluments as discussed.
- 2- You have to submit the certificates indicating educational qualifications.

You are advised to bring the following documents (Photocopies) at the time of joining the organization. Please also bring original documents for verification.

- 3- School Leaving or any other age proof certificate.
- 4- Four passport size color photographs
- 5- Any other document which you may feel necessary to be submitted.

As Committed, you will join on or before 01st July 2023. (Detailed Appointment Letter will be issued to you after joining).

We welcome you to the organization and look forward for a long and successful career with us.

Thanking you,

For Maso Automotives Pvt. Ltd.

Deepak P. Nikam Head-HR

Reg. Office : 7, Meghal Industrial Estate, Devidayal Road, Mulund (W), Mumbai - 400 080. (Maharashtra State) Tel. : +91 22 25913743 • Website : www.maso-group.com • Email : ho@maso-group.com



UNIT-2

MASO AUTOMOTIVES

MANUFACTURERS OF CLOSED DIE STEEL FORGINGS

Works : Cut No. 15, Mirzapur, Pune Road, Jikthan Fata, Ta. gangapur , Aurangabad 431 136 (M.S.) Ph. +91 240 2555217 | Email : dhrd@maso-group.com | CIN No. : U034300MH1979PTC020929

Date: 25th May 2023

To Miss.Devyani Falak

### Subject: - Offer Letter

### Dear Miss. Devyani Falak,

Please refer to your application and subsequent interview you had with us, we are pleased to offer you the post of "Graduate Apprentice Trainee Engineer (GATE)" in our organization, on the terms and conditions agreed at the time of interview.

- 1- You will be paid emoluments as discussed.
- 2- You have to submit the certificates indicating educational qualifications.

You are advised to bring the following documents (Photocopies) at the time of joining the organization. Please also bring original documents for verification.

- 3- School Leaving or any other age proof certificate.
- 4- Four passport size color photographs
- 5- Any other document which you may feel necessary to be submitted.

As Committed, you will join on or before 01<sup>st</sup> July 2023. (Detailed Appointment Letter will be issued to you after joining).

We welcome you to the organization and look forward for a long and successful career with us.

Thanking you,

For Maso Automotives Pvt. Ltd.

Deepak P. Nikam Head-HR



MANUFACTURERS OF CLOSED DIE STEEL FORGINGS Works : Cut No. 15, Mirzapur, Pure Road, Jikthan Fata, Ta. gangapur , Aurangabad 431 136 (M.S.) Ph. +91 240 2555217 [Email : dhrd@maso-group.com | CIN No. : U034300MH1979PTC020929

Date: 25th May 2023

To Mr.Sarvesh Chaudhari

UNIT-2

## Subject: - Offer Letter

Dear Mr.Sarvesh Chaudhari,

Please refer to your application and subsequent interview you had with us, we are pleased to offer you the post of "Graduate Apprentice Trainee Engineer (GATE)" in our organization, on the terms and conditions agreed at the time of interview.

- 1- You will be paid emoluments as discussed.
- 2- You have to submit the certificates indicating educational qualifications.

You are advised to bring the following documents (Photocopies) at the time of joining the organization. Please also bring original documents for verification.

- 3- School Leaving or any other age proof certificate.
- 4- Four passport size color photographs
- 5- Any other document which you may feel necessary to be submitted.

As Committed, you will join on or before **01<sup>st</sup> July 2023.** (Detailed Appointment Letter will be issued to you after joining).

We welcome you to the organization and look forward for a long and successful career with us.

Thanking you,

For Maso Automotives Pvt. Ltd.

Deepak P. Nikam Head-HR

Reg. Office : 7, Meghal Industrial Estate, Devidayal Road, Mulund (W), Mumbai - 400 080. (Maharashtra State) Tel. : +91 22 25913743 • Website : www.maso-group.com • Email : ho@maso-group.com



UNIT-2

MANUFACTURERS OF CLOSED DIE STEEL FORGINGS Works : Cut No. 15, Mirzapur, Pure Road, Jikthan Fala, Ta. gangapur , Aurangabad 431 136 (M.S.) Ph. +91 240 2555217 | Email : dhrd@maso-group.com i CIN No. : U034300MH1979PTC020929

Date: 25th May 2023

To Mr.Kiran Patil

## Subject: - Offer Letter

Dear Mr.Kiran Patil,

Please refer to your application and subsequent interview you had with us, we are pleased to offer you the post of "Graduate Apprentice Trainee Engineer (GATE)" in our organization, on the terms and conditions agreed at the time of interview.

- 1- You will be paid emoluments as discussed.
- 2- You have to submit the certificates indicating educational qualifications.

You are advised to bring the following documents (Photocopies) at the time of joining the organization. Please also bring original documents for verification.

- 3- School Leaving or any other age proof certificate.
- 4- Four passport size color photographs
- 5- Any other document which you may feel necessary to be submitted.

As Committed, you will join on or before 01st July 2023. (Detailed Appointment Letter will be issued to you after joining).

We welcome you to the organization and look forward for a long and successful career with us.

Thanking you,

For Maso Automotives Pvt. Ltd.

Deepak P. Nikam Head-HR



UNIT-2

MANUFACTURERS OF CLOSED DIE STEEL FORGINGS

Works: Cut No. 15, Mirzapur, Pure Road, Jikthan Fata, Ta. gargapur, Aurangabad 431 136 (M.S.) Ph. +91 240 2555217 | Email : dhrd@maso-group.com | CIN No. : U034300MH1979PTC020929

Date: 25th May 2023

To Mr.Tejas Bhopale

### Subject: - Offer Letter

### Dear Mr.Tejas Bhopale,

Please refer to your application and subsequent interview you had with us, we are pleased to offer you the post of "Graduate Apprentice Trainee Engineer (GATE)" in our organization, on the terms and conditions agreed at the time of interview.

- 1- You will be paid emoluments as discussed.
- 2- You have to submit the certificates indicating educational qualifications.

You are advised to bring the following documents (Photocopies) at the time of joining the organization. Please also bring original documents for verification.

- 3- School Leaving or any other age proof certificate.
- 4- Four passport size color photographs
- 5- Any other document which you may feel necessary to be submitted.

As Committed, you will join on or before 01<sup>st</sup> July 2023. (Detailed Appointment Letter will be issued to you after joining).

We welcome you to the organization and look forward for a long and successful career with us.

Thanking you,

For Maso Automotives Pvt. Ltd.

Deepak P. Nikam **Head-HR** 

Reg. Office : 7, Meghal Industrial Estate, Devidayal Road, Mulund (W), Mumbai - 400 080. (Maharashtra State) Tel.: +91 22 25913743 • Website : www.maso-group.com • Email : ho@maso-group.com



UNIT-2 MANUFACTURERS OF CLOSED DIE STEEL FORGINGS

AUTOMOTIVES

Works: Cut No. 15, Mirzapur, Pune Road, Jikthan Fata, Ta. gangapur, Aurangabad 431 136 (M.S.) Ph. +91 240 2555217 Email: dhrd@maso-group.com CIN No.: U034300MH1979PTC020929

Date: 25th May 2023

To Miss.Varsha Patil

## Subject: - Offer Letter

### Dear Miss.Varsha Patil

Please refer to your application and subsequent interview you had with us, we are pleased to offer you the post of "Graduate Apprentice Trainee Engineer (GATE)" in our organization, on the terms and conditions agreed at the time of interview.

- 1- You will be paid emoluments as discussed.
- You have to submit the certificates indicating educational qualifications.

You are advised to bring the following documents (Photocopies) at the time of joining the organization. Please also bring original documents for verification.

- 3- School Leaving or any other age proof certificate.
- 4- Four passport size color photographs
- 5- Any other document which you may feel necessary to be submitted.

As Committed, you will join on or before 01<sup>st</sup> July 2023. (Detailed Appointment Letter will be issued to you after joining).

We welcome you to the organization and look forward for a long and successful career with us.

1

Thanking you,

For Maso Automotives Pvt. Ltd.

Deepak P. Nikam Head-HR



31/05/2023

Subject: Freelancer Offer Letter

### Dear Gaurav Sonar,

On behalf of Testbook Edu Solutions Private Limited (Testbook), we are pleased to appoint you as a "**Tele Counselor - Freelancer**" on a freelance basis. In this capacity, you will be working with us remotely and will report to respective TL.

We would like you to join us on **June 05, 2023.** On your joining, you will be part of a **three days** training session. After training, you would also be given on-the-job training for **six days**. It is mandatory to successfully complete the training and get certified to go live with us.

Your payment will be as per the below commission structure:

Daily Instant Commission Structure for Freelance Super – All Products			
Daily Net Revenue* 0 - 1500 1500 - 4000			4000 & above
Commission %	15%	17%	20%
Daily Min Commission	0	255	800
Daily Max Commission	225	680	No Limit
*Testbook Select & Testbook Pass Revenue will be considered			
Net Revenue is revenue after removing GST; TB Pass 18% & Select 18%(subject to change)			
Monthly Revenue Target - Freelance Select			Fixed Bonus (INR)
40K to 60K			5000
60K to 75K			7000
75K to 1.25L		10000	
1.25 L +			15000

Apart from the direct commission, you can also earn by referring a suitable candidate, The rules for the same are as follows:

- 1. You are eligible to get a ₹3000 referral bonus if the selected freelancer you referred gets revenue of ₹20000 in the first 30 days of him/her going live.
- 2. You get a **20%** cut on the commission earned by the Freelancer you referred.
- 3. If **10 candidates** that you referred are selected, you also get an additional **₹1000**.

Terms & Conditions for the freelancing agreement are as follows:

- 1. You will need a smartphone (with hands-free) and good internet connectivity.
- 2. Leads will be provided to you by the organisation.
- 3. You will be required to comply with all the rules and regulations that the company may frame from time to time.
- 4. We may modify our referral bonus program over time to add more interesting incentives.
- 5. We also reserve the right to abolish certain rewards if they prove ineffective or inefficient.
- 6. We'll communicate any change clearly and timely.

- 7. Freelancers who referred to Freelancers before the reward was abolished, will still receive the appropriate reward.
- 8. For referrers to be eligible for a referral bonus, it is important that both, referrer and referee are active in the system.
- 9. Any unprofessional practices like wrong commitments, abusive language, fraud, data wastage/theft, serious complaints from students will result in termination of the agreement without giving any prior notice.
- 10. This offer letter is not to be shared to public or on social media. This is strictly confidential. If found, may void the agreement.

You need to submit the below-mentioned documents before your Date of Joining to attend the training sessions

- 1. Aadhar Card (Both Front & Back Side with Clear Scanned Copy)
- 2. Bank Details (Scanned copy of Bank Document which is clear and easy to read)

Please feel free to contact us in case of any queries.Looking forward to a long-term working relationship with you.

E. Opmoj. C. Ning

For Testbook Edu Solutions Pvt Ltd. Mr Manoj Munna Co-Founder

### Acceptance

l above. hereby accept all the terms and conditions mentioned

- 1. Signature:
- 2. Name:
- 3. Date:



## **ENRICH POWER TECHNOLOGIES PVT.LTD.**

**OFFICE :** Gat No.183, Bargewasti, Chakan, Tal. Khed, Dist. Pune 410501. **WORKS :** Gat No.383, Dreams Park, MOI Road, Nighoje, Khed, Pune 410501.

Mob.: 7066 77 67 67

Ref: EPPL: HR: 011:2022-23

Dated: 23 March 2023

## OFFER LETTER

Mr. Samadhan Dhanraj Dhangar. At. Pimprisim Post. Bhatkhede Tal. Erandol Dist. Jalgaon -425109. Mobile No. +91 9325778715. Email: dhangarsam7@gmail.com

Dear Mr. Samadhan Dhanraj Dhangar,

Welcome to "ENRICH-TEK"

With reference to your application dated 21.03.2023 and the subsequent interview on dated

21.03.2023, we have the pleasure to offer you the post of <u>Customer Support Engineer</u> in our organization under the following terms & conditions:

- You will be placed at Pune, Reporting to PUNE office on 01.04.2023 or a before you may Join.
- 2. You will be initially on probation for a period of THREE Months from the date of your joining. During the probation period company will assess your performance, attendance, character and conduct. If you progress and performance is not satisfactory company reserves the right either to extend your probation by another term of THREE months or terminate your services forthwith. In case your performance is satisfactory company will confirm you and issue a letter accordingly.
- 3. This appointment is subject to your being found and certified physically and mentally fit by a qualified registered medical practitioner (not below the rank of M.D / M.S).
- 4. In the event of your Resignation or Termination of Services, either side will have to give a **ONE MONTH** Notice or pay one-month gross salary in lieu of such notice.
- 5. You will work within the framework of organization structure, policies and directions as framed by the management from time to time.

#### - MANUFACTURERS, SALES & SERVICE PROVIDERS

Automatic Power Factor Controllers, UPS, Solar Inverters, Eco LEDs, Panel Boards, Static Stabilizers, Stabilizers, Power-Condition Control Transformers, Batteries, RO Domestic & Commercial Plants, Maintenance of Power Conditioning Equipments.

www.enrichpower.in

Service@enrichpower.in +91 9673 187 187



**ENRICH POWER TECHNOLOGIES PVT.LTD** 

**OFFICE :** Gat No.183, Bargewasti, Chakan, Tal. Khed, Dist. Pune 410501. **WORKS :** Gat No.383, Dreams Park, MOI Road, Nighoje, Khed, Pune 410501

Mob.: 7066 77 67 6

- 6. This appointment is further subject to verification of particulars given by you in the application form. In case any particulars mentioned by you in the application for appointment are found false or incorrect, your services shall be terminated without any notice.
- 7. The day before you join, you are required to submit the following copies :
- a) Photocopies of certificates supporting your educational qualifications with mark sheets.
- b) Reliving letter from previous employer (if any)
- c) Two Passports size photographs.
- d) Photocopies of Aadhar card / Pan Card/Bank details.
- 8. If you accept the above terms & conditions, you are required to return the duplicate copy of this letter of appointment duly signed by you as token of your acceptance.

### JOB DESCRIPTION

- 1. Attending of load Test/Installations/Preventive Maintenance.
- 2. Attending of Breakdown calls/ under warranty calls/ Other Calls.
- 3. Conversion of out -off warranty products to AMCs (AMC Bookings)
- 4. Generating of products & Service Business.

### SALARY PARTICULARS:

Gross Salary: 21,500 /- Month CTC (Rs Twenty One Thousand Five Hundred only) (Including Petrol convenience @4000/-) i.e. (2.58 Lac/Annum)

WISHING YOU ALL THE BEST.

Yours Truly,

For ENRICH POWER TECHNOLOGIES PVT. LTD.



MANUFACTURERS, SALES & SERVICE PROVIDERS

Automatic Power Factor Controllers, UPS, Solar Inverters, Eco LEDs, Panel Boards, Static Stabilizers, Stabilizers, Power-Condition Control Transformers, Batteries, RO Domestic & Commercial Plants, Maintenance of Power Conditioning Equipments.

www.enrichpower.in

service@enrichpower.in
 +91 9673 187 187



Shed No.1&3, Gut no.39A, Bhor Road, Kasurdi, Tal. Bhor, Dist. Pune-412205

HR/052023AL/01

Date: 23/05/2023

#### APPOINTMENT LETTER

Sachin Sonavane, S.no.53, Jay Bhawani chal, Gaili no 9 A Kondhava Pune,

#### Dear Sachin,

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as "Trainee Service Engineer" with effect from 22<sup>th</sup> May 2023 on the following terms and conditions:

- 1. Your will be paid Gross Monthly Salary of Rs. 18,142/- per month.
- 2. Necessary Statutory deductions will be done at source.
- You will be under Training for the period of one year from the date of joining the organization. After successful completion of the training period, you will be given probation letter from our organization.
- 4. You will be on probation for a period of Three Months. The management may, if need be, extend this probation period. During the probation period, your services are liable to be terminated without notice and without assigning any reason. In the event of your resignation during the probation period you will be required to give 15 days' notice or salary in lieu. After successful completion of the probation period, you will be confirmed provided your services are satisfactory. However, unless and until a letter of confirmation is given, you will be deemed to be on probation.
- 1. During the tenure of this appointment, you will be bound by the rules and regulations of the company in force from time to time. You shall exclusively work for this company and shall not undertake any part-time or full-time assignment or work, with or without remuneration in any advisory capacity for any other concern.
- 2. Your initial positing will be at "Innovative Automation Private Limited- Kasurdi" However, your services are liable to be transferred at the sole discretion of Management, in such other capacity as the company may determine to any department / section, location, associate, sister concern or subsidiary, at any place in India whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service application at the present placement location.



## **OFFER LETTER**

Date: 17/06/2023

Hello Tejal Dilip Zope,

Congratulations! You have successfully made it through the Teachnook selection process and Teachnook is pleased to offer a Brand Executive opportunity to you.

## **1. APPOINTMENT**

You will be appointed as Brand Executive to be based in your college/university. You shall perform such duties as may from time to time be assigned to you and shall comply with all reasonable directions by the company.

## 2. PAY AND BENEFITS

Pay Package: You will be paid based on your performance

Min Registrations	Maximum Registrations	INR per Registration
10	100	250

As Brand Executive you have a chance to earn :-

- Welcome bonus TNX course worth of 2999/-
- Get exclusive access to our Brand Executive community where you receive access to numerous learning resources , newsletters, articles etc.
- A certificate of appreciation from Teachnook EdTech.
- Work on-site.
- A letter of recommendation.
- Incentives.



## **3. JOB DESCRIPTION**

Brand Executives are selected throughout the country from different colleges and different streams. On commencement of internship, the Brand Executive will have to represent Teachnook as a brand and will indulge in tasks as follows:

- Must get as many registrations as possible.
- Help in digital marketing to raise awareness about our internship program

We are pleased to have you join us as a member of our growing community.

Samuel ...

Saumya Tiwari Senior HR-Manager





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6



Suman Sahu Yesterday



to me v

We are elated to inform you that you have cleared the 1-day workshop (sales grooming and development program) successfully. The next step towards it would be physically attending the four weeks of on-the-job training where you would be paid a stipend of INR 10000. To clear the on-the-job training candidates need to do 1 sale during the duration of 4 weeks. Post clearance of 4 weeks of on-the-job training you would be offered a role of BDA on probation where the first 3 month's salary will be 19000 per month and from the 4th month onwards your yearly package will be 5 LPA + 3 LPA(incentives).

You are required to report to the Bangalore office on the 02 nd of July for your 1-day training refresher and a complete office tour!

Date & Time of Onboarding: 02 nd of July,2023 2:00 PM Reporting Office Location: Bangalore Reporting Office Address: Prestige Tech Park, Venus building, Kodbisanhalli, Bengaluru, Karnataka

Thanks & Regards Suman Kumar Sahu Recruitment Team BYJU'S- Think & Learn Pvt. Ltd. 8926192382 linkedin.com/in/suman-kumar-19891b201







Suman Sahu 10:52 PM

to me 🗸



Dear Sonal,

We are elated to inform you that you have cleared the 1-day workshop (sales grooming and development program) successfully. The next step towards it would be physically attending the four weeks of on-the-job training where you would be paid a stipend of INR 10000. To clear the on-the-job training candidates need to do 1 sale during the duration of 4 weeks. Post clearance of 4 weeks of on-the-job training you would be offered a role of BDA on probation where the first 3 month's salary will be 19000 per month and from the 4th month onwards your yearly package will be 5 LPA + 3 LPA(incentives).

You are required to report to the Bangalore office on the 02 nd of July for your 1-day training refresher and a complete office tour!

Date & Time of Onboarding: 02 nd of July,2023 2:00 PM

Reporting Office Location: Bangalore Reporting Office Address: Prestige Tech Park, Venus building, Kodbisanhalli, Bengaluru, Karnataka

Thanks & Regards Suman Kumar Sahu Recruitment Team BYJU'S- Think & Learn Pvt. Ltd. 8926192382 linkedin.com/in/suman-kumar-19891b201



Dear Candidate,

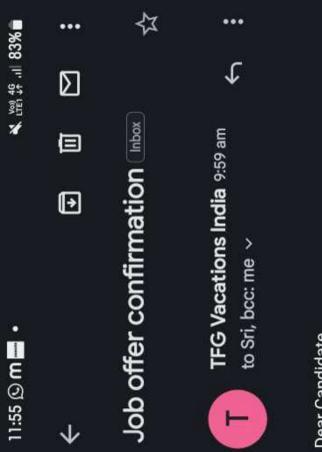
We are elated to inform you that you have cleared the 1-day workshop (sales grooming and development program) successfully. The next step towards it would be physically attending the 4 weeks of on-the-job training where you would be paid a stipend of INR 10000 for the duration of OJT. To clear the on-the-job training candidates need to do 1 sale during the duration of 4 weeks. Post clearance of 4 weeks of on-the-job training you would be offered a role of BDA on probation where the first 3 month's salary will be 19000 per month and from the 4th month onwards your yearly package will be 5 LPA + 3 LPA(incentives).

You are required to report to the Bangalore office on the 23rd of July for your 1-day training refresher and a complete office tour!

For any further queries please feel free to connect with me!

Date & Time of Onboarding: 23rd of July,2023 1:00 PM Reporting Office Location: Bangalore Reporting Office Address: Prestige Tech Park, Venus building 7th Floor, kadubeesanahalli, Bengaluru, Karnatakr 560103

Scanned by CamScanner



Dear Candidate,

as the Online Promotion Executive at TFG Vacations India I'm delighted to inform you that you have been selected Pvt. Ltd.

services. You can do this work from anywhere, using any This is a wonderful opportunity for you to join our online promotion team and showcase your knowledge, skills, emails on various classified websites to promote our device, without any paperwork, outdoor marketing, or responsible for posting advertisements and sending and experience in the tourism industry. You will be face-to-face meetings. As an Online Promotion Executive, you will work part-time for two to three hours per day and earn a monthly salary of Rs. 22,500 to Rs. 45,000. You will also receive an experience certificate after three months and monthly incentives of Rs. 5,000. To accept this offer and join our team, please reply to this email within 24 hours with your confirmation and contact details. We will then provide you with further training and support to help you get started.

Congratulations again on your selection, and we look forward to hearing from you soon.

WhatsApp: https://wa.me/919149205879 Website: https://tfgholidavs.in/ Phone: 9149205879 Reshu Agarwal Sincerely,

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## Byju's One-Day R3 Training Result (BEP Bangalore)

1 message

<piyush.aggarwal@byjus.com> To: aditi.apponix@gmail.com Tue, Jul 4, 2023 at 6:47 PM

### Dear aditi.apponix@gmail.com,

We are elated to inform you that you have cleared the 1-day workshop (sales grooming and development program) successfully. The next step towards it would be physically attending the 4 weeks of on-the-job training where you would be paid a stipend of INR 10000 for the duration of OJT. To clear the on-the-job training candidates need to do 1 sale during the duration of 4 weeks. Post clearance of 4 weeks of on-the-job training you would be offered a role of BDA on probation where the first 3 month's salary will be 19000 per month and from the 4th month onwards your yearly package will be 5 LPA + 3 LPA(incentives).

You are required to **report to the Bangalore office on the 9th of July** for your 1-day training refresher and a complete office tour!

For any further queries please feel free to connect with your recruiter suman.sahu@byjus.com at 8926192382

Date & Time of Onboarding: 9th of July,2023 1:00 PM Reporting Office Location: Bangalore Reporting Office Address: Prestige Tech Park, Venus building 7th Floor, Kodbisanhalli, Bengaluru, Karnataka 560103

#### Please consider the environment before printing this mail

The information contained in this e-mail is private & confidential and may also be legally privileged. If you are not the intended recipient of this mail, please notify us, preferably by e-mail; and do not read, copy or disclose the contents of this message to anyone. Whilst we have taken reasonable precautions to ensure that any attachment to this e-mail has been swept for viruses, e-mail communications cannot be guaranteed to be secure or error free, as information can be corrupted, intercepted, lost or contain viruses. We do not accept liability for such matter or their consequences



## Byju's One-Day R3 Training Result (BEP Bangalore)

2 messages

<piyush.aggarwal@byjus.com>
To: gauravsanjaysonar82@gmail.com

Tue, Jul 4, 2023 at 6:48 PM

Dear gauravsanjaysonar82@gmail.com,

We are elated to inform you that you have cleared the 1-day workshop (sales grooming and development program) successfully. The next step towards it would be physically attending the 4 weeks of on-the-job training where you would be paid a stipend of INR 10000 for the duration of OJT. To clear the on-the-job training candidates need to do 1 sale during the duration of 4 weeks. Post clearance of 4 weeks of on-the-job training you would be offered a role of BDA on probation where the first 3 month's salary will be 19000 per month and from the 4th month onwards your yearly package will be 5 LPA + 3 LPA(incentives).

You are required to **report to the Bangalore office on the 9th of July** for your 1-day training refresher and a complete office tour!

For any further queries please feel free to connect with your recruiter suman.sahu@byjus.com at 8926192382

Date & Time of Onboarding: 9th of July,2023 1:00 PM Reporting Office Location: Bangalore Reporting Office Address: Prestige Tech Park, Venus building 7th Floor, Kodbisanhalli, Bengaluru, Karnataka 560103

#### Please consider the environment before printing this mail

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**Memes For You** <gauravsanjaysonar82@gmail.com> To: piyush.aggarwal@byjus.com Tue, Jul 4, 2023 at 7:25 PM

Sir I want to join it offline but I need offer letter because in interview they told me that you need to submit education certificate so if I need education certificate so first I want to submit offer letter to college. Please i request you to send me offer letter sir instead of this and I will come offline. [Quoted text hidden]

Md	
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Byju's One-Day R3 Training Result (BEP Bangalore) hex

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piyush.aggarwal@byj... 2:02 pm

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Dear piyushnagore1996@gmail.com,

day workshop (sales grooming and development program) OJT. To clear the on-the-job training candidates need to do 1 sale during the duration of 4 weeks. Post clearance of 4 weeks of on-the-job training you would be offered a role of successfully. The next step towards it would be physically BDA on probation where the first 3 month's salary will be would be paid a stipend of INR 10000 for the duration of We are elated to inform you that you have cleared the 1-19000 per month and from the 4th month onwards your attending the 4 weeks of on-the-job training where you yearly package will be 5 LPA + 3 LPA(incentives).

9th of July for your 1-day training refresher and a complete You are required to report to the Bangalore office on the office tour! For any further queries please feel free to connect with your recruiter suman.sahu@byjus.com at 8926192382

Date & Time of Onboarding: 9th of July,2023 1:00 PM Reporting Office Address: Prestige Tech Park, Venus building 7th Floor, Kodbisanhalli, Bengaluru, Reporting Office Location: Bangalore Karnataka 560103 Please consider the environment before printing this mail

may also be legally privileged. If you are not the intended recipient of The information contained in this e-mail is private & confidential and





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17 Job Offer - Welcome to AST Congratulations! on your Family Inbox

Pooja Devrukhkar 11:51 am

to me, Subhash ~

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Dear Candidate,

We hope this email finds you well. We are delighted confident that you will be a valuable addition to our qualifications and interview performance, we are to extend our congratulations and formally offer you the position of Associate Consultant at AST Pvt. Ltd. After careful consideration of your team.

To accept this offer, please respond to this email before July 25, 2023. If in case you have any questions or require further clarification, feel free to reach out to Subhash Gadve at:-

Contact : 919168900033 Email : sgadve@astcorporation.com



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Name: Nazim Shaikh Nasir Shaikh

Address: Gandhi Chouk, Khandelwa Galli,, Mu Post Fardapur Taluka Soegaon, , Fardapur, Aurangabad, maharashtra, Aurangabad - 431118, India

Dear Nazim Shaikh Nasir Shaikh,

We are pleased to inform you that based on your application and the Subsequent interviews you had, you have been selected for the position of **Application Support Engineer**.

Your joining date will be Monday 17 July 2023

On the first day of the employment, please report to:

**Company Address:** Building No. 06, Gigaplex Estate Pvt. Ltd-Sez, , Gigaplex It/ Ites Park, Plot No IT-5, Airoli Knowledge Park-TTC Industrial Area Villages Airoli & Dighe, Navi Mumbai,, India

#### Reporting Time: 9.30 AM

You will be paid a gross annual salary of Rs. 3,00,000/- (Three Lakhs only).

Your salary composition and other details are listed in the Employment Agreement annexed to this letter. Please indicate your acceptance to the Employment Agreement by signing and returning it within seven days from the date of this letter to the following address. Please retain the second copy for your records.

#### JoulestoWatts Business Solutions Pvt. Ltd

3rd Floor, No. 93/9 K no 731-2389, Novel MSR Park, Varthur Main Road, Munnekolalu, Marathahalli, Bengaluru,Bengaluru Urban,Karnataka, 560037 Bangalore - 560103

I look forward to welcoming you in our organization.

Should you need any further clarifications, please feel free to contact us.

HR Signature

Candidate Signature



#### **EMPLOYMENT AGREEMENT**

#### **COMPENSATION STRUCTURE:**

Your individual compensation is strictly between yourself and the Company. It has been determined based on various factors such as your job, skills, specific background and professional merit. This information and any changes therein should be treated as personal and confidential.

Your total annual CTC will be Rs. 3,00,000/- and its composition will be as follows:

Basic Salary         1,50,000.00         12,500.00           House Rent Allowance (HRA)         60,000.00         5,000.00           Stat Bonus         12,495.00         1,041.29           Special Allowance         55,905.00         4,658.79           Total Gross         2,78,400.00         23,200.00           B         Deductions         9F Employer Contribution         21,600.00         1,800.00		Head	Annual	Monthly
House Rent Allowance (HRA)         60,000.00         5,000.00           Stat Bonus         12,495.00         1,041.29           Special Allowance         55,905.00         4,658.79           Total Gross         2,78,400.00         23,200.00           B         Deductions         11,000.00         1,800.00	А	СТС	3,00,000.00	25,000.00
House Rent Allowance (HRA)         60,000.00         5,000.00           Stat Bonus         12,495.00         1,041.29           Special Allowance         55,905.00         4,658.79           Total Gross         2,78,400.00         23,200.00           B         Deductions         11,000.00         1,800.00				
Stat Bonus         12,495.00         1,041.24           Special Allowance         55,905.00         4,658.74           Total Gross         2,78,400.00         23,200.00           B         Deductions         12,495.00         1,041.24           PF Employer Contribution         21,600.00         1,041.24		Basic Salary	1,50,000.00	12,500.00
Special Allowance         55,905.00         4,658.79           Total Gross         2,78,400.00         23,200.00           B         Deductions         PF Employer Contribution         21,600.00         1,800.00		House Rent Allowance (HRA)	60,000.00	5,000.00
Total Gross         2,78,400.00         23,200.00           B         Deductions		Stat Bonus	12,495.00	1,041.25
BDeductionsPF Employer Contribution21,600.001,800.00		Special Allowance	55,905.00	4,658.75
<b>PF Employer Contribution</b> 21,600.00 1,800.00		Total Gross	2,78,400.00	23,200.00
• •	В	Deductions		
<b>PF Employee Contribution</b> 21,600.00 1,800.00		PF Employer Contribution	21,600.00	1,800.00
		PF Employee Contribution	21,600.00	1,800.00
A-B = Net Take Home (Varies depending on Taxes) 2,54,400.00 21,200.00	A-B =	•	2,54,400.00	21,200.00

1. Income Tax, Professional Tax and other applicable taxes shall be deducted from the salary on a monthly basis as per Government Policy.

The salary will be processed on 7 Th Working day of every month. However, if the 7 Th falls on a holiday, salary will be paid on the next working day. The monthly pay slips will be made available electronically.

If the joining date is after 20th of the month first salary will be processed along with the next payroll.

Salary will be disbursed on receipt of your PAN card number.



### TIME SHEETS:

Shall send a hard copy/soft copy of the time sheets duly approved and signed by your Supervisor one business day in advance for processing salary every month to the following address:

#### JoulestoWatts Business Solutions Pvt. Ltd

SJR I Park,Tower 4 Ground floor, Opposite to SatyaSai Hospital EPIP Zone,Whitefield, Bangalore-560066

Delay in receiving the approved time sheets will result in a delay in payment of your salary.

### **STATUTORY BENEFITS:**

You will be governed as per the respective acts of ESIC, PF, Bonus & Gratuity, as per the rules in force, from time to time.

#### **BACKGROUND CHECK:**

The Company reserves the right to verify the information furnished by you in your application for employment and through other documents. If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed / suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.

#### **MEDICAL CHECK:**

As per the Company policy, employees are required to undergo medical check on request at authorized medical centers and submit a duly certified copy of the medical certificate.

#### **NO-SHOW:**

Failure to report at the specified office on the **Monday 17 July 2023** shall be deemed as "No-Show". In such an event, the offer stands cancelled, and you shall be liable to pay one month's salary as penalty to the company for the loss suffered by the company.

#### JOB ROLES & RESPONSIBILITIES:

You shall be responsible for the performance of the functions expected of **Application Support Engineer** and any additional functions and duties that may be assigned to you inconnection with the business and operations of the Company.

You shall use the best of your efforts to promote, develop and extend the business of the Company and comply with the directions and regulations of the Company at all times, and in all respects.

### **REVIEW PERIOD:**

Your performance will be reviewed to consider salary revision after 12 months from the date of joining.



### **ASSIGNMENT:**

You shall acknowledge that the services to be rendered by you are unique and personal. During your service with the Company, you shall not assign any of the rights or delegate any of the duties or obligations under this Agreement without the prior written consent of the Company.

### LEAVE:

You would be entitled to get maximum of 21 days of leaves per year. (pro rata bases)

### HOLIDAYS:

As each region may have a different set of holidays, your holiday schedule will be governed by your office location.

### **DOCUMENTATION:**

Upon being so required by the Company, you shall make, sign and execute all deeds, documents, and declarations as may be deemed necessary by the Company and/or its clients (including privacy and confidentiality agreements).

### **INDEMNITY:**

You shall keep the Company indemnified for any damages, which the Company or its client may suffer due to any act/acts by you including breach of any terms of this agreement.

#### **UN-AUTHORIZED ABSENCE:**

Any absence for 3 consecutive business days without prior permission will be treated as un-authorized absence from the work. In such a case, the Company is entitled to terminate your services and/or seek compensation for any loss suffered by the Company or its Client due to such an absence.

### **CONFIDENTIALITY & NON DISCLOSURE:**

You hereby acknowledge that by the reason of your services with the Company you will have access to records, documents, drawings, forms, reports, studies, memoranda, correspondence, manuals, plans, magnetic media and other information sources ("Confidential Material") and such Confidential Material constitutes the property of the Company and/or its clients, enables the Company and/or its clients to compete successfully in business and was acquired or created by the Company and/or its clients at substantial expense. In consideration of your services and the above disclosures, you agree that:

You will disclose to the Company all information, inventions, discoveries, products, systems, programs, documentation including improvements or modifications ("Proprietary Material"), relating to the Company and its clients which you acquired or developed during the term of your services with the Company and that such Proprietary Material is the sole property of the Company or its clients, regardless of whether or not its acquisition or development occurred during work hours, at the Company facilities, or with the Company property or personnel. You will not disclose any such Proprietary Material to any unauthorized person during or after the completion of services with the Company.

You will not remove from the Company premises and/or the premises of its clients any Confidential Material, except in the performance of your duties. Upon termination of your services or when called upon by the Company, you will surrender all such Confidential Material together with any other the Company property that have been provided to him/her by the Company and/or its clients.

You agree to comply with a supplementary agreement, when issued, between the Company and a client regarding privacy and confidentiality. Such agreement will be incorporated into this Agreement by reference, including improvements or modification. "Proprietary Material" relating to the Company and its clients which you acquired or developed during the term of your services with the Company and its client is the sole property of the Company or its clients, regardless of whether or not its acquisition or development

occurred during work hours.



### **NON COMPETE & NON SOLICITATION:**

You agree that during your services with the Company and continuing for a period of twelve (12) months after termination of your services with the Company, you:

a) Will not individually or on behalf of or in conjunction with any other person or entity (except on behalf of the Company), directly or indirectly, solicit, sell to, or perform similar services as provided by or available from the Company, for any clients of the Company.b) Will not seek and obtain employment, training, or contract for employment or seek to serve as you or otherwise to clients of the Company, customers, accounts or prospects, without the written permission of the Company.

c) Will not directly or indirectly solicit or hire or cause others to solicit or hire any other employee of the Company.

d) Unless pre-approved by the Company in writing, you will not, during the period of this assignment, prepare, compile, submit or publish any articles or contribute to any other publication or television serials / films / video presentations or assist anyone directly or indirectly in this regard.

### WAIVER:

A waiver by the Company of a breach of any provision of this Agreement by you shall not operate or be construed as a waiver or estoppel of any subsequent breach by you. No waiver shall be valid unless in writing and signed by an authorized officer of the Company.

### JURISDICTION:

In case of any dispute arising out of the Agreement, it shall be subject to jurisdiction of appropriate Court of Bangalore, Karnataka, India.

### LEAVING THE COMPANY WITHOUT SERVING NOTICE PERIOD:

If you wish to leave the services of the Company, a clear written notice of 30 Days days has to be given to the Company. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to give required written notice.

However, due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period.

### **TERMINATION BY THE COMPANY:**

The company may terminate your services with or without cause under the following conditions:

With Cause: The Company may, immediately and without notice, terminate your services with "Cause". The term "Cause" shall, as used in this Document, mean (1) the commission of a crime involving moral turpitude, theft, fraud or deceit; (2) conduct that has an adverse effect on the Company's reputation; (3) substantial or continued unwillingness or inability to perform duties assigned to the EMPLOYEE; (4) gross negligence or deliberate misconduct;

(5) any material breach of terms and conditions specified in this letter; (6) Un-authorized absence from work for a period of three or more consecutive days without due consent or notifying your superior officer. (7) Providing any false information to the company.

**Without Cause:** (a) In the event that the employment is terminated without Cause, the EMPLOYEE will be provided with a 30 Days days written notice prior to such termination or paid severance pay in lieu thereof equivalent to the consolidated compensation package for a period of 30 Days days, calculated on the basis of the last basic salary.



### **TERMINATION BY EMPLOYEE:**

If you wish to leave the services of the Company, a clear written notice of 30 Days days has to be given to the Company. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to give required written notice. However, due to exigencies of business the Company may at its sole discretion reject the salary inlieu of notice and ask you to serve the entire or part of the notice period.

### **MORAL CONDUCT:**

You shall not resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to your service or the service of any other employee.

### **ALTERNATIVE EMPLOYMENT:**

You will be a whole time employee of the Company and will not engage yourself directly or indirectly in any other trade, business, profession or any other employment part time or full time anywhere in any capacity, either honorary or otherwise, whilst in the services of the Company. The findings of the management in this respect are final and binding. Breach of this condition shall lead to the termination of your services by the company without any notice or compensation.

### COMPANY PROPERTIES IN YOUR POSSESSION:

You are expected to take proper care of company properties entrusted to you by the company.

In the event of your resignation/termination you are obliged to return all the company's property like access/ ID card, documents, machines, data, files and books etc., in your possession in good condition, or reimburse the value of the same. You shall also officially hand over your job responsibilities to your immediate supervisor or any other person nominated by the management for this purpose.

### **CHANGE OF ADDRESS:**

Any change of residential address should be intimated to the department head in writing within 3 days from the date of such change. Your address as indicated shall be the correct address for sending all communications to you unless other wise intimated in writing by you. Communications addressed to you at the above address shall deem to have been duly served.

### **CODE OF CONDUCT:**

During your services with us, you are expected to behave and perform in a manner that preserves the Company's and its Client's values and commitments.

Any or all of the terms and conditions pertaining to your services with the Company may be modified or changed at the Company's discretion. In the event any terms/conditions are changed, the same shall be informed to you in writing.

### PLACE OF EMPLOYMENT AND TRANSFER:

You acknowledge and agree that you may be assigned, or liable to be transferred or deputed from one place to another and / or from one department / unit to another or any other subsidiary /Associate Establishment/or their contractors and clients either existing or to be set up in future any where in India or abroad purely at the discretion of the management depending upon the needs and requirement of the company. On such assignment, transfer, or deputation you will be governed by the Rules and Regulations and other working /service conditions as applicable at the place of posting including to consent to add/or agree to certain other agreements.



### **DECLARATION:**

This is to confirm that the documents and information provided by me to the Company for the purpose of my services are true and accurate to the best of my knowledge and belief. I also agree that the various terms and conditions set forth in this Agreement are fair, just and reasonable and I shall strictly adhere to the terms specified.

July 14, 2023

Date

Signature



## OFFER LETTER



# Name : Tushar Vasudev Solanke

### Address :

1/3 Nhavi pr adavad Taluka Yawal Dambhumi Sakali Jalgaon maharastra-425302 INDIA

We are pleased to inform you that based on your application selected for the position of Application Support Engineer. Accenture - MDC 3 Level 3, Tower 1 & 2, Logitech Park, and the Subsequent interviews you had, you have been on the first day of the employment, please report to: Your joining date will be 2023-07-14 Andheri (East), Mumbai - , INDIA Dear Tushar Vasudev Solanke, Reporting Time : 9:30AM Andheri-Kurla Road Company Address : ZIP :400047 AIDNI

# Your CTC will be Rs.300000(Three Lakhs only)

letter to the following address. Please retain the second copy indicate your acceptance to the Employment Agreement by signing and returning it within seven days from date of ths the Employment Agreement annexed to this letter. Please Your salary composition and other details are listed in for your records.

We I ook forward to welcoming vour in our organization

### Ravigate your next February 2, 2022

### HRD/2T/1003562405/21-22

Ms. Neha Kolte At Post Narwel, Dist-Buldhana Malkapur-443112 India

Ph: +91-9075026553

Dear Neha,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO EVP and Head Human Resources - Infosys Limited** 



INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com



### HRD/1003562405/21-22

Ms. Neha Kolte At Post Narwel, Dist-Buldhana Malkapur-443112 India

Ph: +91-9075026553

Dear Neha,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

### Joining

Your scheduled date of employment with us will be 07-Mar-2022.

### Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."

### Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.



### **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

### Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

### Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.



You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

### **Passport and Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

### **Compensation and Benefits**

### Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of **INR 461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

### Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.



You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.



### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your diploma, without any active backlog papers. Your simple average should not be less than what was specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.



If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company. As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

### RICHARD LOBO EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

Sign your name

Print your full Name

Location

Signature Not Verified Digitally signed by Fichard Lobo Date: 2022.02.02.77:37:02 IST Reason: Digitally Signed Location: Bangalore

INFOSYS LIMITED

CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com



### ANNEXURE - I (Compensation)

COMPENSATION DETAILS	
(All figures in INR per month)	

	(An ingures in live per month)	
NAME	Ms. Neha Kolte	
ROLE	Operations Executive	
ROLE DESIGNATION	<b>Operations Executive - Trainee</b>	
1. MONTHLY COMPONE	NTS	
BASIC SALARY		13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)		2,580

monthly basis)	2,380
MONTHLY GROSS SALARY	16,162

### 2. ANNUAL COMPONENT

BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting	
the advance (95%) paid out on a monthly basis)	136

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	18,581
TOTAL GROSS SALARY	18,581

	OTHER BENEFITS			
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.



APPT/VIPL/2023/151

25-Oct-2023 Pune – 412 216

То

Roshani Patil 49, Yamuna Nagar, Ayodhya Nagar, Jalgaon Pincode - 425003

### Dear Roshani Patil,

With reference to your application and subsequent interviews you had with us, we are pleased to offer you a position as **Graduate Engineer Trainee** in our organization on the following terms and conditions:

- Your training with our company will be commencing from 30-Oct-2023 and ending on 29-Oct-2024 (both days inclusive) at Valeo India Private Limited, Pune, Gate No: 24, 744 & 745, Village- Lonikand, Taluka- Haveli, Pune - 412 216, or in any of the Department/Offices and/or subsidiary/Associate companies either in Pune or elsewhere. You will be imparted on-the-job training at the above place / places.
- 2. During the course of training you, will carry out all directions and instructions issued to you by the company. You will carry out your duties and obligations faithfully and diligently. The course and manner of your training will be decided by the company at its sole discretion, and you may be required to work as a part of your training, in any of the Department/Offices and/or subsidiary / associate companies.
- 3. You performance will be assessed in three stages, Primary assessment will be done at the end of the first quarter that is after completing first three months and the second after the second quarter that is after completing 6 months and the third and the final evaluation will done on completion of 1 year. In case your performance is not satisfactory in the opinion of the company during assessment the company reserves the right to terminate the training arrangement.
- During the course of your training, your CTC will be INR 420000/- per annum. Please refer annexure-I for detail break-up. You will not be eligible for any other benefits except EPF, Meal Voucher, Medical Insurance Cover, Personal Accident Policy as per Company norms applicable to trainees.
- 5. Your appointment as Graduate Engineer Trainee is subject to your being found medically fit by the Company's Doctor and your testimonials being found to be in order.

Regd. Office : CEE DEE YES IT PARK No. 63, Phase 1, Rajiv Gandhi Salai, Navalur, | Chennai - 600130 | Tamil Nadu, India | CIN No. U51505TN2008PTC101183 www.valeo.com

SMART TECHNOLOGY FOR SMARTER MOBILITY



**Roshani** Patil

- 6. You will be governed by the extant rules and regulations applicable to trainees in our Establishment as amended from time to time.
- 7. Your effective hours of training will be 48 hours per week and you will be entitled only to 12 days of paid leave during the period of your training apart from weekly off. The said leave will not be encashable and shall lapse at the end of the training period.
- 8. You shall not at any time engage in or be concerned with or be interested directly or indirectly, in any business work or activity other than that of the company or commit any act prejudicial to the interests of the company and/or its business, the company being the sole judge thereof.
- 9. The company shall have the right to terminate this agreement forthwith, without any notice in the event of your indulging in any act of omission or commission, which is in the opinion of the company, act/acts of indiscipline, detrimental to the interests of the company. The list appended below being illustrative and not exhaustive:
  - a. Breach of any of the conditions of this agreement
  - b. Any misconduct on your part
  - c. Failure to carry out any of your duties and obligations
- 10. Either party can terminate the training hereunder by serving one month's clear notice in writing to the other prior to the date of termination. Upon the expiration of such period of thirty days, the training shall be deemed to have been terminated. This one month's prior notice is mandatory and shall not be relaxed in any circumstances. Breach of the one month notice will be viewed seriously by the company. The company will be within its rights to demand full refund of the net stipend received by you till the date of such termination.
- 11. You shall treat the affairs of the company and its customers as strictly confidential of which you may be cognizant of, particularly the drawings, quotations, specifications and other information pertaining to the manufacturing processes. Kindly note that the above technical information is protected under the Patents and Copyrights Act and the company would not hesitate to launch civil and criminal proceedings against you, in case leakage of such technical information by you either singularly or in concert with others comes to its knowledge.
- 12. You shall strictly adhere to the company's policy that you shall not disclose, either directly or indirectly, any information relating to your appointment with us, the terms & conditions of your appointment or relating to salary or any other information relating to the commercial affairs of the company which is likely to be detrimental to the interest or business of the company or to any person including other employees of the company.
- 13. You shall not use or utilize, or permit the use/utilization of such Proprietary/Confidential Information for your benefit, advantage or profit in any manner whatsoever except with the prior written consent of the Company.

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**SMART TECHNOLOGY FOR SMARTER MOBILITY** 



- 14. That the Company has invested substantially for your training to achieve skills required to remain competitive and viable in the globally competitive market. Therefore, as an equitable remedy, you specifically agree that in the event you severing your appointment with the Company for any reason whatsoever prior to completion of the training period, without complying with the stipulation on notice period, you shall reimburse to the Company the sum of net consolidated stipend that you have received from the company since joining. In the event of non-payment, Company shall be free to take recourse to legal remedies for recovering the amount.
- 15. Any disputes or differences that may arise between you and the company in regard to this offer of training or its interpretations shall be referred to an Arbitrator to be appointed by the Company at its sole discretion. The decision of the arbitrator shall be final and binding on you and the Company. The provisions of the Arbitration and Conciliation Act, 1996 or its amendments there of shall apply in this behalf. The venue of arbitration shall be the Company Premises at Pune and the arbitral proceedings shall be conducted in English language.
- 16. All communications between Company and the Trainee shall be deemed to have been effectively served if sent by registered post acknowledgment due or Speed Post POD to the following address:

a.	COMPANY	Valeo India Private Limited Pune, Gate No: 24, 744 & 745, Village- Lonikand, Taluka- Haveli, Pune - 412 216
b.	TRAINEE	Roshani Patil 49, Yamuna Nagar, Ayodhya Nagar, Jalgaon Pincode - 425003

Any change in the above addresses of any of the concerned parties i.e. Company, or Trainee shall be intimated to the other parties by registered mail return acknowledgement due and by way of email or fax number as stated above by the party whose address has been changed within a period of seven days of such a change.

17. If no such change has been intimated or received, the addresses mentioned above shall be deemed to be the addresses of the concerned parties and delivery of such notice at the above addresses will constitute sufficient notice to the parties for all proceedings to be initiated as necessary.

Roshani Patil

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- 18. Please sign and return to us the duplicate copy of this letter in token of your agreement with the terms and conditions thereof. You will report to our Human Resources Department at Valeo India Private Limited, Pune, Gate No: 24, 744 & 745, Village- Lonikand, Taluka-Haveli, Pune 412 216, 30-Oct-2023 on for training. In case you fail to report on the stipulated date this offer letter will be deemed to be withdrawn without any further notice to you and the Company will not entertain any representation in this regard.
- 19. On the date of your reporting for training please bring with you the following documents in original and photocopy.
  - a. Proof of Age-either SSLC Certificate or any other acceptable document
  - b. Educational certificate including mark sheets for all the years
  - c. Four copies of your recent colour photograph in passport size

We welcome you to Valeo and look forward to a mutually beneficial association,

For Valeo India Private Limited

Shashank MOGHE Head - Human Resources

I accept the appointment on the above terms and conditions.

Roshani Patil

Regd. Office : CEE DEE YES IT PARK No. 63, Phase 1, Rajiv Gandhi Salai, Navalur, | Chennai - 600130 | Tamil Nadu, India | CIN No. U51505TN2008PTC101183 www.valeo.com



rop	posed Designation	: Gradua	ate Engineer Traine	e
		M	ONTHLY	ANNUAL
	PART A - COMPONENTS			
	Basic		15000	180000
	HRA		7500	90000
	Washing Allowance		1000	12000
	Education		100	1200
	Personal Allowance		9600	115200
F	Total	(A)	33200	398400
	PART B - FLEXI BENEFITS Employees are entitled for the Flexi ber Reimbursement, LTA, Vehicle Allowar Scheme as per th ARA, TR, LTA, VA, NPS, SA	ice, National F	Pension Scheme an	owance, Telephone of Superannuation TBD
	Employees are entitled for the Flexi ber Reimbursement, LTA, Vehicle Allowar Scheme as per th ARA, TR, LTA, VA, NPS, SA	e provision of	Pension Scheme an Income Tax Rule TBD	d Superannuation
	Employees are entitled for the Flexi ber Reimbursement, LTA, Vehicle Allowar Scheme as per th ARA, TR, LTA, VA, NPS, SA Total	nce, National F e provision of (B)	Pension Scheme an Income Tax Rule TBD 0	d Superannuation TBD 0
	Employees are entitled for the Flexi ber Reimbursement, LTA, Vehicle Allowar Scheme as per th ARA, TR, LTA, VA, NPS, SA Total Gross Sal	(B)	Pension Scheme an Income Tax Rule TBD	d Superannuation
	Employees are entitled for the Flexi ber Reimbursement, LTA, Vehicle Allowar Scheme as per th ARA, TR, LTA, VA, NPS, SA Total	(B)	Pension Scheme an Income Tax Rule TBD 0	d Superannuation TBD 0
	Employees are entitled for the Flexi ber Reimbursement, LTA, Vehicle Allowar Scheme as per th ARA, TR, LTA, VA, NPS, SA Total Gross Sal PART C - SOCIAL SECURITY BENEF PF	(B)	Pension Scheme an Income Tax Rule TBD 0 33200	d Superannuation TBD 0 398400

Cto.

Head - Human Resources

Regd. Office : CEE DEE YES IT PARK No. 63, Phase 1, Rajiv Gandhi Salai, Navalur, | Chennai - 600130 | Tamil Nadu, India | CIN No. U51505TN2008PTC101183 www.valeo.com

SMART TECHNOLOGY FOR SMARTER MOBILITY

### **EXCEL ENGINEERS & CONSULTANTS**



Ref: EEAC-HR/23-24/210823

20<sup>th</sup> Nov, 2023

Mr. Sachin Ananda Patil <u>Mobile No:</u> +91- 7261981571 Email id: patil96ksp@gmail.com

### **OFFER LETTER**

Dear Mr. Sachin Ananda Patil,

With reference to your application and subsequent discussions, we are pleased to offer you the position of **"Senior Engineer-Projects"**, for our project works.

### **DESIGNATION AND DUTIES**:

You will be designated as **"Senior Engineer-Projects"**, duties will include all those normally associated with the project engineering Work in Excel Engineers and Consultant under the guidance of our director Projects. The principal area of operation is in India; however, travel to another Project site is essential.

### Date of Joining: - 6th December,2023

- 1) We offer you an annual CTC of **Rs. 5.40 LPA** Subject to deduction of taxes as applicable.
- 2) Monthly Salary: Rs.45,000/- (Rupees Forty-Five Thousand Only).
- 3) PF-1800/-
- 4) PT 200/-

Total net take home salary: Rs.43,000/-

- 1) Location of work: Pune at Balewadi office. / Project site, we will provide site allowance, food Allowance and Accommodation at site as per company policy. You are liable to be transferred to any part of the country.
- 2) Notice period: Will be Three months from both sides. However, in case of any non-performance and termination due to the same and or due to any disciplinary action by EXCEL against you against any corruption, bad habits like drinking during working hours, drugs, rioting, fighting, non-cooperation with EXCEL office/site staff and or customer and violation of Code of Conduct in any form, EXCEL shall not be obliged to pay you for the notice period. It may be at sole discretion of EXCEL Engineers and Consultant that EXCEL may consider payment of only 15 days salary as compensation towards termination of the contract/appointment.

You shall complete strictly three months' notice period and if you unilaterally leave the organisation without consent of Excel Engineers and Consultant and without handing over company charges, then you shall be liable to face legal action.

- 3) Salary review after 1 year from the date of joining depending upon the performance.
- 4) You shall not disclose any information to our competitors.
- 5) You shall not join any competitor company for one year after **exiting** from our organisation.
- 6) All other terms will be as per company policy.
- 7) We will provide a detailed appointment letter after joining.

### **EXCEL ENGINEERS & CONSULTANTS**

"Excel House" Ashirwad, Near Balewadi Stadium, Survey No 22/10B/1/22/10A5, Behind Baner Road D-Mart, 51, Lane No .04, Laxman Nagar, Balewadi, Pune-411045, Maharashtra, INDIA
GSTIN: 27AACFE9260G1ZE
✓ sales@regreenexcel.com ⊕ www.regreenexcel.com



**Obligation of Secrecy**: During the terms of the employment agreement as well as after the termination, you shall maintain secrecy with respect to all matters that comes to your knowledge in pursuance of work for the company (EXCEL), and shall not divulge information to third party. Any breach of the secrecy obligation shall entitle the company to terminate the employment agreement without notice and shall give reasons for the payment of contractual penalty as per the company policy i.e. a min. of three months gross salary.

**No-Compete**: You shall for the period of (1) one year following the termination of employment agreement between yourself and the company (EXCEL), neither directly nor indirectly, whether through a spouse or children or a trustee or otherwise, hold any interest in any competitor, carry on any business competing with the business of the company or provide any service whatsoever, whether or not for consideration to any competitor as defined hereunder.

A competitor shall be deemed to be any domestic or foreign organisation, whether or not incorporated, including but not limited to a branch office, any enterprise, any joint venture or any other business whatsoever which develops, manufactures, markets or otherwise deals with any product which is the same as or similar to or serves the same purpose as any of the products of the company ("competing product") and is hence a competitor of the company.

If you enter into employment with any organisation, enterprises, joint venture or other business which is not a competitor of the company, then you shall not do any act that may induce said organisation, enterprise, joint venture or other business to include in its product line any competing product. If said organisation, enterprise, joint venture or other business includes any competing product in its product line without being induced to do so, then you shall limit your work for said organisation, enterprise, joint venture or other business to operations not competing with the operations of the company. Any dispute between the parties arising out of or in connection with this no-compete clause shall be settled by the court having jurisdiction at the place of the registered office of the company.

If any terms of no-compete clause is or becomes ineffective or void the remaining terms of this NO-Compete clause shall remain in full force and effect and the parties shall replace all such ineffective or void terms by effective terms which shall reflect the original intentions of the parties.

### Termination of Contract/Employment agreement:

Notwithstanding, the appointment may be terminated by Excel Engineers and Consultant upon giving you one month's notice. However, in case of request from your side, it may be extended by Excel Engineers and Consultant at its own discretion for 3 months. Excel Engineers and Consultant may not assign any reason whatsoever for termination. This appointment may be terminated by Excel Engineers and Consultant without prior notice if **Mr. Sachin Ananda Patil**, shall at any point of time,

- a) Commit any serious or persistent breach of any of the provisions contained herein;
- b) Be guilty of any gross negligence or willful misconduct in the discharge of his duties herein; or
- c) Be convicted of or pleads guilty to any act of fraud or embezzlement or felony,

In the event of termination of this Contract **Mr. Sachin Ananda Patil**, will not be entitled to receive by way of damages or otherwise howsoever any amount apart from the amount/s that shall have become payable to him in terms of this appointment agreement and/or any law in force in India.

On termination of this appointment agreement **Mr. Sachin Ananda Patil,** shall hand over all documents and information as shall have been gathered by him or come into his possession in the course of performance by him of his obligations under this appointment agreement.

### **EXCEL ENGINEERS & CONSULTANTS**

"Excel House" Ashirwad, Near Balewadi Stadium, Survey No 22/10B/1/22/10A5, Behind Baner Road D-Mart, 51, Lane No .04, Laxman Nagar, Balewadi, Pune-411045, Maharashtra, INDIA
GSTIN: 27AACFE9260G1ZE
✓ sales@regreenexcel.com ⊕ www.regreenexcel.com



<u>Confidentiality</u>: Except for the duties of your appointment in Excel may require, you may not at any time disclose or use, whether during or subsequent to this employment, any information, knowledge or data that you may receive or develop during this employment which relates to the trade secrets of the company. During the terms of employment and for 1 year after the disassociation with Excel Engineers and Consultant, you will not engage in competing activities in India.

Excel Engineering and Consultant expressly reserves the right to remedy against the breach of these conditions by you provided by the applicable law and jurisdiction.

We welcome you to the organisation and look forward to your participation in the growth and prosperity. Kindly acknowledge acceptance of this employment letter / agreement by signing and returning a copy back to us for our record.

Offer is valid subject to Medical Fitness Certificate provided by candidate.





(AUTHORISED SIGNATORY HR AND ADMIN DEPT.



Received and accepted by

Mr. Sachin Ananda Patil Date: 20<sup>th</sup> Nov, 2023

### Ref No: KGPL/HR/23-24/054

Date: 14/12/2023

To,

Mr. Hitesh Chaudhary A/p. Waghali, Tal. Chalisgaon, Dist. Jalgaon, 424102

### Sub: Offer Letter

Dear Mr. Hitesh Chaudhary

With reference to your application and subsequent interview you had with us, we are pleased to offer you as "Asst. Engineer" in our organization.

Your CTC (Cost To Company) will be Rs. **33,341** per month. Details of the same . The terms and conditions of employment will remain same as mutually agreed between you and the management of this company at the time of interview.

You will be on probation for a period of 6 months

Leave will be applicable after 6 months from date of joining with continuous service.

You are requested to join on or before **02/01/2024** On joining, you are required to come with your educational certificates, 2 nos. passport size photographs, previous

experience certificates & relieving letter etc at the time of joining.

Kindly return duplicate copy of this letter duly signed as acceptance of employment offer within next 7 working days.

If Duplicate copy is not received within stipulated time this offer letter will stands cancelled.

Thanking you,

For Kala Genset Pvt Ltd.

**Authorised Signatory** 

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Ref: 971405/2280067/ELTP

22-Dec-2023

Mr. Gaurav Sonar Jalgaon (Mah) - 425114 Mobile: 9021202358

Subject: Offer of Appointment

Dear Mr. Gaurav Sonar

It is our pleasure to welcome you to Tech Mahindra Limited.

- 1. With reference to our discussions, we are pleased to offer you an appointment in our organization as Associate Software Engineer at Band 'U' and Sub Band 'U1' under ELTP Scheme.
- 2. You will be on probation for a period of 3 months from the date of joining the Company during which you will be on training. The training program called "Entry Level Integrated Training and Enablement"(ELITE) will include physical classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.
- 3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.
- 4. Your remuneration "Annual Total Cash Compensation" will be **INR 325000.00(Three Lakh Twenty Five Thousand).** Please refer **Annexure A** for details on the compensation and statutory deductions.
- 5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
- 6. This offer is valid subject to your fulfilling the following: -
  - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
  - · Meeting the set eligibility criteria at the end of your academic course
  - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
  - Submission of all necessary legal documentation pertaining to your employment.
- 7. You are required to sign a service bond (Draft at Annexure I) with our organization for a sum of Indian Rupees 1,00,000/- (Rupees One Lakh Only). As per the bond you will be required to serve the Company for a minimum period of 2 years from the date of your joining. Your joining to Tech Mahindra will be subject to successful submission of all mandatory documents, failing which the company reserves the right to withdraw your employment offer. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding INR15,000/- (Rupees Fifteen Thousand Only) towards travel & movement of baggage, initial hotel accommodation and deposit for



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residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.

- 8. Your employment with us will be governed by terms and conditions as specified in **Annexure B**.
- 9. You are required to join on 28-DEC-2023 and report to Shruti Kale at 9:00 AM for Virtual Joining Process to complete the joining formalities. at TECH MAHINDRA LIMITED, "SURVEY NO.4/4, BHARTI HOUSE BUILDING, 2ND FLOOR, ,NEAR CHANCHALBAG PARTY OPPOSITE JHANVI BUNGLOWS, BODAKDEV, AHMEDABAD, 380054, GUJ, IND.. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing., You are required to submit soft copies of the original documents as per Annexure C to the recruiter and HR Team respectively.
- 10. You are required to report to office the next day of completing virtual joining process for the training at the address mentioned above. The location of posting would be communicated to you upon successful completion of training.
- 11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency. In case of any discrepancy in your background verification, the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.
- 12. This Offer is issued to you based on the information provided by you in your application form along with the supporting documents to be submitted within the timelines as stipulated in as per Annexure ?C. In case the Company notice any discrepancy and/or incorrect information in your application form or you fail to submit your supporting documents for background verification within one week of receiving the offer or within 72 hours of joining whichever is earlier the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.
- 13. Kindly confirm your acceptance of this offer of appointment to campusjoining@techmahindra.com by 28-DEC-2023.

### For Tech Mahindra Limited

R Krishna

### Krishna Ramaswami Head - Resource Management Group

<u>Encl</u>: Annexure-A (Salary Structure, Annexure-B Important / Indicative Terms & Conditions of Employment, Annexure-C Check List of Documents, Annexure-D Confidentiality Agreement, Annexure-E Medical Self Declaration, Annexure F Intellectual property Assignment, Annexure-G ?General Covenant, Annexure - H Acknowledgement, Annexure I Indemnity bond

Date:

Signature: Gaurav Sonar

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### **ANNEXURE - A**

NAME	Mr Gaurav Sonar	
TITLE	Associate Software Engineer	
BAND	U1	
LOCATION	AHMEDABAD	
	COMPONENTS	Per Annum (All figures in INR)
BASIC (@40% C	OF TOTAL FIXED PAY)	111397
HRA (@70% OF	BASIC)	77978
BONUS / STATU	ITORY BONUS	48000
EMPLOYER'S C	ONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	13368
FLEXIBLE COM	PONENTS OF TFP	27750
TOTAL FIXED P	AY (A)	278493
TOTAL VARIAB	LE PAY (TVP) (B)	30944
ADDITIONAL BE	ENEFITS (C)	15563
GRATUITY		5359
INSURANCE PR	EMIUMS (towards GTLI, GMIP AND GPAI)	10204
TOTAL COST T	O COMPANY (D) = (A) + (B) + (C)	325000

- 1. <u>Salary:</u> Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- 2. <u>Flexible Benefit Plan (as applicable)</u>: , You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

(Contd...)

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### ANNEXURE A (Contd...)

- 3. Additional Benefits: Associates shall be eligible for below mentioned benefits:
  - a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of INR 20 lakh to the beneficiary on the unfortunate death of the associate
  - b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of INR 3 lakh (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be INR 2 lakh.
  - c) Group Personal Accident Insurance (GPAI) Coverage: You would be enrolled under the Company's GPAI scheme with a cover of up to INR 5 lakh payable in case of permanent disablement arising out of any unfortunate event of an accident.

### 4. Deductions:

- a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
- b) Statutory Deductions: Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

### Notes:

- 1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
- 2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
- 3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
- 4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
- 5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited,

R Krishna

Krishna Ramaswami Head - Resource Management Group

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### ANNEXURE - B

### 1. Terms and Conditions

### (a) Code of Conduct.

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

### (b) Secrecy

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

### (c) Conflict of Interest

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

### (d) Non-Solicitation / Non-Compete

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

- i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
- ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
- iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
- iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
- You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company

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### (e) Exclusivity of Services, Publications, Gifts/Anti-bribery

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any
  gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in
  any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any
  business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to
  any person or persons in relation to such performance.

### (f) Confidentiality / Non-Disclosure

You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

- i) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- ii) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

### (g) Mandatory Period of Service

In consideration of impartation of training, you shall work in the Company at least for the mandatory period as mentioned below.

During such period of training (including on the job training) and Mandatory Period of Service of **24 (Twenty Four)** months from the date of your joining, you shall not leave, abandon or resign from the services of the Company. In the event of:

i) Yourself leaving, abandoning or resigning from the services of the Company

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ii) Your services being terminated by the Company for nonperformance, breach of any of the terms & conditions of your service or for any other reason whatsoever,

During the above-mentioned period of training of 24 (twenty four) months of mandatory period of service from the date of your joining, you shall be liable to follow the terms and conditions mentioned in the Indemnity Bond. You are required to execute the Indemnity Bond on **INR 500 (Rupees Five Hundred)** Stamp Paper and submit the same at the time of joining.

### 2. Assignments/Transfer/Deputation

On completion of your training period, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests

### 3. Termination of Employment

- i) **Training Period**: During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.
- ii) Either party can terminate this employment by serving a notice of **90 days** on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like refusal to accept any project allocated by the Company, refusal to relocate at other locations of the Company, refusal to work in shift, misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- iii) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- iv) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of Clause 3 along with applicable exit policy clauses under stipulated service period agreed to and provided therein.
- V) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- vi) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or nonperformance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- vii) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3** herein above on the grounds of misrepresentation of facts.

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- viii) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- ix) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to forthwith terminate your employment as per the procedure mentioned in Clause 3 herein above and/or revoke your appointment with The Company, without further reference in the matter.
- x) The Company reserves the right to terminate your employment with immediate effect, without requiring to provide any notice period and/or salary in lieu of notice period, if The Company finds that any of the information you have provided to The Company is incomplete, false, inaccurate, misleading or you have omitted, concealed or misstated any information whatsoever, including without limitation, your previous employment and/or business activities. This offer of employment is released to you based on your declaration that you have not been convicted for any criminal offence in the past and no criminal action is pending against you before any competent court. In the event, The Company finds that the criminal declaration given by you is incorrect, then The Company shall be entitled to forthwith withdraw the offer of employment or terminate your employment with immediate effect without requiring to provide any notice period and/or salary in lieu of notice period.

### 4. Statement of Facts

- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.
- (b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the

status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

### 5. Company Policies

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Prevention of Sexual Harassment (POSH) and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech

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Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

### 6. Personal Indebtedness

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

### 7. <u>Restraints</u>

### Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

### **Authorization**

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

### Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

### Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

### **Unauthorized Software**

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

### **Security**

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

### (a) Destroying Papers & Material

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

### (b) Use of Company Resources

- (i) You shall use The Company's resources only for official purposes as per the applicable Company policy.
- (ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual user's activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

### 8. Overseas Service Agreement

As The Company will be spending substantial amount of time and money for your deputation / secondment abroad, you Page 9 of 24

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may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

### 9. Intellectual Property Rights

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arise out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit.

You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

### 10. Jurisdiction

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.

### 11. Retirement

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.

Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

### 12. General

The above terms and conditions including those in **Annexure - A** (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.

- 13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24\*7 project on shift basis if required and your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.
- 14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.
- 15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in **Annexure ?B** and I hereby accept and agree to abide by them.

Name in full	:
Signature	:
Address	:
Date	:

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Place

### ANNEXURE - C - Checklist of Documents

- A. Following documents required to be submitted in soft copies to the Recruiter for Background Verification within one week of receiving the offer or within 72 hours of joining whichever is earlier.
  - a) Tech Mahindra Application & BV Form

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- b) All educational certificates including
  - i) Class 10<sup>th</sup> 12<sup>th</sup> marksheets and passing certificate or qualifying exam marksheet and passing certificate.
  - ii) Graduation Degree / Certificate
  - iii) Post Graduation Degree / Certificate, if applicable
  - iv) Any other Degree/Certificates/Diploma which has been mentioned by you in your Resume
  - v) Gap Justification, if any
  - vi) PAN Card Copy
  - vii) Aadhaar Card Copy (Both Front & Back copy)
  - viii) Any other additional documents required for Customer specific checks
- B. At the time of joining, you are requested to submit soft copies of the folloing documents to the HR Team on or before your date of joining.
- (a) Certificates' supporting your educational qualifications along with marks sheets Three copies each
  - Xth Certificate & mark sheets
  - XIIth Certificate & mark sheets
  - Degree Certificate & Semester/year-wise mark sheets
  - Master's Certificate & Semester/year-wise mark sheets
  - Diploma/PG Diploma Certificate & Transcripts
  - Any other Certificate with supporting documents ?if any
- (b) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed
- (c) **Five** passport-sized color photographs with white background
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### (d) Valid Passport

Please submit copy of the valid Passport (front and back pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.

### (e) PAN Card and Proof of PAN Number

You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

### (f) Aadhaar Card

You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgment as issued by the authorities.

(g) **PF UAN Number:** You MUST provide your PF UAN Card copy or UAN Number, if issued earlier. If you don't have a UAN number or if your previous organization has not created a UAN then you need to create self UAN number on EPFO website and share the same on or before your joining date.

### (h) Indemnity Bond

Print only the first page of **Annexure I** on a Stamp Paper of **INR 500/-** and rest of the pages on plain white paper. Have one Surety (Blood relations i.e. father/mother/elder brother/sister with independent income only) sign at the designated space on the last page of the Bond. Tech Mahindra will have a Notary available on the day of joining at joining location to facilitate notarization of Bond. These services will be chargeable and payable directly to the Notary by you. Should you desire to get the Bond notarized on your own, you may do so. In case of non-availability of Notary at joining location, you will be guided by the Joining Team on further action.

Note: -The Bond has to be notarized as on the date of joining. Please DO NOT get a pre-notarized bond.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer. Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

### **Candidate's Declaration:**

I \_\_\_\_\_\_hereby solemnly declare that I'll submit the required document as per the timelines mentioned above and I understand that if I fail to submit the required document within the stipulated time. I'll allow company to exercise its absolute discretion, to withdraw this Offer or terminate my employment with immediate effect, without any notice pay, by giving me a written notice thereof.

Name in full	:	Date	:
Signature	:	Place	:

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### ANNEXURE - D - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

- 1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
- 2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
- 3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
- 4) I hereby agree that:
  - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
  - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
  - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
  - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
  - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited officials or the expressed written authorization of the third party owner.
  - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited by me during my employment at Tech Mahindra Limited which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited upon termination of my employment.
  - This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

If any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name	
Signature	
Date	

:

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### ANNEXURE - E - Medical Self-Declaration

MEDICAL DECLARATION FORM						
	Applicant ID (To be filled by HR)	Associate ID (To be filled by HR)				
First Name:						
Gender: Male / Female Date of birth (DD/MM/YYYY Blood Group						

### Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from			
any previous employment opportunity?			
Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12			

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months?		
Have you had any form of critical illness or operation in the last two years?		
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?		

#### Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)

	Heart Attack	Diabetes
	High Blood Pressure	Stroke
	Night Blindness	Valve Disorders
	Asthma	Slipped disc
Any other major disease/illness that you may be willing to disclose		

#### Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature:

Name:

Date:

(DD/MMM/YYYY)

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#### ANNEXURE - F - Intellectual Property Assignment

Associate Name: Associate ID: Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

#### (a) Intellectual Property Assignment

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating of developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

#### (b) Restrictions after Termination

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

ACCEPTED

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#### ANNEXURE - G -Agreement ? General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

- I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.
- 2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.
- 3. <u>Actions Required on Termination</u>: Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.
- 4. <u>Covenant Against Disclosure:</u> I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

- a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.
- b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

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- c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.
- d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

- 5. Ownership of Work Product: Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.
- 6. Partial Restriction on Post-Termination Competition: Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited.
- 7. <u>Covenant Not To Compete.</u> I hereby covenant and agree as a part of and ancillary to this Agreement that for the period of 12 months following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),
  - a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the 12 months period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction
    - is necessary to avoid possible compromise of Confidential Information and business interest.
  - b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any

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associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

- 8. <u>Compliance Not Contingent Upon Additional Consideration</u>: I understand and acknowledge that the wages, compensation, benefits training and experience that Tech Mahindra Limited provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.
- 9. Damages and Remedies: I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in Section 13 for the liquidated damages specified in Section 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.
- **10.** <u>Severability:</u> Each clause and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.
- 11. <u>Entire Agreement</u>: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered, or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.
- **12.** <u>Binding Effect:</u> This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited (together with their successors and assigns).
- **13.** <u>Choice of Law:</u> This Agreement will be governed and controlled in all respects by the laws of India.
- **14.** <u>Choice of Forum:</u> The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited for liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I

acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited would incur upon such breach.

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Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

For and on Behalf Of **Tech Mahindra Limited** 

RKrishna

Krishna Ramaswami Head - Resource Management Group

Signature

(Gaurav Sonar)

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#### ANNEXURE - H - ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the **Mr. Gaurav Sonar** "Employee".

The Employee recognizes, understands and specifically agrees to the restrictive covenant contained in the foregoing agreement. The Employee further acknowledges that said restrictive covenant and the territorial limitations set forth therein is reasonable.

I understand that my employment with the Company is absolutely conditioned upon execution of this Acknowledgment and agreement. I have fully read, understood and agree to be bound by the attached agreement and this Acknowledgment. I, **Gaurav Sonar** hereby further acknowledge and confirm that I have read and understood the foregoing agreement. I understand that I have the right and the time to have this agreement reviewed by Advocate of my choice but has declined to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this \_\_\_\_day of \_\_\_\_\_ (month), \_\_\_\_\_\_ (year), and hereby acknowledges, understands and agrees to the above.

[ Name & Signature ]

Witness/ Notary Public: \_\_\_\_\_

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#### Annexure - I - INDEMNITY BOND WITH SURETY

This Indemnity is made and executed at <<Joining Location>> on this << Joining Date>> day of << Joining Month>> << Joining Year>> by Mr. /Ms. /Mrs. << Name >> age <<Age>> S/o Mr. <<Father's Name>> a permanent resident of <<Address>> \*hereinafter called "Employee" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the first par

#### AND

Mr. <<Name of Surety>> age <<Age>> S/o Mr.<< Father's Name of Surety>> a permanent resident of << Surety Address>> [hereinafter called "Surety" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the second part,

**IN FAVOUR OF Tech Mahindra Limited**, a company incorporated under the Companies Act, 1956 and having its Corporate Office at Info city, Hi-tech City Layout Madhapur, Hyderabad 500081,India [hereinafter called **"Tech Mahindra"** which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors-in-interest and permitted assigns].

AND WHEREAS an Offer of Appointment containing the terms and conditions of the appointments has already bee n issued to the Employee vide letter No \_\_\_\_\_\_ dated \_\_\_\_\_\_ of Tech Mahindra

AND WHEREAS the acceptance of the terms and conditions of the appointment has already been communicated to Tech by the employee.

**AND WHEREAS** one of the terms and conditions of the appointment is that the Employee shall undergo an initial training programme called Entry Level Integrated Training and Enablement (hereinafter referred as ELITE) which may also include the project specific training/s and would be subsequently placed on assignments relating to various projects of Tech-Mahindra. The Employee shall serve Tech Mahindra for a minimum period of **twenty four (24)** months from the date of joining of the Employee and execute an indemnity with surety in favour of **Tech Mahindra**.

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#### NOW THIS INDENTURE WITNESSETH as under:

- In compliance of the aforesaid condition in Offer of Appointment subject to which **Tech Mahindra** has agreed to give appointment to the Employee, the Employee **hereby** undertakes to undergo the Initial Training Programme as provided by **Tech Mahindra** without any interruption whatsoever and serve **Tech Mahindra**, on its various projects at any location, in India or abroad, for a minimum period of **twenty four (24)** months from the date of joining.
- The Employee hereby undertakes to devote his/her full time and attention to the business of Tech Mahindra with due care, skill and diligence. The Employee further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of Tech Mahindra.
- 3. The **Employee** hereby undertakes to honor the commitment made by **Tech Mahindra** to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.
- 4. The party of the Second Part i.e. \_\_\_\_\_\_\_ agrees to stand as Surety for the due performance of the obligation of the **Employee** under this agreement of indemnity. In case of breach of the terms of this indemnity by the Employee and failure to indemnify Tech Mahindra, the Surety shall be jointly and severally liable to pay the aforesaid amount of INR 100,000/- (Rupees One lakh only) to Tech Mahindra with an interest at the rate as specified herein below, immediately on demand.
- 5. The Employee further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations, by Tech Mahindra, he/she shall pay an amount of INR 100,000 (Rupees One lakh only) with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which Tech Mahindra has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by Tech Mahindra during intervening period. The employee and surety agree that assessment of liquidated damages as assessed as INR 100,000 (Rupees One lakh only) are reasonable, which they both agree to pay jointly and severally, on demand made by Tech Mahindra.
- 6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the Employee to continue in the service of Tech Mahindra for the aforesaid term of twenty four (24) months, and Tech Mahindra shall always have the right to take appropriate action against the Employee as per terms of the appointment letter and/or the rules and regulations of Tech Mahindra as applicable, in case of commission of any misconduct by the Employee.
- 7. The amount specified above shall constitute a debt owing to **Tech Mahindra** and shall be recoverable from the **Employee** and the Surety jointly and severally with interest thereon at the rate specified above till the payment thereof.

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#### IN WITNESS whereof, the EMPLOYEE & the SURETY have put their signatures in the presence of the witnesses.

Signed and delivered by the Party of the first part i.e. the Employee having read and understood the contents/terms of this Indemnity Bond

#### Name of First Part:

Signed and delivered by the Party of the second part i.e. the Surety having read and understood the contents/terms of this Indemnity Bond

#### Name of Surety:

S/d by: -

1. WITNESS: \_\_\_\_

NAME & ADDRESS:

(Name)

NAME & ADDRESS

Page 24 of 24

Sig:

Sig:



Date: <u>19<sup>th</sup> December 2023</u>

Name: <u>Gaurav Sonar</u>
Contact Number:
Email id:
Current Address:
Permanent Address:
Department:
Location:

#### Dear Gaurav,

In response to your application and subsequent interviews, we are pleased to offer you the post of **Digital Quality Engineer (Grade: A3)** in our organization. Remuneration details are given in Annexure - 1 to this letter.

At the time of joining, you will be expected to enter into an Agreement for a period of 24 months, which will provide details on the scope, terms and conditions of your employment, the necessary trainings, and contractual obligations to be with QualityKiosk Technologies Pvt. Ltd.

The onboarding shall be at QualityKiosk Technologies Pvt. Ltd.'s Mumbai office on the day of your

#### QualityKiøsk Technologies Pvt Ltd.

Regd. Office: 419A, C-Wing, Rupa Solitaire, MBP, Navi Mumbai - 400710.Ph: +91 4128 8200 / 4141 6900 | Fax: +91 22-27780929 CIN No.: U72900MH2000PTC127584



joining. Hence, request you to be available at office premises on the day of joining.

As a part of the onboarding process, you will be required to undergo training / assessment with the Company for a duration of 3 (three) months. If in case you fail to qualify the said training / assessment, the Company without prejudice shall have the right to terminate your employment as per the terms of your Appointment Letter.

QualityKiosk Technologies Pvt. Ltd. reserves the right to depute/transfer/assign you at any of the company's branch offices, customer location in India or abroad and you shall be fully flexible and co-operate to deliver values to all engagements. Your job shall/might involve travel locally to client place or within India.

This offer letter stands valid subject to: (a) successful completion of your background verification and Reference Check. (b) You are joining the company on the above-mentioned joining date and successfully completing the joining formalities which also includes your acceptance to QualityKiosk Technologies Pvt. Ltd. employment terms and conditions.

Please return one copy of this letter duly signed by you to signify your acceptance to this Intent Letter.

We look forward to your fruitful association and a successful career with the company.

For QualityKiosk Technologies Pvt. Ltd Veena D'silva Head – Talent Acquisition

#### QualityKiøsk Technologies Pvt Ltd.

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#### Annexure -1

Annual Cost To Company (CTC)				
Name	Gaurav Sonar A-3			
Grade				
Designation				
Component Category	Monthly	Annual		
Basic	11,632	1,39,584		
House Rent Allowance	5,316	63,792		
Flexible Benefits Package (N1)	890	10,680		
Special Allowance	1,092	13,104		
Advance Bonus	1,060	12,724		
[A] Gross Earnings	19,990	2,39,884		
Company's Contribution to PF	1,634	19,605		
Company's Contribution to ESIC	650	7,797		
Medical and GPA Premium		1,000		
Gratuity Provision		6,714		
[B] Benefits (N2)		35,116		
[C] Fixed Cost To Company (CTC) [A+B]		2,75,000		

### QualityKiøsk Technologies Pvt Ltd.

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#### Notes:

 $\cdot$  <sup>(N1):</sup> Components to be declared once a year. These components are fully exempted from tax (as per current Income Tax rules), subject to reimbursement of bills as per below limits. The balance amount will be treated as Special Allowance and will be taxable.

Component	Monthly Amount (INR)
Communication & Internet Reimbursements	5,000
Child Education & Hostel Expenditure Allowance	800
Books & Periodicals Reimbursement	5,000
Education Allowance	10% of Basic
Vehicle Maintenance & Fuel Reimbursement	1,800
Food Allowance	2,200

• <sup>(N2)</sup>: PF, ESIC and Gratuity as per respective Acts and Insurance coverage as per Company policy.

• Salary components will be subject to taxes and statutory deductions as per prevailing government rules.

• The compensation includes travel expenses to QK office and client locations within your base city area.

• Your Compensation package is strictly confidential (between the Company and the candidate/employee) and no part of it shall be liable for disclosure to any third party without the Company's prior and formal consent.

I agree and accept this job offer indicated in this offer letter and the annexures to this offer letter. I will report for duty on the above-mentioned joining date.

Date:

Signature:

#### QualityKiosk Technologies Pvt/Ltd.

Regd. Office: 419A, C-Wing, Rupa Solitaire, MBP, Navi Mumbai - 400710.Ph: +91 4128 8200 / 4141 6900 | Fax: +91 22-27780929 CIN No.: U72900MH2000P1C127584

## SACHA Engineering Private Limited



(formerly known as RLE INDIA Manufacturing Engineering Private Limited)

04 June 2023

Mr. Pritesh Ashok Narkhede Email: pritesh.narkhede96@gmail.com Mob No: 8806535142

#### LETTER OF INTENT

Dear Pritesh,

This has reference to the campus drive for a position with SACHA Engineering Pvt. Ltd. We are pleased to offer you an appointment in our organization as Graduate Engineer Trainee at our Engineering Department effective from 10 July 2023. You may be deployed in our any of the SACHA locations or any of our customer locations in India as per Business needs.

You will receive remuneration an Annual Cost to the Company (CTC) of Rs.3,30,000/- (Refer Salary Break up Annexure I) along with all SACHA benefits.

Your employment agreement will be handed over to you on joining the services of the company.

Please carry the required documents as per the joining day checklist on the joining date.

You are requested to return this letter affixing your full signature and name as a token of your acceptance of the above offer.

We look forward to a long and mutually beneficial association with you.

Sincerely, for SACHA Engineering Private Limited Vimalakar Chettipalli Date: 2023.06.04 18:52:15 +05'30' Vimalakar Chettipalli Operations Head Encl:

- Terms of Appointment
- Salary Break up Annexure I
- SACHA Associates Benefits
- Joining Day Check List
- Annexurell

Pritesh Ashek Narthele Ronthde Name & Signature of the Candidate Date: 0.4/06/2023



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www.sacha.engineering Info@sacha.engineering CIN:U74900KA2015PTC082888

## SACHA Engineering Private Limited

(formerly known as RLE INDIA Manufacturing Engineering Private Limited)

#### a) Terms of Appointment:

- 1. You will be appointed as Graduate Engineer Trainee at SACHA Engineering Office Locations at our Engineering Department
- 2. You will be supporting from any location based on the business needs.
- 3. Since you are joining SACHA Engineering Private Limited (formerly known as RLE India Manufacturing Engineering Pvt. Ltd) as a Graduate Engineer Trainee, it is understood and agreed by you that your current skill level is not enough to perform and deliver your job functions. To overcome this gap SACHA Engineering Pvt. Ltd. will be providing various types of trainings e.g., classroom training, on job training, training at SACHA Engineering Pvt. Ltd.'s offices, domain training, tool training, soft skills training, etc. Initial trainings will be held at SACHA Engineering Pvt. Ltd. at any of our SACHA Location.
- 4. In consideration of these trainings to be imparted by SACHA Engineering Pvt. Ltd., you undertake to serve SACHA Engineering Pvt. Ltd., or any of its associated or affiliated companies to which you may be transferred for a minimum period of two years from the date of joining SACHA Engineering Pvt. Ltd., and you agree not to take employment with any other person, firm, or company during such period. You are giving this undertaking in view of the considerable expenditure incurred by SACHA Engineering Pvt. Ltd., on you. During this two-years period, if you leave/resign, you will have to pay liquidated damages amounting to Rs.200,000/- (Rupees Two Lakhs only) on pro rata basis and give three calendar months' written notice or salary in lieu thereof. (Refer Annexure II).
- 5. The first one year of service from the date of your joining the services constitutes a probationary period. Within the probationary period, your performance will be evaluated every three months. Subject to these evaluations and your performance when not found satisfactory, SACHA Engineering Pvt. Ltd., may decide to increase the duration of your probation. In a special case when it is ascertained that your performance has not met the satisfactory level, SACHA Engineering Pvt. Ltd., may terminate your employment agreement by giving you advance information of 30 days.
- 6. You are liable to be transferred to another group company, department, post, or place whether in existence or may come into existence hereinafter either at the place of posting or at any other place where the management may establish/open its branch office later at any time at company's sole discretion without assigning any reason thereof. Upon such transfer the rules and regulations of service applicable to such post or at the place of transfer will become applicable to you.

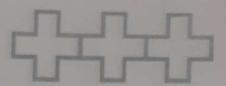


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sranch Office Pune ; fech Centre, Plot No. 30, 1at Floor, Juli R28, Rajiv Gandhi Info Tech Perk finjewadi, Phase I, Pune, Maharashtra 411057 India Phone ; +91 020 6778 7700 3STIN ; 27AAHCR4565M12R Add. Value.

www.sacha.engineering nfo@sacha.engineering CIN : U74900KA2015PTC082888

# **SACHA Engineering Private Limited**



(formerly known as RLE INDIA Manufacturing Engineering Private Limited)

#### Annexure I: Salary Break up:

				Ann	ual CTC 2023-24			
Office Location Pune				ne				
Designation Graduate Eng			Gn	aduate Eng	lineer Trainee			
Team Projects			Pre	ojects				
Band E1			E1					
Annual Cost to Company			~	3,30,000				
Component Category	100000000	osed Month	Proposed Per Annum		Details			
I. Salary Component		-						
Basic Salary	2	15,000	2	1,80,000				
Work from Office Allowance	2	3,135	₹	37,620	Associate can select this option in agreement with Department Manager			
Flexible Benefit Plan Component*	2	5,470	₹	65,640	*Free to structure within defined Company framework in HRMS Portal			
Bonus pay	2	1,375	₹	16,500	Paid 100% Monthly			
Total of Salary Component		24,980	2	2,99,760				
II. Gratuity	-		2	8,640	Payable as per Payment of Gratuity Act			
III. Provident Fund (Employer Contribution)	2	1,800	2	21,600	Payable as per The Employees' Provident Funds And Miscellaneous Provisions Ac			
Total Retirals	2	1,800	₹	30,240				
Total Compensation	*	26,780	*	3,30,000				
net and Exception			*	12,319	Payable as per Leave encashment policy			
IV. Leave Encashment V. Benefits**			*	37,670	** Approx provided for GHI, GPA & RTI as per Benefits policy			
Total Cost to Company			=	3,79,989	(I + II + III + IV + V)			

### b) SACHA Associates Benefits

NOTE: Apart from the CTC, you are Eligible of below benefits as per company policy:

- Group Health Insurance (GHI) towards hospitalization and domiciliary hospitalization for self, spouse & children upto 4 Lakh.
- Group Personal Accident Insurance (GPA) coverage for self upto 10 Lakh.
- RetailTerm Insurance Coverage based on the CTC

### c) Joining Day Check List

Please note that the following documents are required at the time of joining:

- 2 numbers of recent passport size photographs on the white background of self.
- All original certificates and mark sheets of educational qualifications starting 10th class along with one photocopy of each.
- Xerox copy of passport, if available. (If you do not possess a passport, you are requested to apply for the same at the earliest)
- 2 photocopies of your PAN card and ID Proof (Adhaar/Driving License/Ration card etc.,).
- COVID 19 Vaccination certificate both doses must be submitted.



MIZN

ck, Tek N u 600119 India 65M12Y at No. 30, 1st Floor. Gaodhi Jolo Tech Park

Add. Value.

CIN 1074900KA2015PTC082888

SACHA Engineering Private Limited (formerty known as RLE INDIA Manufacturing Engineering Private Limited)

Annexure II:	_	
Total cost incurrent to train 1x GET and get 100% of	efficiency	from him / her.
Description	No.	Cost
Cost of training, Accomodation and Infrastructure	(i)	₹ 1,89,076
Efficiency Cost	(ii)	₹ 81,250
Total cost	(i + ii)	₹ 2,70,326

This annexure deals with the cost incurred to train the associate. This training is provided to ensure that the associate can perform the duties assigned to him in a timely and planned manner. This is the minimum training that the associate is going to trained for. Beyond this there may be opportunities which may need the associate to travel, to attend, events, training sessions, meetings in line with the requirements from the planned Role for the associate and these do not form as content into the purview of this agreement.

Vimalakar Digitally signed by Vimalakar Chettipalli Chettipalli Date: 2023.06.04 18:52:36 +05'30'

Vimalakar Chettipalli Operations Head

Pritesh Ashok Norkhede

Rlaskhede Name & Signature of Candidate Date: 04/06/2023



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