

**Re: Placement: Management Graduates for Sales & Marketing.**

Bombay Trading Corporation - BTC <sales@btcbearing.com>

Thu 4/11/2019 3:14 PM

To: Murali Anantha <murali.anantha@vsit.edu.in>

Hello Mr. Murli,

Thanks for sharing the profiles. We hired Ms. Pranita Patil.  
Had the right skill set for the job that we were looking for, Intelligent as well.

Thanks,

**Rikin Desai**

*Managing Director*

**Bombay Trading Corporation**

**Mobile:** +91-9820202344

**Address:** 152, Narayan Dhuru Street

Masjid - West, Mumbai - 400003

**Website:** [www.btcbearing.com](http://www.btcbearing.com)

**Email:** [sales@btcbearing.com](mailto:sales@btcbearing.com)



**BOMBAY TRADING  
CORPORATION**

PAN No. AACPD2535M

GST No. 27AACPD2535M1ZT

On Apr 11, 2019, 10:45 AM +0530, Murali Anantha <murali.anantha@vsit.edu.in>, wrote:

Dear Rikin,

Any updates on the profiles that were shared?

Regards,

**Murali Anantha**

**Training and Placement Officer**

Vidyalankar Educational Campus

Vidyalankar College Marg

<> Mumbai – 400 037.

Tel No. : 022 2416 1126 ext 3103

[www.vsit.edu.in](http://www.vsit.edu.in)

<> *Please consider your environmental responsibility before printing this email*

---

**From:** Murali Anantha  
**Sent:** Friday, April 5, 2019 11:03 AM  
**To:** sales@btcbearing.com  
**Subject:** Re: Placement: Management Graduates for Sales & Marketing.

Dear Rikin,

Please find attached the resumes of Pranita and Sejal for the below requirement. Do let me know the next steps.

Regards,

**Murali Anantha**  
**Training and Placement Officer**

Vidyalankar Educational Campus

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◇ <> Mumbai – 400 037.

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**From:** Shobha Nalavade  
**Sent:** Monday, March 25, 2019 4:09 PM  
**To:** Murali Anantha  
**Subject:** Fwd: Placement: Management Graduates for Sales & Marketing.

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**From:** Payal Shah  
**Sent:** Monday, March 25, 2019 3:55:04 PM  
**To:** Shobha Nalavade  
**Subject:** Fwd: Placement: Management Graduates for Sales & Marketing.

Please see the trail mail.

----- Forwarded message -----

From: Bombay Trading Corporation - BTC <sales@btcbearing.com>

Date: Mar 25, 2019 3:34 PM

Subject: Placement: Management Graduates for Sales & Marketing.

To: Payal Shah <payal.shah@vsit.edu.in>

Cc:

Hi Sir/Ma'am,

My name is Rikin Desai & I am the Managing Director at Bombay Trading Corporation. We are into importing/manufacturing of Bearings and distribution of the same across small, medium & large scale

enterprises across India.

I am looking for a candidate who has strong interpersonal skills & who is a go-getter to join our organization's Sales & Marketing department.

Following are the minimum qualifications in a candidate that we are looking for:

**Education:** Management Graduates/Post-Graduates

**Communication:** Fluent in English (Must) & Hindi

**Computer Skills:** MS-Office & Computer Basics

**Salary:** As per industry standard

**Work Timing:** 10 AM to 6 PM — Monday through Saturday

Job related training will be provided on-site.

Thank you.

Regards,

**Rikin Desai**

*Managing Director*

### **Bombay Trading Corporation**

**Mobile:** +91-9820202344

**Address:** 152, Narayan Dhuru Street

Masjid - West, Mumbai - 400003

**Website:** [www.btcbearing.com](http://www.btcbearing.com)

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PAN No. AACPD2535M

GST No. 27AACPD2535M1ZT

#### **DISCLAIMER:**

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**Fw: Placement: Management Graduates for Sales & Marketing.**

Murali Anantha <murali.anantha@vsit.edu.in>

Fri 3/29/2019 8:57 AM

To: Dhanashree Sahasrabuddhe <dhanashree.sahasrabuddhe@vsit.edu.in>; VIVEK GUPTA <vivek.gupta@vsit.edu.in>

Please process this.

Job location is Vile Parle.

Salary offered is 10K per month, plus 5% to 10% of sales revenue.

Please ask interested people to send their resumes, we will forward it to the customer.

Regards,

**Murali Anantha**  
**Training and Placement Officer**

VSIT  
logo  
NEW  
tiny 2

cid:image002.jpg@01D467A3.3C6C7CE0

Vidyalankar Educational Campus

Vidyalankar College Marg

Mumbai – 400 037.

Tel No. : 022 2416 1126 ext 3103

www.vsit.edu.in

cid:image003.jpg@01D467A3.3C6C7CE0 *Please consider your environmental responsibility before printing this email*

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Rikin Desai

*Managing Director*

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**BOMBAY TRADING**  
CORPORATION

PAN No. AACPD2535M

GST No. 27AACPD2535M1ZT

## OFFER LETTER

Mr. Shane Alexander Dsouza  
2019

Date: Thursday, October 10,

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavour to change the face of education.

We are pleased to offer you the position of Trainee-Sales on following terms and conditions:

### Offer Details:

Designation:	Trainee-Sales
Department:	Business Development (51000000)
Sub Department:	Sales
Role Location / Work Location:	Mumbai
Employment Type:	Trainee

### Compensation Details:

For first Three Months of Training:-  
Fixed Compensation - 25,800 INR per month.

### Post completion of training:-

Fixed Compensation - Rs. 7,00,000 LPA  
Variable Compensation - Rs. 3,00,000 LPA

### Reporting Details:

Date of Reporting: Friday, October 11, 2019  
Reporting Location: Byju's-Think and Learn Pvt Ltd,6th floor, Tower D, IBC Knowledge Park, Bhavani Nagar, Near Dairy Circle, Bannerghatta Main Road, Bengaluru, Karnataka 560029  
Reporting Time: 8 : 30 : AM

Please note you will move to your Role Location / Work Location post training

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
2. Income tax deducted at source at the rates applicable
3. Employment/Professional taxes
4. Dues to company including loans and advances
5. Or any other applicable statutory deductions

The income Tax liability with regards your salary and perks and will be governed by the tax laws of the country as applicable from time to time.

1. You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.
2. You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.
3. You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than Friday, October 11, 2019 , failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,  
For and Behalf of,  
Think & Learn Pvt. Ltd.

**Accept Job Offer by signing below**

**Human Resource**

**Signature:**

## Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

**Code of Conduct:** Think & Learn Pvt. Ltd., endeavours to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

**Business Conduct:** Our basic premise in conduct of business: employee should do nothing that might discredit or embarrass the Company, its clients, or themselves as employee of the Company.

All Think & Learn Pvt. Ltd., employees are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

## Annexure B

1. 12th Mark sheet
2. 10th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Degree 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' payslip(Only for experienced candidate)

**Signature:**

Candidate ID: 2424670/325855,

Date of Joining: 07/18/2019,

Joining Location: Mumbai,

Designation: Software Associate,

**Dear Abdullah Mohd Raees Shaikh,**

To ensure that you experience a smooth onboarding, we would like to help you with a brief agenda for your day one at Capgemini.

1.	Welcome Address
2.	Verification of master data sheet, which contains your detailed information.
3.	Verification of joining documents*
4.	Receipt of employee handbook and visitor-cum-bus pass
5.	Submission of signed documents
6.	Receipt of hard copy of offer letter
7.	ID cum access card formalities
8.	Bank account opening formalities
9.	Meeting the buddy

Please report by 8:30 am at **Mumbai** office, for joining formalities as per the address mentioned below:

Address

Capgemini Technology Services India Limited  
Capgemini Knowledge Park, IT 1/ IT 2, TTC Industrial Area,  
Thane – Belapur Road, Airoli, Navi Mumbai – 400708, Maharashtra.

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:  <b><u>Current Employment( Immediate Previous)</u></b> 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 d) Salary Account 6 months Bank Statement e) Letter of appointment/Offer letter from employer which captures start date  <b><u>Previous Employment</u></b> Service/Relieving Certificate all employments- Mentioning date of joining ,designation and last working day
3.	<b><u>Education Documents</u></b> a) 10 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.	<b><u>Proof of identity/ Address</u></b> a) PAN Card b) AADHAR 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.	<b><u>Self Employed/CO-owner/Freelancing/ Partnership employment(s)(if applicable)</u></b> a) Form 16/Form 26AS b) Bank statement for 6 months c) Shop License
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.

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.**

<p>Kindly note:</p> <ul style="list-style-type: none"> <li>• Capgemini has a dress code policy and you need to always dress in formal attire.</li> <li>• If you are driving to office on the first day, please ensure you are there by 8:15 AM IST, and contact security at the main gate for your entry pass.</li> </ul>
---

Best Regards,  
Team HR

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**EMPLOYMENT OFFER LETTER**

Capgemini Ref: 2424670/325855,

07/16/2019,

Abdullah Mohd Raees Shaikh,  
159,Himmat nagar ,Near madina masjid ,Antophill, Wadala

**Confidential**

**Dear Abdullah Mohd Raees,**

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 **07/18/2019** (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be **Software Associate/A3**

B) You will be required to work at the Company's offices in Mumbai

C) Your all-inclusive annual target compensation (on a cost to company basis) will be INR **250,011** (Rupees **Two Lakhs Fifty Thousand and Eleven** only) which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives 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:



**Abdullah Mohd Raees Shaikh****Software Associate**

Total Cost to Company (CTC).

**Rs.250,011**

<b>Monthly Components</b>	<b>Per Month</b>	<b>Annualized</b>
Basic	Rs. 10,000.00	Rs. 120,000.00
House Rent Allowance		
Other Reimbursements & Allowances#		
Personal Allowance	Rs. 4,469.00	Rs. 53628.00
Advance Statutory Bonus	Rs. 2,980.00	Rs. 35,760.00
<b>Gross monthly salary</b>	<b>Rs. 17,449.00</b>	<b>Rs. 2,09,388.00</b>
<b>Statutory payments ++</b>		
Capgemini's contribution to PF ++	Rs. 1,736.00	Rs. 20,832.00
Gratuity (accrual only)	Rs.481.00	Rs.5,772.00
<b>Total Fixed Compensation</b>	<b>Rs. 19,666.00</b>	<b>Rs. 2,35,992.00</b>
<b>Total Cash Compensation</b>	<b>Rs. 19,666.00</b>	<b>Rs. 2,35,992.00</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		<b>Rs. 7,215.00</b>
Capgemini contribution to ESI	<b>Rs. 567.00</b>	<b>Rs. 6,804.00</b>
<b>Total Cost to Company</b>		<b>Rs. 250,011.00</b>

# You may choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes. For details on claiming these instruments please check the [Other Allowance and Reimbursements FAQ and Claim Forms](#).

<b>Other Allowance &amp; Reimbursements</b>	<b>Annualized</b>
Telephone	19,800.00
LTA	60,000.00
Meal Coupons	24,000.00
Vehicle 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 (eg. LTA, telephone 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 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.
- \*\* This is the maximum limit you are eligible for. You may choose any of the following optional components under 'Other Allowance & Reimbursements' Non taxable components (except Meal Coupons) would be paid based on a claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

D.) 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- Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.
3. 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.

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.

E.) 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.

F.) Probationary Period:

1. You will be on probation for 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.
2. 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.

G.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

H.) 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 fifteen (15) 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 degree marks sheet and/or certificate, 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 30<sup>th</sup> September 2019 , 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 will be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In 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 Back ground verification link given along with the welcome mail of the offer.

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, 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.

I.) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

J.) The Company's address for sending notice in relation to your employment is as below:

Kind Attn: Head - Human Resources

Address: Capgemini Technology Services India Limited,  
Capgemini Knowledge Park, IT 3 IT 4, SEZ, Thane-Belapur Rd, TTC  
Industrial Area, Airoli, Navi Mumbai, Maharashtra 400708

Email: [hremployeeservices.in@capgemini.com](mailto:hremployeeservices.in@capgemini.com)

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**



Jaideep Chavan  
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: Abdullah Mohd Raees Shaikh**

**Date: 07/16/2019**

## **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 anytime 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 anytime 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, vendor 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 person 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 its 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 Notice: 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 Severability: 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 Publicity: 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 Non-Disparagement: 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 Waiver: 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 alongwith 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 Survival: 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 Dispute Resolution/Governing Law: 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 Rights to Injunctive Relief: 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, \_\_\_\_\_ residing at \_\_\_\_\_, 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.
3. 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:



↩ Reply all   ▾   🗑 Delete   🚫 Junk   Block   ...

## Fwd: Capgemini Joining- 20th August,2019

SG

**Sourav Gavkar** <[sgavkar20@gmail.com](mailto:sgavkar20@gmail.com)>

Tue 10/12/2021 3:12 PM

To: Spruha More



FYI - Capgemini offer letter for Sourav

----- Forwarded message -----

From: **Shinde, Shubham** <[shubham.a.shinde@capgemini.com](mailto:shubham.a.shinde@capgemini.com)>

Date: Wed, Jul 24, 2019, 12:50

Subject: Capgemini Joining- 20th August,2019

To:

Dear Candidate,

Greetings from Capgemini!!

Your joining is confirmed on 20<sup>th</sup> August 2019 in Mumbai.

Please confirm your interest in joining us by replying on the same mail trail by 24<sup>th</sup> July 2019 by 11:00 pm.

### Note -

- Company will **not** provide accommodation
- Documents list will be send to you in separate mail. Please scan the documents in PDF.
- The scanned copies must be clearly visible (blur documents won't be accepted) since we will get a BGV check done based on all the documents provided.
- Do not change the subject while replying to this email.



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai - 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Date: April 1, 2019**

**Ref No: HR/Campus/LO201971352/1**

**Vinyas Shetty**  
**VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY**

### **Letter of Intent ("LOI")**

Dear Vinyas Shetty,

With reference to your interview conducted by us at **Pillai College of Engineering, Navi Mumbai**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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 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 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](mailto:fresherhiring.in@capgemini.com)

Thanking you,  
Yours Sincerely,  
**For & On Behalf of Capgemini**

A handwritten signature in black ink, appearing to read 'Puneet Kumra', located below the typed name.

**Puneet Kumra**  
**Head - Fresher Hiring**



## ANNEXURE 1

**Vinyas Shetty**

**Associate and A3**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives 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.

**For & On Behalf of Capgemini**

**Puneet Kumra**  
**Head - Fresher Hiring**

**Signature:** \_\_\_\_\_

**Candidate Name:** **Vinyas Shetty**

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





To,

Date: **01-07-2019**

Mumbai

## Offer for Employment

### **Dear Monica Sharma**

With reference to your interview with us, we are pleased to offer you a position of Intern for employments per the terms and conditions given below:

1. You will undergo world class training and certification program on software development for first 6 months at the cost of Cymetrix. This will also consist of hands on working projects.
2. You need to complete this training during internship
3. You will get allowance of **INR 10,000/-** per month during these 6 months of training
4. You need complete training from Mumbai office of Cymetrix
5. Cymetrix will arrange and pay for certification if any
6. Post 6 months of training, you will join as **Software Developer** at the salary of **INR 25,000/-** (Twenty five thousand Only) per month
7. On joining, you will be required to complete all the joining formalities and sign the employment agreement. This offer will stand valid till **1<sup>st</sup> July 2019**, and is conditional upon you complying with the following conditions:
8. As a part of joining formality, you will sign bond for 2 yrs to be spent with company post joining as Software developer. Value attached to breach of the bond will be INR 2 Lakhs.
9. This offer is subject to your providing satisfactory evidences, covering your educational qualifications, including certificates and other documents. The Company reserves the right in the sole discretion of terminating your services after giving notice of 60 days or payment of 60 days in lieu thereof. Similarly the Employee shall be at the liberty to resign from his services after giving notice of 60 days or payment of 60 days salary in lieu thereof if agreed upon by both the parties
10. Post ending of your employment with Cymetrix Software, you can not join direct competition or client of the company without NOC from Cymetrix Software.
11. The company shall have the right to terminate your service without notice, if the information given by you at the time of the interview or in the application is found to be incorrect or in case of any serious misconduct or if the reference check leads to an adverse check of your credentials
12. You will seek no full time employment or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the company.
13. You will not at any time, without the consent of the Company disclose or divulge or make public except under legal obligations, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or became known to you,

in course of your service or otherwise. While you are with us you will undertake to abide by all rules and regulation as per company policy.

14. Your present posting will be at one of our two office locations in **Mumbai**. However, the company reserves the right to transfer you to any of its offices/establishments/group companies, whether now in existence or to be set up hereafter.
15. Kindly confirm your acceptance of the above terms and conditions and date of joining, latest by **1<sup>st</sup> July 2019**, In case we do not receive your acceptance in writing by the date mentioned above, this offer shall **stand withdrawn** automatically.
16. Please bring the following documents, while reporting.
  - Copies of certificates in support of your age, qualification and experience including degree mark sheet **along with originals for verification.**
  - Copies of Permanent Account Number (PAN), Passport (mandatory) and driving license, if any.
  - Two latest passport size color photographs of yourself.

We welcome you aboard and look forward to working with you.

Thanking you,

Yours faithfully,

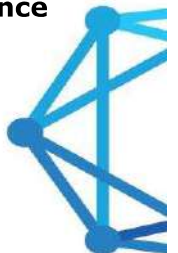
**For Cymetrix Software Private Limited**



**Prakash Kolhe**

CEO, Cymetrix Software Pvt Ltd




**Signature of Acceptance**



 **Cymetrix Software Pvt. Ltd.**

Work: 12, 1<sup>st</sup> Floor, Samruddhi Venture Park, Andheri East, Mumbai, Maharashtra 400093 (India)

Registered Office: 301, Tamhane Capital, Balewadi Phata, Baner, Pune, Maharashtra 411045 (India)

 [www.cymetrixsoft.com](http://www.cymetrixsoft.com)  [business@cymetrixsoft.com](mailto:business@cymetrixsoft.com)  +91 99309 94497

11<sup>th</sup> March 2020

**Preeti Ramgiri**

**Address: A-2-215, floor 2,  
Prabhdevi SRA CHS LTD,  
Rajabhau Anant Desai Marg,  
Prabhadevi, Mumbai-400025**

**Contact: 9819404805**

**Email: ramgiri.priti@gmail.com**

**PRIVATE & CONFIDENTIAL**

**OFFER OF EMPLOYMENT**

Dear **Preeti**,

With reference to the discussions you have had with us, we are pleased to extend to you the offer to join Destar Consulting Private Limited. You will be deputed at our client **Accenture** as **Technical Support Executive** at **Mumbai**.

**Date of Joining:** You will be required to join us on or before **16<sup>th</sup> March 2020**. Kindly sign a copy of this letter in acceptance of the offer and return the same for our records

**Annual Compensation on CTC Basis:** of **INR 2,16,000/-** (INR Two Lakhs Sixteen Thousand Only)

**Verification of your credentials, antecedents and background:** By accepting this offer you have consented and authorized the company to verify your credentials, antecedents and background as declared by you during the recruitment process.

The compensation will be subject to deduction of TDS, excess leave and any other deductions as per the existing regulations / company policy or such as may be in force from time to time. Please note that all compensation details are confidential information between you & Destar Consulting Private Limited, and hence we request you to maintain confidentiality.

Please share soft copies of the below listed documents / details before day of joining.

1. Date of Birth proof certificate (Copy of passport / birth certificate / S.S.C) (Two Copies)
2. Original Academic Certificates (all from 10<sup>th</sup> to Highest)
3. Original Resignation Letter with acknowledgement
4. Relieving letter from previous employer (Original)
5. Proof of compensation last drawn (3 Months - Original)
6. Six passport size photographs (Recent)
7. Bank Statement (six months)
8. Your PAN number along with a Copy of your PAN card
9. Bank Details (Bank name & address, Bank Account number, account title)

We look forward to you joining our organization and to a mutually beneficial association. This offer is subject to suitable reference checks and document verification.

**Confidentiality:** The employee shall not disclose, duplicate, copy or use for any purpose other than performance of his/her duties hereunder, and shall treat as confidential and proprietary to the company or, while working on client projects, to the client, all information of the company and its clients, as to which the employee becomes informed in the course of this employment. The Employee shall not during the term or at any time thereafter divulge to any person or entity, information of a confidential nature relating to the business of the company or any affiliated company or of any client. At the end of the term, the Employee shall immediately turn over to the Company or as the Company may direct all material and information developed by the Employee during his/her employment hereunder including, but not limited to working papers, narrative descriptions, reports and data.

**Ownership of Intellectual property:** Employee agrees that (a) all documents, deliverables, software, systems designs, disks, tapes and any other materials (collectively, "materials") created in whole or in part by Employee in the course of or related to working for Destar Consulting Private Limited or its clients shall be treated as if it were "work for hire", and (b) Employee will immediately disclose to Destar Consulting Private Limited all discoveries, inventions, enhancements, improvements and similar creations (collectively, "creations") made, in whole or in part, employee in the course of or related to work under this employment agreement. All ownership and control of the above materials and creations, including any copyright, patent rights and all other intellectual property rights therein, shall vest exclusively with Destar Consulting Private Limited, and employee hereby assigns to Destar Consulting Private Limited all rights, title and interest that in such materials and creations to Destar Consulting Private Limited, without any additional compensation and free of all liens and encumbrances of any type. Employee agrees to execute any Documents required by Destar Consulting Private Limited or its client to register its rights and to implement the provisions herein.

**Work policy:** You agree to abide by Destar Consulting Private Limited's policies and applicable laws and regulations while performing your duties. You understand that Destar Consulting Private Limited / policies may be modified from time to time as required.

**Relocation and Termination:** In any event, if you decide to terminate your employment with Destar Consulting Private Limited at anytime, you agree to provide Destar Consulting Private Limited with 1 months notice of termination of employment or One month salary in lieu thereof. In any event Employee shall not be eligible for any form of severance pay and hereby waives any rights he or she may have towards that.

**Background Verification:** Your employment and this offer are contingent upon the successful completion of our pre-employment screening process which among other things includes reference checks, employment history etc. We may be required to provide confirmation of criminal background checks, drug tests, credit checks, and other civil requirements due to the nature of our business. By signing below and accepting this offer you agree to be subjected to all such screening and certification procedures at the time of your employment and thereafter, during your employment as applicable by law. Destar Consulting Private Limited may repeat one or more of the foregoing tests and verifications on a periodic basis during the term of your employment. Your continued employment with Destar Consulting Private Limited is subject to the satisfactory outcome of such tests, and verifications.

**Entire Agreement:** This agreement constitutes the entire agreement between the parties pertaining to the subject matter contained in them and supersedes any and all prior or contemporaneous agreements, representations and understandings of the parties.

**Severability:** If any of the provisions of this agreement, or the application of any term or provision to any persons or circumstances is invalid or unenforceable to any extent, then the remainder of this agreement or the applications of the term or provisions to persons or circumstances, other than those to which it is held invalid or unenforceable, shall not be affected thereby and each term or provision of this agreement shall be valid and enforceable to the extent permitted by law.

**Construction:** Headings in this agreement are for reference purposes only and shall not be deemed to have any substantive effect.

**Amendment:** No supplement, modification, or amendment of or to this Agreement shall be binding unless executed in writing by both parties.

**Right of Assignment:** The Employee shall not be entitled to assign any of his/her rights or obligations under this Agreement. Subject to complying with the work authorization the Company shall be entitled to require the Employee to work for any affiliate of the Company during the term.

We will appreciate you indicating your acceptance of this offer by signing the enclosed copy of this letter in the space provided on each and returning it to us as soon as possible. We are certain that you will find a career with Destar Consulting Private Limited, to be both challenging and rewarding, and we look forward to you joining us.

**Salary Annexure:**

PayHeads	Monthly	Annually
Basic	13845.00	166140.00
House Rent Allowance	692.00	8304.00
Bonus	1153.00	13836.00
<b>Gross Salary</b>	<b>15690.00</b>	<b>188280.00</b>
PF (Employer)	1800.00	21600.00
ESIC (Employer)	510.00	6120.00
<b>CTC</b>	<b>18000.00</b>	<b>216000.00</b>
PF (Employee)	1800.00	21600.00
ESIC (Employee)	118.00	1416.00
PT	200.00	2400.00
<b>Net Take Home</b>	<b>13572.00</b>	<b>162864.00</b>

\*\*TDS will be deducted as per the government norms.

The above offer of employment is valid and open for a period of 3 days from the date of issue, after which it will be deemed to be automatically withdrawn if not accepted within the mentioned period.

**We look forward to your joining the Company.**

Yours Sincerely

For Destar Consulting Private Limited /

Agreed to and accepted with  
the express intent to be legally bound  
(referred to as "You" or "Employee")



-----  
Rajendra Chauhan  
Head-Operations

-----  
Name:  
Date:



Extramarks Education India Private Limited

D-180, Sector-63, Noida, U.P. - 201301, India

Ph. : +91-120-4175300

**Date** : 13-May-2019

**Name** : Ridhvik Chettiar

**Location** : Maharashtra,

**Address** : FLAT NO - 301, HAWARE'S KOYNA, PLOT NO - 16, SANPADA, SECTOR- 15, NAVI MUMBAI , Mumbai, Maharashtra - 400705

Dear Ridhvik,

Subject : Offer letter of employment as **Business Development Executive**.

With reference of your application and subsequent interview with us, we are pleased to offer you the position of **Business Development Executive**. Your cost to company(CTC) and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible but not later than **13-May-2019**, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates.
- Passport size photographs.
- Last payslip received from the previous employer.
- Clearance from previous employer.
- Address Proof.
- Identification Proof(PAN Card/Driving License/Voter ID/Passport Copy).
- PF documents (Form 11 & Form 2).
- Reference sheet form.
- Adherence to Anti Corruption Policy.

The URL for the link is: <http://careers.extramarks.com/index/filldetail/refId/OTU1MjUxMTA=>

You would also need to upload a scanned copy of this letter with your acceptance. In case you need any help or have any query, do let us know.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead !

Sincerely,

**HR Department**

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before **13-May-2019**.

Accepted

Registered Office : 506, Surya Kiran Building, 19 K.G. Marg, Connaught Place, New Delhi - 110 001.

Ph. : +91-011-40392333 / Fax : +91-011-23733114/ CIN : U80900DL2015FTC283323 / [www.extramarks.com](http://www.extramarks.com)



## Happydemic

Murali Anantha <murali.anantha@vsit.edu.in>

Wed 7/10/2019 12:27 PM

To: Placement <placement@vsit.edu.in>

Shobha,

Aniket Shelar is selected at HappyDemic. The HR person will contact Aniket directly to complete the formalities. Please inform Aniket accordingly.

Regards,

**Murali Anantha**

**Training and Placement Officer**



Vidyalankar Educational Campus

Vidyalankar College Marg

Mumbai – 400 037.

Tel No. : 022 2416 1126 ext 3103

[www.vsit.edu.in](http://www.vsit.edu.in)

 Please consider your environmental responsibility before printing this email





HDFC Bank Limited  
HDFC Bank House,  
Senapati Bapat Marg,  
Lower Parel (West),  
Mumbai - 400 013.

HDFC Bank Ltd.

March 28, 2019

Applicant No.52894809

<b>Name : Ashwathy Ravindra Sherla</b>		
<b>Grade : Trainee</b>		
<b>Vertical : RETAIL BRANCH BANKING</b>		
<b>Location : Mumbai</b>		
<b>Contact No : 9969605533</b>		
	<b>Per Month (Rs)</b>	<b>Per Annum (Rs)</b>
<b>Base</b>	<b>6,535</b>	<b>78,420</b>
<b>Allowance</b>	<b>10,715</b>	<b>1,28,580</b>
<b>Medical</b>	<b>1,250</b>	<b>15,000</b>
<b>Conveyance</b>	<b>1,600</b>	<b>19,200</b>
<b>Lunch Allowance</b>	<b>910</b>	<b>10,920</b>
<b>Provident Fund</b>		<b>9,420</b>
<b>Gross</b>	<b>21,010</b>	<b>2,61,540</b>

**Welcome to the HDFC Bank family.**

**Conditions Precedent:**

The offer is made to you subject to the following pre-conditions:

- a) The Bank receiving attested copies of all your degrees, professional qualifications certificates and documents of scholarships/prizes won, if any.
- b) Your successful completion of Graduate/Post Graduate/Professional course which is currently ongoing for which you have been interviewed and offered.
- c) The Self Declaration given by you in respect of your medical fitness is in order.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

Kindly note that you are required to join the Bank as per the joining date agreed basis our discussion not exceeding 90 days from the issuance of the letter. You are required to give acceptance of the offer & above terms and conditions of employment immediately on receipt of this offer letter. This offer letter will be valid for a maximum of 90 days from the date of this letter.

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

**Yours truly,**

**For HDFC BANK LIMITED**

( Digitally Signed by Archana Shiroor.)

This communication is computer generated and may not contain signature. Where sent by email, this is signed with the digital signature of the HDFC Bank Ltd - which is obtained from a certifying authority under the Information Technology Act, 2000.

Digitally signed by HDFC Bank Ltd -  
Human Resources - Archana Shiroor  
Date: 2019.03.28 10:34:52 +05:30

Applicant No. 52894809

4

**Conditions Precedent:**

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- a) The Bank receiving attested copies of all your degrees, professional qualifications certificates and documents of scholarships/prizes won, if any.
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Digitally signed by HDFC Bank Ltd -  
Human Resources - Archana Shiroor  
Date: 2019.03.28 10:34:52 +05:30

Applicant No. 52894809

4



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We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

**Yours truly,**

**For HDFC BANK LIMITED**

( Digitally Signed by Archana Shiroor.)

This communication is computer generated and may not contain signature. Where sent by email, this is signed with the digital signature of the HDFC Bank Ltd - which is obtained from a certifying authority under the Information Technology Act, 2000.

Digitally signed by HDFC Bank Ltd -  
Human Resources - Archana Shiroor  
Date: 2019.03.28 10:34:52 +05:30

Applicant No. 52894809

4

**Fw: HDFC Bank Appointment Lettet-Puja Suresh vala**

Ameyakumar Deshpande &lt;ameya.deshpande@vit.edu.in&gt;

Mon 5/27/2019 1:12 PM

To: Murali Anantha &lt;murali.anantha@vsit.edu.in&gt;

Cc: Vivek Gupta &lt;vivek.gupta@vsit.edu.in&gt;

 3 attachments (111 KB)

puja suresh vala.pdf; noname; noname;

Thanks and regards,  
**Ameyakumar Deshpande**  
Placement Manager  
Mob. 9321980290

Vidyalankar Educational Campus  
Vidyalankar College Marg  
Mumbai – 400 037.  
Tel No. : 022 2416 1126 ext 3103  
www.vsit.edu.in

*Please consider your environmental responsibility before printing this email*

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**From:** Puja Vala <pujaval98@gmail.com>  
**Sent:** Monday, May 27, 2019 12:18 PM  
**To:** Ameyakumar Deshpande  
**Subject:** Fwd: HDFC Bank Appointment Lettet-Puja Suresh vala

----- Forwarded message -----

From: <[Anuja.Tribhuwan@hdfcbank.com](mailto:Anuja.Tribhuwan@hdfcbank.com)>  
Date: Tue, Mar 19, 2019, 4:45 PM  
Subject: HDFC Bank Appointment Lettet-Puja Suresh vala  
To: <[pujaval98@gmail.com](mailto:pujaval98@gmail.com)>  
Cc: <[Pranita.Hajare@hdfcbank.com](mailto:Pranita.Hajare@hdfcbank.com)>, <[r.krishna@vit.edu.in](mailto:r.krishna@vit.edu.in)>

Dear Puja,

Congratulations and Welcome to HDFC Bank!

Please find the Appointment Letter which outlines the terms of your employment.

The enclosed information is designed to serve as an introduction to the Bank and has brief inputs on the employee benefits applicable to you.

You can access the enclosed Appointment Letter using your Applicant ID as password. Since we have commenced with issuance of Digitally Signed letters, issuance of physical copies has been discontinued.

Your Applicant ID is--52894336

We will keep you posted with the joining formalities.

Stay tuned.

Best Regards,

**Anuja Tribhuwan**

Talent Acquisition

HDFC BANK 9th floor, Lodha I think Techno Campus,  
Kanjurmarg (E) ,Mumbai - 400 042,



HDFC Bank officials or representatives will NEVER ask you for your personal information i.e. your card details, passwords, PIN, CVV, OTP etc. DO NOT share these details with anyone over phone, SMS or email

To read more about secure banking [http://www.hdfcbank.com/aboutus/security/security\\_tips.htm](http://www.hdfcbank.com/aboutus/security/security_tips.htm)



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Disclaimer:

"The information contained herein (including any accompanying documents) is confidential and is intended solely for the addressee(s). If you have erroneously received this message, please immediately delete it and notify the sender. Also, if you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or taking any action in reliance on the contents of this message or any accompanying document is strictly prohibited and is unlawful. The organization is not responsible for any damage caused by a virus or alteration of the e-mail by a third party or otherwise.

Regd. Office : HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013. "

**DISCLAIMER:**

This message is intended only for the ordinary use by the person to whom it is addressed and may contain information that is confidential and privileged under applicable laws, or otherwise protected by work product immunity or other legal rules. No one else may copy or forward all or any of it in any form. If you are not the intended recipient, you are hereby notified that any use, review or disclosure or copying of this message and information it contains is prohibited. If you have received this message in error, please notify the sender by reply e-mail and then delete it from your system. Thank you.



# HDFC bank Appointment Letter--Shubham. Manohar . Kalekar



Inbox



Anuja.Tribhuwan@... 24/05/2019

to me, Achala.Parmar, Rimjhim....



Dear Shubham,

Congratulations and Welcome to HDFC Bank!

Please find the Appointment Letter which outlines the terms of your employment.

The enclosed information is designed to serve as an introduction to the Bank and has brief inputs on the employee benefits applicable to you.

You can access the enclosed Appointment Letter using your Applicant ID as password. Since we have commenced with issuance of Digitally Signed letters, issuance of physical copies has been discontinued.

Your Applicant ID is -52894774

Please note SMS will be sent to your registered mobile, which will contain **Applicant ID** & the **Onboarding App link**, through which you can accept your offer and provide your Tentative Date of Joining as well

*(kindly access this link only through Smart Phone).*

#### **FAQs for using Onboarding App :**

1. Await SMS, to access & download the app for accepting offer
2. In the field for subscription ID, please input "HDFC"
3. Basis your tentative Date of Joining, you will be able to view Training Calendar for selecting required Swagat Date
4. In case not able to view the Calendar then to contact HR Person for support
5. If selected Swagat Date is falling within 6 to 45 days - it will show as "wait listed". L&D Team would confirm nomination for the said Date or any nearest Date possible - upon which mail confirmation will be sent
6. If selected Date is >45 days - then it will show as "confirmed" nomination - upon which mail confirmation will be sent
7. In case you are available to join <5 days - then select any date from 6-45 days as "Wait Listed" and inform your HR for doing the needful

We will keep you posted with the joining formalities.

Stay tuned.

Best Regards,

Anuja Tribhuwan  
Talent Acquisition  
HDFC BANK 9th floor, Lodha I think Techno Campus,  
Kanjurmarg (E), Mumbai - 400 042,



HDFC Bank officials or representatives will NEVER ask you for your personal information i.e. your card details, passwords, PIN, CVV, OTP etc. DO NOT share these details with anyone over phone, SMS or email



**PRIVATE & CONFIDENTIAL**

*Gurdit Singh Kuldip Singh Sudan,  
Bldg no 23, Rno 1079, Opp to Dashmesh,  
Gurudwara, G T B Nagar,  
Mumbai  
March 21, 2019*

*Dear Gurdit Singh Sudan,*

*Welcome to IKS Health!*

**Subject: Offer Letter**

With reference to your application, subsequent interview and discussions, we are pleased to inform that you have been selected for the position of **Revenue Cycle Officer\_AR**, in Grade **11**, in Department **RCM** with our organization commencing from **June 10, 2019**.

Your annual compensation will be INR 350000.00/-. The details of the terms and conditions of the offer of employment are detailed in the enclosed annexures.

IKS Health is defined by an efficient and reliable culture that sets us apart. Our DNA, while evolving through various transformations, has still constitutionally been driven by the same core values. **Customer first** has been one such belief that influences every employee at IKS Health. We strive to understand our customer's need, staying ahead of the curve to deliver best-in-class service. Equally crucial, is our **ownership**, wherein our eyes stay on the end result without compromising on our quality, ethics and people. We draw our greatest strength by **caring** for our customers and our people. Hence, **collaboration** at workforce goes hand-in-hand with greater accountability, thereby creating responsible members at our workplace. As we redefine what business success means in the changing landscape, we believe in inculcating the spirit of **innovation** so that established systems and ways of doing things are constantly tested, questioned and disrupted. **Continuous learning** 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 IKS Health 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 IKS Health 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 at our Mumbai office on **June 10, 2019**. Please keep your recruiter informed, in case of advancement in the joining date.

Please endorse your acceptance, within the next two business days, by duly signing the duplicate copy of this letter on all sheets, including annexures, at the bottom on the right corner and return to the undersigned. Please refrain from soliciting other offers based on this letter as the same will be null and void if so used.

We wish you all the best.

Thanking you,  
For Inventurus Knowledge Solutions Pvt. Ltd.  
HR Team  
I accept the above offer on the terms indicated.

-   
Signature  
Gurdit Singh Kuldip Singh Sudan

Date 11/06/19





HRD/2T/12973013/19-20

Ms. Nidhi Dayanand Sawant  
Candidate ID: 12973013  
23/1183, Shatatarka C.H.S, Sardar Nagar 1,  
near Samaj Mandir Hall , Sion(East)  
Mumbai - 400022  
Maharashtra  
India  
Ph: (91) 96195 35881

August 7, 2019

Dear Nidhi,

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](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)

Digitally signed by RICHARD LOBO  
Date: 2019.08.07 18:04:48 +05:30  
Reason: Offer Letter  
Location: Bangalore

HRD/2T/12973013/19-20

Ms. Nidhi Dayanand Sawant  
Candidate ID: 12973013  
23/1183, Shatatarka C.H.S, Sardar Nagar 1,  
near Samaj Mandir Hall , Sion(East)  
Mumbai - 400022  
Maharashtra  
India  
Ph: (91) 96195 35881

August 7, 2019

Dear Nidhi,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### Joining date

Your scheduled date of employment with us will be **September 23, 2019**.

#### 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 Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom 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

**INFOSYS LIMITED**  
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Electronics City, Hosur Road  
Bangalore 560 100, India  
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F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)

## Probation and confirmation

You will be on probation for a period of twelve 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 – III.

## 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, 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 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 & 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.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 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 4,00,000** 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 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.

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 graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, 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.

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 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.

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.

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

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Nidhi Dayanand Sawant			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
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			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
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)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	12,000	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.				





HRD/2T/12973015/19-20

Mr. Sourav Sanjay Gavkar  
Candidate ID: 12973015  
3/175, Old M.H.B. Colony  
Gorai Road, Borivali West  
Mumbai - 400091  
Maharashtra  
India  
Ph: (91) 83699 65639

August 7, 2019

Dear Sourav,

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](http://www.infosys.com)

Digitally signed by RICHARD LOBO  
Date: 2019.08.07 18:04:49 +05:30  
Reason: Offer Letter  
Location: Bangalore



HRD/2T/12973015/19-20

Mr. Sourav Sanjay Gavkar  
Candidate ID: 12973015  
3/175, Old M.H.B. Colony  
Gorai Road, Borivali West  
Mumbai - 400091  
Maharashtra  
India  
Ph: (91) 83699 65639

August 7, 2019

Dear Sourav,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### **Joining date**

Your scheduled date of employment with us will be **September 23, 2019**.

#### **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 Period**

The training program will consist of classroom training and on-the-job training. The duration of the classroom 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

**INFOSYS LIMITED**  
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F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)

## Probation and confirmation

You will be on probation for a period of twelve 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 – III.

## 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, 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 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 & 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.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 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 4,00,000** 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 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.

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 graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, 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.

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 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.

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.

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

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	<b>Mr. Sourav Sanjay Gavkar</b>			
ROLE	<b>Operations Executive</b>			
ROLE DESIGNATION	<b>Operations Executive - Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
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			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
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)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	12,000	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.				



## Offer Letter: Summer Internship

May 27, 2019

Dear Owais,

We take pleasure in welcoming you to Intelligence Node's team as an "Intern" with effect from May 28, 2019.

The terms and conditions for your offer as detailed below:

1. You shall be a Contract employee in our organization – Intelligence Node Consulting Pvt Ltd till the completion of the project (Generally 2 months).
2. You will start at a stipend of Rs 10,000/- per month.
3. This remuneration will remain as is, provided you haven't taken any unpaid leave.
4. The two months of your tenure with us will be considered as internship period where the notice period from either side will be 15 days.
5. You will be posted in our office at Mumbai.
6. As an intern, you shall work exclusively with the company and will not accept any other employment/consultancy/position without the written permission from the director of Intelligence Node.
7. You are expected to maintain high standards of conduct and excellence in your assignments. You shall discharge your duties and responsibilities faithfully and to the best of your ability and talent.
8. In case if our association terminates after the 1 month internship, after your departure from the company you will be bound by our non-poach, non-compete provisions which include non-poaching of Intelligence Node clients and staff for one year after your departure and non-competing with any Recruitment or HR Related business for one year after your departure.
9. As a full time intern exclusively engaged with our company, your typical office hours would be 9:00 am to 6:00 pm.
10. You will be asked to sign a detailed Non Disclosure Agreement with the Company and its clients within a week of joining pertaining to trade secrets and proprietary information and processes as they may exist from time to time, are valuable, special and unique assets of the company's business.

The NDA will refer to concepts and details of projects currently under the consideration of the company.

11. The appointment is based on the information supplied by you to us in your application/personal data and otherwise, and will be considered null and void if a material error is discovered therein at anytime, and your employment shall be terminated without any notice or salary in lieu thereof.

We wish all the very best and a hearty welcome on board in our company. Please sign and return a copy of this letter to the management as an acknowledgement of your agreement to the terms mentioned above.

The under-signed hereby accept the above mentioned terms and conditions.

Priya Gaikwad

\_\_\_\_\_

DNA Manager

Intelligence Node Consulting Private Limited

Ansari Owais Ahmed

\_\_\_\_\_



## Offer Letter: Summer Internship

May 27, 2019

Dear Vaikunda,

We take pleasure in welcoming you to Intelligence Node's team as an "Intern" with effect from May 28, 2019.

The terms and conditions for your offer as detailed below:

1. You shall be a Contract employee in our organization – Intelligence Node Consulting Pvt Ltd till the completion of the project (Generally 2 months).
2. You will start at a stipend of Rs 10,000/- per month.
3. This remuneration will remain as is, provided you haven't taken any unpaid leave.
4. The two months of your tenure with us will be considered as internship period where the notice period from either side will be 15 days.
5. You will be posted in our office at Mumbai.
6. As an intern, you shall work exclusively with the company and will not accept any other employment/consultancy/position without the written permission from the director of Intelligence Node.
7. You are expected to maintain high standards of conduct and excellence in your assignments. You shall discharge your duties and responsibilities faithfully and to the best of your ability and talent.
8. In case if our association terminates after the 1 month internship, after your departure from the company you will be bound by our non-poach, non-compete provisions which include non-poaching of Intelligence Node clients and staff for one year after your departure and non-competing with any Recruitment or HR Related business for one year after your departure.
9. As a full time intern exclusively engaged with our company, your typical office hours would be 9:00 am to 6:00 pm.
10. You will be asked to sign a detailed Non Disclosure Agreement with the Company and its clients within a week of joining pertaining to trade secrets and proprietary information and processes as they may exist from time to time, are valuable, special and unique assets of the company's business.

The NDA will refer to concepts and details of projects currently under the consideration of the company.

11. The appointment is based on the information supplied by you to us in your application/personal data and otherwise, and will be considered null and void if a material error is discovered therein at anytime, and your employment shall be terminated without any notice or salary in lieu thereof.

We wish all the very best and a hearty welcome on board in our company. Please sign and return a copy of this letter to the management as an acknowledgement of your agreement to the terms mentioned above.

The under-signed hereby accept the above mentioned terms and conditions.

Priya Gaikwad

\_\_\_\_\_

DNA Manager

Intelligence Node Consulting Private Limited

Vaikunda Nadar

\_\_\_\_\_

Date: August 29, 2018

Ref: LTI/HR/Campus/2019

Name: ABHISHEK FOUJDAR

College: Vidyalankar School of Information Technology

### OFFER OF EMPLOYMENT

Dear ABHISHEK FOUJDAR,

**Welcome** to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,48,000/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

### TERMS AND CONDITIONS

#### **1. Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

#### **2. Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

#### **3. Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

**4. Background Verification**

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

**5. Service Agreement**

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

**6. Letter Acceptance**

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



---

Joji Varghese  
Sr. HR Manager

I have read the letter and accept the same.

---

Signature and Date

**ANNEXURE-1**

Name : ABHISHEK FOUJDAR		Date : August 29, 2018
Salary Grade : AT		
Component	Amount Rs./Per Annum	Amount Rs. /Per Month
<u>MONTHLY REMUNERATION</u>		
Basic		10,000
House Rent Allowance (H.R.A.)		3,000
Conveyance Allowance		1,600
Medical Allowance		1,250
Adhoc Allowance		747
Meal Allowance		1,210
<b>Sub- Total (A)</b>	<b>213,684</b>	<b>17,807</b>
<u>DEFERRED BENEFITS</u>		
Provident Fund (P.F.)		1200
Gratuity		481
<b>Sub- Total (B)</b>	<b>20,172</b>	<b>1,681</b>
<b>Total (A+B)</b>	<b>233,856</b>	<b>19,488</b>
Variable Pay	10,000	
Mediclaime Premium	4,140	
<b>Grand Total</b>	<b>248,000</b>	
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>- Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.</li> <li>- H.R.A. will be deducted for accommodation (if any) provided by the Company.</li> <li>- You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.</li> <li>- The Company can set off or make appropriate adjustment from Adhoc Allowance towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.</li> <li>- The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.</li> <li>- The eligibility for payment of Gratuity is a minimum of five years of service in the Company.</li> <li>- The variable component will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.</li> <li>- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.</li> </ul> <p><b>Medical Insurance:</b></p> <p>The Group Mediclaime Policy of Company covers Employee, Spouse &amp; upto 2 dependent children (below 21 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.</p>		

**ANNEXURE-2**

Eligibility Criteria for Non Engineering Candidates- 2019 Batch	
<b>Qualification</b>	BSC,BCA,BCS
<b>Branches:</b>	Computer Science/Information Technology/Information science and Electronics
<b>Age Criteria: As on 1st July of Passing year (2018)</b>	Less than 23 years
<b>Academic Gap:</b>	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. <b>No year drop allowed.</b>
<b>Course must complete in:</b>	3 years
<b>SSC, HSC , Diploma (if applicable) Percentages / CGPA:</b>	50% & Above OR Equivalent CGPA NOTE: • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.
<b>Graduation,Post-Graduation Percentages/CGPA:</b>	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA Aggregate of all semesters AND all appeared subjects(irrespective of the University rule) Provisional/Passing Certificate must state First class
<b>Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)</b>	<ul style="list-style-type: none"> <li>• <b>No active/live backlogs allowed at the time of the interview process</b></li> <li>• Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University.</li> <li>• This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to absenteeism.</li> <li>• Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as Re- attempt/ATKT/Backlog/Arrear.</li> <li>• <b>No Re-attempts/ATKTs/Backlogs/Arrears allowed in the <u>final semester of any course</u></b></li> <li>• <b>Any pending Re-attempts/ATKTs/Backlogs/Arrears in the <u>current course</u> (obtained after the interview process) <b>must be attempted and cleared</b> with the final semester examinations</b></li> </ul>
<b>Nature of Course:</b>	All Full Time courses Only
<b>Year of Passing:</b>	2019 SUMMER pass outs Only
<b>Citizenship:</b>	Resident Indian Citizens Only
<b>Your College/Institution MUST be:</b>	UGC / AICTE / State Board Approved ONLY
<b>Pre-Employment Verification:</b>	Not been involved in any court proceedings and/or convicted for any offence
<b>Pre-Employment Medical Certificate:</b>	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
<p><u>Self Declaration :</u></p> <ol style="list-style-type: none"> <li>1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above.</li> <li>2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.</li> <li>3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.</li> <li>4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.</li> <li>5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months. (If found so, LTI may take immediate action and cancel the candidature at ANY stage)</li> </ol> <p>Signature: _____</p> <p>Name: _____</p> <p>Mobile No: _____</p> <p>College Name : _____</p> <p>Today's Date: _____</p>	

Date: August 29, 2018

Ref: LTI/HR/Campus/2019

Name: Gaurav Khandagale

College: Vidyalankar School of Information Technology

### OFFER OF EMPLOYMENT

Dear Gaurav Khandagale,

**Welcome** to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,48,000/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

### TERMS AND CONDITIONS

#### **1. Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

#### **2. Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

#### **3. Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

**4. Background Verification**

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

**5. Service Agreement**

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

**6. Letter Acceptance**

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Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



---

Joji Varghese  
Sr. HR Manager

I have read the letter and accept the same.

---

Signature and Date



**ANNEXURE-1**

Name : Gaurav Khandagale		Date : August 29, 2018
Salary Grade : AT		
Component	Amount Rs./Per Annum	Amount Rs. /Per Month
<u>MONTHLY REMUNERATION</u>		
Basic		10,000
House Rent Allowance (H.R.A.)		3,000
Conveyance Allowance		1,600
Medical Allowance		1,250
Adhoc Allowance		747
Meal Allowance		1,210
<b>Sub- Total (A)</b>	<b>213,684</b>	<b>17,807</b>
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Variable Pay	10,000	
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<b>Grand Total</b>	<b>248,000</b>	
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<b>Academic Gap:</b>	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. <b>No year drop allowed.</b>
<b>Course must complete in:</b>	3 years
<b>SSC, HSC , Diploma (if applicable) Percentages / CGPA:</b>	50% & Above OR Equivalent CGPA NOTE: • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.
<b>Graduation,Post-Graduation Percentages/CGPA:</b>	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA Aggregate of all semesters AND all appeared subjects(irrespective of the University rule) Provisional/Passing Certificate must state First class
<b>Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)</b>	<ul style="list-style-type: none"> <li>• <b>No active/live backlogs allowed at the time of the interview process</b></li> <li>• Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University.</li> <li>• This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTS/Backlogs/Arrears and re-attempts due to absenteeism.</li> <li>• Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as Re- attempt/ATKT/Backlog/Arrear.</li> </ul> <ul style="list-style-type: none"> <li>• <b>No Re-attempts/ATKTs/Backlogs/Arrears allowed in the <u>final semester of any course</u></b></li> <li>• <b>Any pending Re-attempts/ATKTs/Backlogs/Arrears in the <u>current course</u></b> (obtained after the interview process) <b>must be attempted and cleared <u>with the final semester examinations</u></b></li> </ul>
<b>Nature of Course:</b>	All Full Time courses Only
<b>Year of Passing:</b>	2019 SUMMER pass outs Only
<b>Citizenship:</b>	Resident Indian Citizens Only
<b>Your College/Institution MUST be:</b>	UGC / AICTE / State Board Approved ONLY
<b>Pre-Employment Verification:</b>	Not been involved in any court proceedings and/or convicted for any offence
<b>Pre-Employment Medical Certificate:</b>	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
<p><u>Self Declaration :</u></p> <ol style="list-style-type: none"> <li>1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above.</li> <li>2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.</li> <li>3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.</li> <li>4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.</li> <li>5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months. (If found so, LTI may take immediate action and cancel the candidature at ANY stage)</li> </ol> <p>Signature: _____</p> <p>Name: _____</p> <p>Mobile No: _____</p> <p>College Name : _____</p> <p>Today's Date: _____</p>	

Date: August 29, 2018

Ref: LTI/HR/Campus/2019

Name: GEORGE VINCENT

College: Vidyalankar School of Information Technology

### OFFER OF EMPLOYMENT

Dear GEORGE VINCENT,

**Welcome** to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,48,000/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

### TERMS AND CONDITIONS

#### **1. Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

#### **2. Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

#### **3. Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

**4. Background Verification**

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

**5. Service Agreement**

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

**6. Letter Acceptance**

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



---

Joji Varghese  
Sr. HR Manager

I have read the letter and accept the same.

---

Signature and Date

**ANNEXURE-1**

Name : GEORGE VINCENT		Date : August 29, 2018
Salary Grade : AT		
Component	Amount Rs./Per Annum	Amount Rs. /Per Month
<u>MONTHLY REMUNERATION</u>		
Basic		10,000
House Rent Allowance (H.R.A.)		3,000
Conveyance Allowance		1,600
Medical Allowance		1,250
Adhoc Allowance		747
Meal Allowance		1,210
<b>Sub- Total (A)</b>	<b>213,684</b>	<b>17,807</b>
<u>DEFERRED BENEFITS</u>		
Provident Fund (P.F.)		1200
Gratuity		481
<b>Sub- Total (B)</b>	<b>20,172</b>	<b>1,681</b>
<b>Total (A+B)</b>	<b>233,856</b>	<b>19,488</b>
Variable Pay	10,000	
Mediclaime Premium	4,140	
<b>Grand Total</b>	<b>248,000</b>	
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>- Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.</li> <li>- H.R.A. will be deducted for accommodation (if any) provided by the Company.</li> <li>- You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.</li> <li>- The Company can set off or make appropriate adjustment from Adhoc Allowance towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.</li> <li>- The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.</li> <li>- The eligibility for payment of Gratuity is a minimum of five years of service in the Company.</li> <li>- The variable component will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.</li> <li>- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.</li> </ul> <p><b>Medical Insurance:</b></p> <p>The Group Mediclaim Policy of Company covers Employee, Spouse &amp; upto 2 dependent children (below 21 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.</p>		

**ANNEXURE-2**

Eligibility Criteria for Non Engineering Candidates- 2019 Batch	
<b>Qualification</b>	BSC,BCA,BCS
<b>Branches:</b>	Computer Science/Information Technology/Information science and Electronics
<b>Age Criteria: As on 1st July of Passing year (2018)</b>	Less than 23 years
<b>Academic Gap:</b>	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. <b>No year drop allowed.</b>
<b>Course must complete in:</b>	3 years
<b>SSC, HSC , Diploma (if applicable) Percentages / CGPA:</b>	50% & Above OR Equivalent CGPA NOTE: • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.
<b>Graduation,Post-Graduation Percentages/CGPA:</b>	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA Aggregate of all semesters AND all appeared subjects(irrespective of the University rule) Provisional/Passing Certificate must state First class
<b>Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)</b>	<ul style="list-style-type: none"> <li>• <b>No active/live backlogs allowed at the time of the interview process</b></li> <li>• Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University.</li> <li>• This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTS/Backlogs/Arrears and re-attempts due to absenteeism.</li> <li>• Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as Re- attempt/ATKT/Backlog/Arrear.</li> </ul> <ul style="list-style-type: none"> <li>• <b>No</b> Re-attempts/ATKTs/Backlogs/Arrears allowed in the <b>final semester of any course</b></li> <li>• <b>Any pending</b> Re-attempts/ATKTs/Backlogs/Arrears in the <b>current course</b> (obtained after the interview process) <b>must be attempted and cleared</b> <u>with the final semester examinations</u></li> </ul>
<b>Nature of Course:</b>	All Full Time courses Only
<b>Year of Passing:</b>	2019 SUMMER pass outs Only
<b>Citizenship:</b>	Resident Indian Citizens Only
<b>Your College/Institution MUST be:</b>	UGC / AICTE / State Board Approved ONLY
<b>Pre-Employment Verification:</b>	Not been involved in any court proceedings and/or convicted for any offence
<b>Pre-Employment Medical Certificate:</b>	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
<p><u>Self Declaration :</u></p> <ol style="list-style-type: none"> <li>1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above.</li> <li>2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.</li> <li>3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.</li> <li>4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.</li> <li>5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months. (If found so, LTI may take immediate action and cancel the candidature at ANY stage)</li> </ol> <p>Signature: _____</p> <p>Name: _____</p> <p>Mobile No: _____</p> <p>College Name : _____</p> <p>Today's Date: _____</p>	

Date: August 29, 2018

Ref: LTI/HR/Campus/2019

Name: RACHANA THAKUR

College: Vidyalankar School of Information Technology

### OFFER OF EMPLOYMENT

Dear RACHANA THAKUR,

**Welcome** to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,48,000/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

### TERMS AND CONDITIONS

#### **1. Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

#### **2. Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

#### **3. Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

**4. Background Verification**

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

**5. Service Agreement**

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

**6. Letter Acceptance**

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



---

Joji Varghese  
Sr. HR Manager

I have read the letter and accept the same.

---

Signature and Date



**ANNEXURE-1**

Name : RACHANA THAKUR		Date : August 29, 2018
Salary Grade : AT		
Component	Amount Rs./Per Annum	Amount Rs. /Per Month
<u>MONTHLY REMUNERATION</u>		
Basic		10,000
House Rent Allowance (H.R.A.)		3,000
Conveyance Allowance		1,600
Medical Allowance		1,250
Adhoc Allowance		747
Meal Allowance		1,210
<b>Sub- Total (A)</b>	<b>213,684</b>	<b>17,807</b>
<u>DEFERRED BENEFITS</u>		
Provident Fund (P.F.)		1200
Gratuity		481
<b>Sub- Total (B)</b>	<b>20,172</b>	<b>1,681</b>
<b>Total (A+B)</b>	<b>233,856</b>	<b>19,488</b>
Variable Pay	10,000	
Mediclaime Premium	4,140	
<b>Grand Total</b>	<b>248,000</b>	
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>- Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.</li> <li>- H.R.A. will be deducted for accommodation (if any) provided by the Company.</li> <li>- You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.</li> <li>- The Company can set off or make appropriate adjustment from Adhoc Allowance towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.</li> <li>- The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.</li> <li>- The eligibility for payment of Gratuity is a minimum of five years of service in the Company.</li> <li>- The variable component will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.</li> <li>- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.</li> </ul> <p><b>Medical Insurance:</b></p> <p>The Group Mediclaime Policy of Company covers Employee, Spouse &amp; upto 2 dependent children (below 21 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.</p>		

**ANNEXURE-2**

Eligibility Criteria for Non Engineering Candidates- 2019 Batch	
<b>Qualification</b>	BSC,BCA,BCS
<b>Branches:</b>	Computer Science/Information Technology/Information science and Electronics
<b>Age Criteria: As on 1st July of Passing year (2018)</b>	Less than 23 years
<b>Academic Gap:</b>	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. <b>No year drop allowed.</b>
<b>Course must complete in:</b>	3 years
<b>SSC, HSC , Diploma (if applicable) Percentages / CGPA:</b>	50% & Above OR Equivalent CGPA NOTE: • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.
<b>Graduation,Post-Graduation Percentages/CGPA:</b>	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA Aggregate of all semesters AND all appeared subjects(irrespective of the University rule) Provisional/Passing Certificate must state First class
<b>Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)</b>	<ul style="list-style-type: none"> <li>• <b>No active/live backlogs allowed at the time of the interview process</b></li> <li>• Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University.</li> <li>• This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTS/Backlogs/Arrears and re-attempts due to absenteeism.</li> <li>• Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as Re- attempt/ATKT/Backlog/Arrear.</li> <li>• <b>No Re-attempts/ATKTs/Backlogs/Arrears allowed in the <u>final semester of any course</u></b></li> <li>• <b>Any pending Re-attempts/ATKTs/Backlogs/Arrears in the <u>current course</u></b> (obtained after the interview process) <b>must be attempted and cleared <u>with the final semester examinations</u></b></li> </ul>
<b>Nature of Course:</b>	All Full Time courses Only
<b>Year of Passing:</b>	2019 SUMMER pass outs Only
<b>Citizenship:</b>	Resident Indian Citizens Only
<b>Your College/Institution MUST be:</b>	UGC / AICTE / State Board Approved ONLY
<b>Pre-Employment Verification:</b>	Not been involved in any court proceedings and/or convicted for any offence
<b>Pre-Employment Medical Certificate:</b>	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
<p><u>Self Declaration :</u></p> <ol style="list-style-type: none"> <li>1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above.</li> <li>2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.</li> <li>3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.</li> <li>4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.</li> <li>5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months. (If found so, LTI may take immediate action and cancel the candidature at ANY stage)</li> </ol> <p>Signature: _____</p> <p>Name: _____</p> <p>Mobile No: _____</p> <p>College Name : _____</p> <p>Today's Date: _____</p>	

Date: August 29, 2018

Ref: LTI/HR/Campus/2019

Name: SHIVANI SAWANT

College: Vidyalankar School of Information Technology

### OFFER OF EMPLOYMENT

Dear SHIVANI SAWANT,

**Welcome** to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,48,000/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

### TERMS AND CONDITIONS

#### **1. Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

#### **2. Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

#### **3. Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

**4. Background Verification**

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

**5. Service Agreement**

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

**6. Letter Acceptance**

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



---

Joji Varghese  
Sr. HR Manager

I have read the letter and accept the same.

---

Signature and Date

**ANNEXURE-1**

Name : SHIVANI SAWANT		Date : August 29, 2018
Salary Grade : AT		
Component	Amount Rs./Per Annum	Amount Rs. /Per Month
<u>MONTHLY REMUNERATION</u>		
Basic		10,000
House Rent Allowance (H.R.A.)		3,000
Conveyance Allowance		1,600
Medical Allowance		1,250
Adhoc Allowance		747
Meal Allowance		1,210
<b>Sub- Total (A)</b>	<b>213,684</b>	<b>17,807</b>
<u>DEFERRED BENEFITS</u>		
Provident Fund (P.F.)		1200
Gratuity		481
<b>Sub- Total (B)</b>	<b>20,172</b>	<b>1,681</b>
<b>Total (A+B)</b>	<b>233,856</b>	<b>19,488</b>
Variable Pay	10,000	
Mediclaime Premium	4,140	
<b>Grand Total</b>	<b>248,000</b>	
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>- Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.</li> <li>- H.R.A. will be deducted for accommodation (if any) provided by the Company.</li> <li>- You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.</li> <li>- The Company can set off or make appropriate adjustment from Adhoc Allowance towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.</li> <li>- The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.</li> <li>- The eligibility for payment of Gratuity is a minimum of five years of service in the Company.</li> <li>- The variable component will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.</li> <li>- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.</li> </ul> <p><b>Medical Insurance:</b></p> <p>The Group Mediclaim Policy of Company covers Employee, Spouse &amp; upto 2 dependent children (below 21 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.</p>		

## ANNEXURE-2

Eligibility Criteria for Non Engineering Candidates- 2019 Batch	
Qualification	BSC,BCA,BCS
Branches:	Computer Science/Information Technology/Information science and Electronics
Age Criteria: As on 1st July of Passing year (2018)	Less than 23 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. <b>No year drop allowed.</b>
Course must complete in:	3 years
SSC, HSC , Diploma (if applicable) Percentages / CGPA:	50% & Above OR Equivalent CGPA NOTE: • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.
Graduation,Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA
	Aggregate of all semesters AND all appeared subjects(irrespective of the University rule)
	Provisional/Passing Certificate must state First class
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)	<ul style="list-style-type: none"> <li><b>No active/live backlogs allowed at the time of the interview process</b></li> <li>Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University.</li> <li>This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTS/Backlogs/Arrears and re-attempts due to absenteeism.</li> <li>Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as Re- attempt/ATKT/Backlog/Arrear.</li> </ul> <ul style="list-style-type: none"> <li><b>No Re-attempts/ATKTs/Backlogs/Arrears allowed in the <u>final semester of any course</u></b></li> <li><b>Any pending Re-attempts/ATKTs/Backlogs/Arrears in the <u>current course</u> (obtained after the interview process) <u>must be attempted and cleared</u> with the final semester examinations</b></li> </ul>
Nature of Course:	All Full Time courses Only
Year of Passing:	2019 SUMMER pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
<p><u>Self Declaration :</u></p> <ol style="list-style-type: none"> <li>1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above.</li> <li>2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.</li> <li>3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.</li> <li>4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.</li> <li>5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months. (If found so, LTI may take immediate action and cancel the candidature at ANY stage)</li> </ol> <p>Signature: _____</p> <p>Name: _____</p> <p>Mobile No: _____</p> <p>College Name : _____</p> <p>Today's Date: _____</p>	

Date: August 29, 2018

Ref: LTI/HR/Campus/2019

Name: SUMIT TIWARI

College: Vidyalankar School of Information Technology

### OFFER OF EMPLOYMENT

Dear SUMIT TIWARI,

**Welcome** to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,48,000/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

### TERMS AND CONDITIONS

#### **1. Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

#### **2. Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

#### **3. Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

**4. Background Verification**

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

**5. Service Agreement**

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

**6. Letter Acceptance**

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



---

Joji Varghese  
Sr. HR Manager

I have read the letter and accept the same.

---

Signature and Date



**ANNEXURE-1**

Name : SUMIT TIWARI		Date : August 29, 2018
Salary Grade : AT		
Component	Amount Rs./Per Annum	Amount Rs. /Per Month
<u>MONTHLY REMUNERATION</u>		
Basic		10,000
House Rent Allowance (H.R.A.)		3,000
Conveyance Allowance		1,600
Medical Allowance		1,250
Adhoc Allowance		747
Meal Allowance		1,210
<b>Sub- Total (A)</b>	<b>213,684</b>	<b>17,807</b>
<u>DEFERRED BENEFITS</u>		
Provident Fund (P.F.)		1200
Gratuity		481
<b>Sub- Total (B)</b>	<b>20,172</b>	<b>1,681</b>
<b>Total (A+B)</b>	<b>233,856</b>	<b>19,488</b>
Variable Pay	10,000	
Mediclaime Premium	4,140	
<b>Grand Total</b>	<b>248,000</b>	
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>- Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.</li> <li>- H.R.A. will be deducted for accommodation (if any) provided by the Company.</li> <li>- You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.</li> <li>- The Company can set off or make appropriate adjustment from Adhoc Allowance towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.</li> <li>- The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.</li> <li>- The eligibility for payment of Gratuity is a minimum of five years of service in the Company.</li> <li>- The variable component will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.</li> <li>- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.</li> </ul> <p><b>Medical Insurance:</b></p> <p>The Group Mediclaime Policy of Company covers Employee, Spouse &amp; upto 2 dependent children (below 21 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.</p>		

**ANNEXURE-2**

Eligibility Criteria for Non Engineering Candidates- 2019 Batch	
<b>Qualification</b>	BSC,BCA,BCS
<b>Branches:</b>	Computer Science/Information Technology/Information science and Electronics
<b>Age Criteria: As on 1st July of Passing year (2018)</b>	Less than 23 years
<b>Academic Gap:</b>	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. <b>No year drop allowed.</b>
<b>Course must complete in:</b>	3 years
<b>SSC, HSC , Diploma (if applicable) Percentages / CGPA:</b>	50% & Above OR Equivalent CGPA NOTE: • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.
<b>Graduation,Post-Graduation Percentages/CGPA:</b>	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA Aggregate of all semesters AND all appeared subjects(irrespective of the University rule) Provisional/Passing Certificate must state First class
<b>Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)</b>	<ul style="list-style-type: none"> <li>• <b>No active/live backlogs allowed at the time of the interview process</b></li> <li>• Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University.</li> <li>• This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTS/Backlogs/Arrears and re-attempts due to absenteeism.</li> <li>• Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as Re- attempt/ATKT/Backlog/Arrear.</li> <li>• <b>No Re-attempts/ATKTs/Backlogs/Arrears allowed in the <u>final semester of any course</u></b></li> <li>• <b>Any pending Re-attempts/ATKTs/Backlogs/Arrears in the <u>current course</u></b> (obtained after the interview process) <b>must be attempted and cleared <u>with the final semester examinations</u></b></li> </ul>
<b>Nature of Course:</b>	All Full Time courses Only
<b>Year of Passing:</b>	2019 SUMMER pass outs Only
<b>Citizenship:</b>	Resident Indian Citizens Only
<b>Your College/Institution MUST be:</b>	UGC / AICTE / State Board Approved ONLY
<b>Pre-Employment Verification:</b>	Not been involved in any court proceedings and/or convicted for any offence
<b>Pre-Employment Medical Certificate:</b>	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
<p><u>Self Declaration :</u></p> <ol style="list-style-type: none"> <li>1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above.</li> <li>2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.</li> <li>3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.</li> <li>4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.</li> <li>5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months. (If found so, LTI may take immediate action and cancel the candidature at ANY stage)</li> </ol> <p>Signature: _____</p> <p>Name: _____</p> <p>Mobile No: _____</p> <p>College Name : _____</p> <p>Today's Date: _____</p>	

Date: August 29, 2018

Ref: LTI/HR/Campus/2019

Name: Wasif Mukadam

College: Vidyalankar School of Information Technology

### OFFER OF EMPLOYMENT

Dear Wasif Mukadam,

**Welcome** to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,48,000/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

### TERMS AND CONDITIONS

#### **1. Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

#### **2. Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

#### **3. Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

**4. Background Verification**

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

**5. Service Agreement**

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

**6. Letter Acceptance**

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



---

Joji Varghese  
Sr. HR Manager

I have read the letter and accept the same.

---

Signature and Date

**ANNEXURE-1**

Name : Wasif Mukadam		Date : August 29, 2018
Salary Grade : AT		
Component	Amount Rs./Per Annum	Amount Rs. /Per Month
<u>MONTHLY REMUNERATION</u>		
Basic		10,000
House Rent Allowance (H.R.A.)		3,000
Conveyance Allowance		1,600
Medical Allowance		1,250
Adhoc Allowance		747
Meal Allowance		1,210
<b>Sub- Total (A)</b>	<b>213,684</b>	<b>17,807</b>
<u>DEFERRED BENEFITS</u>		
Provident Fund (P.F.)		1200
Gratuity		481
<b>Sub- Total (B)</b>	<b>20,172</b>	<b>1,681</b>
<b>Total (A+B)</b>	<b>233,856</b>	<b>19,488</b>
Variable Pay	10,000	
Mediclaime Premium	4,140	
<b>Grand Total</b>	<b>248,000</b>	
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>- Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.</li> <li>- H.R.A. will be deducted for accommodation (if any) provided by the Company.</li> <li>- You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.</li> <li>- The Company can set off or make appropriate adjustment from Adhoc Allowance towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.</li> <li>- The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.</li> <li>- The eligibility for payment of Gratuity is a minimum of five years of service in the Company.</li> <li>- The variable component will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.</li> <li>- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.</li> </ul> <p><b>Medical Insurance:</b></p> <p>The Group Mediclaime Policy of Company covers Employee, Spouse &amp; upto 2 dependent children (below 21 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.</p>		

**ANNEXURE-2**

Eligibility Criteria for Non Engineering Candidates- 2019 Batch	
<b>Qualification</b>	BSC,BCA,BCS
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<b>Academic Gap:</b>	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. <b>No year drop allowed.</b>
<b>Course must complete in:</b>	3 years
<b>SSC, HSC , Diploma (if applicable) Percentages / CGPA:</b>	50% & Above OR Equivalent CGPA NOTE: • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.
<b>Graduation,Post-Graduation Percentages/CGPA:</b>	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA Aggregate of all semesters AND all appeared subjects(irrespective of the University rule) Provisional/Passing Certificate must state First class
<b>Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)</b>	<ul style="list-style-type: none"> <li>• <b>No active/live backlogs allowed at the time of the interview process</b></li> <li>• Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University.</li> <li>• This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTS/Backlogs/Arrears and re-attempts due to absenteeism.</li> <li>• Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as Re- attempt/ATKT/Backlog/Arrear.</li> <li>• <b>No Re-attempts/ATKTs/Backlogs/Arrears allowed in the <u>final semester of any course</u></b></li> <li>• <b>Any pending Re-attempts/ATKTs/Backlogs/Arrears in the <u>current course</u> (obtained after the interview process) <u>must be attempted and cleared with the final semester examinations</u></b></li> </ul>
<b>Nature of Course:</b>	All Full Time courses Only
<b>Year of Passing:</b>	2019 SUMMER pass outs Only
<b>Citizenship:</b>	Resident Indian Citizens Only
<b>Your College/Institution MUST be:</b>	UGC / AICTE / State Board Approved ONLY
<b>Pre-Employment Verification:</b>	Not been involved in any court proceedings and/or convicted for any offence
<b>Pre-Employment Medical Certificate:</b>	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
<p><u>Self Declaration :</u></p> <ol style="list-style-type: none"> <li>1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above.</li> <li>2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.</li> <li>3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.</li> <li>4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.</li> <li>5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months. (If found so, LTI may take immediate action and cancel the candidature at ANY stage)</li> </ol> <p>Signature: _____</p> <p>Name: _____</p> <p>Mobile No: _____</p> <p>College Name : _____</p> <p>Today's Date: _____</p>	

11<sup>th</sup> February 2019

**Mr. Darshan Patil,  
C/202, Amar Nagar CHS,  
Sasmira Marg, Worli,  
Mumbai- 400030  
Maharashtra**

**Subject: Service Engagement Offer**

**Dear Darshan,**

MFA Wealth Solutions Private Limited is pleased to offer you employment in the capacity of “**Junior Web Developer**”. Your detailed reporting requirements, duties and responsibilities will be discussed with you upon your acceptance of our offer. If you accept our offer, your joining date will be **01<sup>st</sup> June 2019**.

Your engagement with the Company shall be subject to a probationary period of 6 months which shall commence from the date of your joining the Company. The Company may choose to extend such probationary period to the extent it deems fit.

Your monthly compensation will be **INR 28,302 /- (Rupees Twenty-Eight Thousand Three Hundred and Two Only)**. In addition to this you will be eligible for an Employer Provident Fund contribution of INR 1,698 /- per month. Thus, your all-inclusive Gross compensation per month will be **INR 30,000 /- (Rupees Thirty Thousand Only)** and tax to be deducted at source. Your compensation shall be paid on a monthly basis, in arrears. Please refer to annexure I for salary break up.

All terms and conditions of your engagement, including the code of conduct, will be in accordance with the policies and procedures as contained in the Company Handbook and the Employment Agreement, which you will be required to execute with the Company on joining. Copies of these documents are available with the undersigned and you are required to read and understand the same prior to your acceptance of our offer.

Please note that our offer is conditional subject to clearing all subjects in your final semester and satisfactory feedback from your references and necessary background, academic, medical, credit/financial and criminal checks. Our offer is also contingent upon your full and complete disclosure to the Company of any and all agreements (non-competition, non-solicitation, employment, confidentiality or otherwise) with any prior employer, clients, principals, partners or others which in any way limit you either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer of engagement. The Company reserves the right to withdraw this offer without any obligation whatsoever, in the event that it determines or believes that any contractual or other obligation may materially limit your ability to engage in business activities for the Company.

As a token of your acceptance of our offer and the terms and conditions of this letter, please sign in the space provided below and return the same to us within 5 days from the date of this letter. Our offer shall automatically lapse unless you confirm your acceptance of it and return a copy to us within the prescribed time.

Should you accept our offer, we request that you provide us with copies of the following documents (if not provided earlier):

1. Copy of your most recent passport
2. Address proof in case you do not have a passport
3. Copy of relevant educational certificates
4. Last drawn pay slip
5. Permanent Account Number (PAN)
6. 2 recent passport-sized photographs

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.

In case you have any questions or would like to discuss the terms and/or conditions of this offer, please feel free to get in touch with me.

Yours sincerely,

Riya Padhye.  
Vice President - Human Resources

### **Acceptance**

I hereby accept the terms and conditions of this offer for engagement with MFA Wealth Solutions Private Limited. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

---

Name:

Date:



Annexure I

Name	<b>Darshan Patil</b>
Designation	<b>Junior Web Developer</b>
Employee Id	
Location	<b>Mumbai</b>
Date of Joining	

<b>A. Salary (Payslip Components)</b>	<b>Amount Per Month</b>	<b>Amount Per Annum</b>
Basic Salary	14,151	1,69,812
House Rent Allowance	7,076	84,906
Special Allowance	7,076	84,906
<b>Total Earnings</b>	<b>28,302</b>	<b>3,39,624</b>

<b>B. Long Term Benefit</b>		
Company's Contribution to PF	<b>1,698</b>	<b>20,376</b>

<b>C. Total Compensation</b>		
<b>A + B</b>	<b>30,000</b>	<b>3,60,000</b>

<b>Deductions on Total Earnings</b>	
Employee PF Contribution	1,698
Profession Tax	200
<b>Net Salary In Hand (Pre-Tax)</b>	<b>26,404</b>

11<sup>th</sup> February 2019

**Mr. Kalpesh Choudhary,  
902, Bhavya Supreme Annex,  
G.D Ambekar Marg, Parel Village,  
Mumbai- 400012  
Maharashtra**

**Subject: Service Engagement Offer**

**Dear Kalpesh,**

MFA Wealth Solutions Private Limited is pleased to offer you employment in the capacity of “**Junior Web Developer**”. Your detailed reporting requirements, duties and responsibilities will be discussed with you upon your acceptance of our offer. If you accept our offer, your joining date will be **01<sup>st</sup> June 2019**.

Your engagement with the Company shall be subject to a probationary period of 6 months which shall commence from the date of your joining the Company. The Company may choose to extend such probationary period to the extent it deems fit.

Your monthly compensation will be **INR 28,302 /- (Rupees Twenty-Eight Thousand Three Hundred and Two Only)**. In addition to this you will be eligible for an Employer Provident Fund contribution of INR 1,698 /- per month. Thus, your all-inclusive Gross compensation per month will be **INR 30,000 /- (Rupees Thirty Thousand Only)** and tax to be deducted at source. Your compensation shall be paid on a monthly basis, in arrears. Please refer to annexure I for salary break up.

All terms and conditions of your engagement, including the code of conduct, will be in accordance with the policies and procedures as contained in the Company Handbook and the Employment Agreement, which you will be required to execute with the Company on joining. Copies of these documents are available with the undersigned and you are required to read and understand the same prior to your acceptance of our offer.

Please note that our offer is conditional subject to clearing all subjects in your final semester and satisfactory feedback from your references and necessary background, academic, medical, credit/financial and criminal checks. Our offer is also contingent upon your full and complete disclosure to the Company of any and all agreements (non-competition, non-solicitation, employment, confidentiality or otherwise) with any prior employer, clients, principals, partners or others which in any way limit you either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer of engagement. The Company reserves the right to withdraw this offer without any obligation whatsoever, in the event that it determines or believes that any contractual or other obligation may materially limit your ability to engage in business activities for the Company.

As a token of your acceptance of our offer and the terms and conditions of this letter, please sign in the space provided below and return the same to us within 5 days from the date of this letter. Our offer shall automatically lapse unless you confirm your acceptance of it and return a copy to us within the prescribed time.

Should you accept our offer, we request that you provide us with copies of the following documents (if not provided earlier):

1. Copy of your most recent passport
2. Address proof in case you do not have a passport
3. Copy of relevant educational certificates
4. Last drawn pay slip
5. Permanent Account Number (PAN)
6. 2 recent passport-sized photographs

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.

In case you have any questions or would like to discuss the terms and/or conditions of this offer, please feel free to get in touch with me.

Yours sincerely,

Riya Padhye.  
Vice President - Human Resources

### **Acceptance**

I hereby accept the terms and conditions of this offer for engagement with MFA Wealth Solutions Private Limited. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

\_\_\_\_\_

Name:

Date:

Annexure I

Name	Kalpesh Choudhary
Designation	Junior Web Developer
Employee Id	
Location	Mumbai
Date of Joining	

A. Salary (Payslip Components)	Amount Per Month	Amount Per Annum
--------------------------------	------------------	------------------

Basic Salary	14,151	1,69,812
House Rent Allowance	7,076	84,906
Special Allowance	7,076	84,906
<b>Total Earnings</b>	<b>28,302</b>	<b>3,39,624</b>

B. Long Term Benefit		
Company's Contribution to PF	1,698	20,376

C. Total Compensation		
<b>A + B</b>	<b>30,000</b>	<b>3,60,000</b>

Deductions on Total Earnings	
Employee PF Contribution	1,698
Profession Tax	200
Net Salary In Hand (Pre-Tax)	26,404

11<sup>th</sup> February 2019

**Mr. Suman Samanta,  
Mamta Ashish CHS,  
GK Road, Dadar (East),  
Mumbai- 400012.  
Maharashtra**

**Subject: Service Engagement Offer**

**Dear Suman,**

MFA Wealth Solutions Private Limited is pleased to offer you employment in the capacity of “**Junior Web Developer**”. Your detailed reporting requirements, duties and responsibilities will be discussed with you upon your acceptance of our offer. If you accept our offer, your joining date will be **01<sup>st</sup> June 2019**.

Your engagement with the Company shall be subject to a probationary period of 6 months which shall commence from the date of your joining the Company. The Company may choose to extend such probationary period to the extent it deems fit.

Your monthly compensation will be **INR 28,302 /- (Rupees Twenty-Eight Thousand Three Hundred and Two Only)**. In addition to this you will be eligible for an Employer Provident Fund contribution of INR 1,698 /- per month. Thus, your all-inclusive Gross compensation per month will be **INR 30,000 /- (Rupees Thirty Thousand Only)** and tax to be deducted at source. Your compensation shall be paid on a monthly basis, in arrears. Please refer to annexure I for salary break up.

All terms and conditions of your engagement, including the code of conduct, will be in accordance with the policies and procedures as contained in the Company Handbook and the Employment Agreement, which you will be required to execute with the Company on joining. Copies of these documents are available with the undersigned and you are required to read and understand the same prior to your acceptance of our offer.

Please note that our offer is conditional subject to clearing all subjects in your final semester and satisfactory feedback from your references and necessary background, academic, medical, credit/financial and criminal checks. Our offer is also contingent upon your full and complete disclosure to the Company of any and all agreements (non-competition, non-solicitation, employment, confidentiality or otherwise) with any prior employer, clients, principals, partners or others which in any way limit you either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer of engagement. The Company reserves the right to withdraw this offer without any obligation whatsoever, in the event that it determines or believes that any contractual or other obligation may materially limit your ability to engage in business activities for the Company.

As a token of your acceptance of our offer and the terms and conditions of this letter, please sign in the space provided below and return the same to us within 5 days from the date of this letter. Our offer shall automatically lapse unless you confirm your acceptance of it and return a copy to us within the prescribed time.

Should you accept our offer, we request that you provide us with copies of the following documents (if not provided earlier):

1. Copy of your most recent passport
2. Address proof in case you do not have a passport
3. Copy of relevant educational certificates
4. Last drawn pay slip
5. Permanent Account Number (PAN)
6. 2 recent passport-sized photographs

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.

In case you have any questions or would like to discuss the terms and/or conditions of this offer, please feel free to get in touch with me.

Yours sincerely,

Riya Padhye.  
Vice President - Human Resources

### **Acceptance**

I hereby accept the terms and conditions of this offer for engagement with MFA Wealth Solutions Private Limited. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

---

Name:

Date:

Annexure I

Name	<b>Suman Samanta</b>
Designation	<b>Junior Web Developer</b>
Employee Id	
Location	<b>Mumbai</b>
Date of Joining	

<b>A. Salary (Payslip Components)</b>	<b>Amount Per Month</b>	<b>Amount Per Annum</b>
Basic Salary	14,151	1,69,812
House Rent Allowance	7,076	84,906
Special Allowance	7,076	84,906
<b>Total Earnings</b>	<b>28,302</b>	<b>3,39,624</b>

<b>B. Long Term Benefit</b>		
Company's Contribution to PF	<b>1,698</b>	<b>20,376</b>

<b>C. Total Compensation</b>		
<b>A + B</b>	<b>30,000</b>	<b>3,60,000</b>

<b>Deductions on Total Earnings</b>	
Employee PF Contribution	1,698
Profession Tax	200
<b>Net Salary In Hand (Pre-Tax)</b>	<b>26,404</b>

7<sup>th</sup> March, 2019

Neeraj Karia  
28/A/1944, Parijatak cooperating housing society,  
Abhudaya nagar, kalachowki,  
Mumbai-400033  
Tel : +91-9167349903

**Sub. : Appointment as a Business development intern**

Dear Neeraj,

This refers to the interview you had with us for the above mentioned post. We are pleased to appoint you as a Business development intern with effect from 7<sup>th</sup> March, 2019.

**Duration of Internship:** 2 months. **Internship Stipend:** 10000 Rs. per month.

**Responsibilities:**

- Identifying, qualifying, and securing business opportunities; coordinating business generation activities; developing customized targeted sales strategies
- Building business relationships with current and potential clients
- Understanding client needs and offering solutions and support; answering potential client questions and follow-up call questions; responding to client requests for proposals (RFPs)
- Collaborating with sales and leadership to secure, retain, and grow accounts
- Creating informative presentations; presenting and delivering information to potential clients at client meetings, industry exhibits, trade shows, and conferences
- Creating and maintaining a list/database of prospect clients; maintaining database (Salesforce, CRM, Excel, etc.) of prospective client information
- Cold calling; making multiple outbound calls to potential clients; closing sales and working with client through closing process
- Meeting all quotas for cold, active, inactive calls, appointments, and interviews; meeting or exceeding annual sales goals.





**RE: REGARDING PLACEMENT**

Suvidha &lt;suvidha@silverlinktechnologies.com&gt;

Fri 1/25/2019 5:33 PM

To: Shobha Nalavade &lt;shobha.nalavade@vsit.edu.in&gt;

Cc: Rohini Kelkar &lt;Rohini.Kelkar@vsit.edu.in&gt;; Vijay Gawde &lt;Vijay.Gawde@vsit.edu.in&gt;

Dear Shobha,

As discussed on call Jignesh Chauhan has selected from final round and the offer letter has been issued on the same date,

Apart from that the remaining people has asked to report to office the next day, but none of them turned up this is the update I received from my senior.

Apologies for delay in updating you, since we was not there in office.

Thanks &amp; Regards

Suvidha ganesh

HR EXECUTIVE

Silverlink Technologies

Tel: - 022 – 42000689

Email: [suvidha@silverlinktechnologies.com](mailto:suvidha@silverlinktechnologies.com)Website: [www.silverlinktechnologies.com](http://www.silverlinktechnologies.com)**From:** Suvidha [mailto:suvidha@silverlinktechnologies.com]**Sent:** Monday, January 14, 2019 11:59 AM**To:** 'Shobha Nalavade'**Cc:** 'Rohini Kelkar'; 'Vijay Gawde'**Subject:** RE: REGARDING PLACEMENT

Dear Shoba,

As discussed with you on Saturday, please find the below Candidates shortlisted for final rounds,

Sr no.	Name	Designation
1	Jignesh Chauhan	Marketing Executive
2	Ajith M	Marketing Executive
3	Arif Hussain	Marketing Executive
4	Ashish kori	IT Recruiter
5	Saroj Anand	IT Recruiter

Interview date for Final round – 14th January 2018

Interview Timing – 2.30pm

Address – 506/507, Silverlink Technologies PVT LTD, Eco space IT Park, New nagardas road, Mogra village, Andheri east.

Thanks &amp; Regards

Suvidha ganesh  
HR EXECUTIVE

Silverlink Technologies

Tel: - 022 – 42000689

Email: [suvidha@silverlinktechnologies.com](mailto:suvidha@silverlinktechnologies.com)

Website: [www.silverlinktechnologies.com](http://www.silverlinktechnologies.com)



**SILVERLINK TECHNOLOGIES**  
An IT Service Provider

**From:** Suvidha [<mailto:suvidha@silverlinktechnologies.com>]

**Sent:** Wednesday, January 9, 2019 12:02 PM

**To:** 'Shobha Nalavade'

**Cc:** 'Rohini Kelkar'; 'Vijay Gawde'

**Subject:** RE: REGARDING PLACEMENT

Dear Shobha,

Please find the shortlisted candidates for further rounds:-

Sr no.	Name	Designation
1	Shoib Khan	Marketing Executive
2	Jignesh Chauhan	Marketing Executive
3	Shantanu Kelaskar	Marketing Executive
4	Kaustaubh Pawar	IT Recruiter
5	Ajith M	Marketing Executive
6	Arif Hussain	Marketing Executive
7	Vinay	Marketing Executive
8	Rajashree	IT Recruiter
9	Gurudit Singh	Marketing Executive
10	Ashish kori	IT Recruiter
11	Saroj Anand	IT Recruiter
12	Vaishali	IT Recruiter
13	Sohan Yadav	Marketing Executive
14	Irshad Ali	Marketing Executive
15	Shubham Suryanshi	IT Recruiter
16	Mohsin Shaikh	Marketing Executive

Furthermore the technical round will be held on today 9th January 2019 from 6.30 onwards,

Kindly inform the students to be available on phone calls,

We have not received some of the students CV when they have visited our office for Aptitude test,

We cannot consider their profiles without the CV, kindly ask them to forward their CV to my email ID

Thanks & Regards  
 Suvidha ganesh  
 HR EXECUTIVE

Silverlink Technologies  
 Tel: - 022 – 42000689  
 Email: [suvidha@silverlinktechnologies.com](mailto:suvidha@silverlinktechnologies.com)  
 Website: [www.silverlinktechnologies.com](http://www.silverlinktechnologies.com)




---

**From:** Suvidha [<mailto:suvidha@silverlinktechnologies.com>]  
**Sent:** Friday, December 21, 2018 7:25 PM  
**To:** 'Shobha Nalavade'  
**Cc:** 'Rohini Kelkar'; 'Vijay Gawde'  
**Subject:** RE: REGARDING PLACEMENT

Dear Shobha,

Please find the shortlisted candidates for further rounds:-

Sr no.	Name
1	Shoib Khan
2	Jignesh Chauhan
3	Shantanu Kelaskar
4	Kaustaubh Pawar
5	Ajith M
6	Arif Hussain
7	Vinay
8	Rajashree
9	Gurudit Singh
10	Ashish kori
11	Saroj Anand
12	Vaishali
13	Sohan Yadav
14	Irshad Ali
15	Shubham Suryanshi
16	Mohsin Shaikh

Further we will let you know the dates for further rounds.

Thanks & Regards  
 Suvidha ganesh  
 HR EXECUTIVE

Silverlink Technologies  
 Tel: - 022 – 42000669  
 Email: [suvidha@silverlinktechnologies.com](mailto:suvidha@silverlinktechnologies.com)  
 Website: [www.silverlinktechnologies.com](http://www.silverlinktechnologies.com)



---

**From:** Shobha Nalavade [<mailto:shobha.nalavade@vsit.edu.in>]  
**Sent:** Friday, December 21, 2018 11:12 AM  
**To:** Suvidha  
**Cc:** Rohini Kelkar; Vijay Gawde  
**Subject:** REGARDING PLACEMENT

Hello Ma'am,

Please update us about the selection of the student based on yesterday's interview.

Regards  
Spruha More  
Assistant Professor



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**TCS DATA**

Shobha Nalavade &lt;shobha.nalavade@vsit.edu.in&gt;

Thu 3/7/2019 2:53 PM

To: VIVEK GUPTA &lt;vivek.gupta@vsit.edu.in&gt;; Dhanashree Sahasrabuddhe &lt;dhanashree.sahasrabuddhe@vsit.edu.in&gt;; Murali Anantha &lt;murali.anantha@vsit.edu.in&gt;

Please find the trail mail.

Regards

Spruha More

Assistant Professor



Vidyalandkar Educational Campus  
 Vidyalandkar College Marg  
 Mumbai – 400 037.  
 Tel No. : 022 2416 1126 ext 3102  
 www.vsit.edu.in

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**From:** VISHAKHA KALE <vishakha.kale@tcs.com>**Sent:** Thursday, March 7, 2019 3:04 AM**To:** Shobha Nalavade; Rohini Kelkar; Vijay Gawde; Asif Rampurawala**Subject:** RE: #recruitment# Presentation Date

HI,

PFB.

Sr.No	Name of the student	DTID	Status
1	Vinyas Shetty	DT20195046502	Yes
2	Hussain Khergonwala	DT20195075537	Yes
3	Rashika Suvama	DT20195075144	Yes
4	Sirija Christopher	DT20195048569	Yes
5	Viraj Gholap	DT20195067184	Yes
6	CHANDAN KUMAR	DT20195050207	Yes
7	Mallikarjun Suresh Kalmade	DT20195078309	Yes
8	VIMAL AJAY MISHRA	DT20195050167	Yes
9	Parth Trivedi	DT20195076504	Yes
10	SAI DILIP WAREKAR	DT20195074590	Yes
11	DipJoti Barman	DT20195061147	Yes
12	Shreya Mhatre	DT20195064859	Yes
13	LAY SHAILESH DEDHIA	DT20195056883	Yes
14	Ashwini Magar	DT20184578034	No

---

**From:** Shobha Nalavade [mailto:shobha.nalavade@vsit.edu.in]  
**Sent:** Friday, March 01, 2019 8:57 AM  
**To:** VISHAKHA KALE <vishakha.kale@tcs.com>; Rohini Kelkar <Rohini.Kelkar@vsit.edu.in>; Vijay Gawde <Vijay.Gawde@vsit.edu.in>; Asif Rampurawala <Asif.Rampurawala@vsit.edu.in>  
**Subject:** Re: #recruitment# Presentation Date

"External email. Open with Caution"

Thank you Mam,

Mam even with the Bscit Students same thing happened kindly check and revert ,here I am sharing the their name and DTID.

Sr.No	Name of the student	DTID
1	Vinyas Shetty	DT20195046502
2	Hussain Khergonwala	DT20195075537
3	Rashika Suvarna	DT20195075144
4	Sirija Christopher	DT20195048569
5	Viraj Gholap	DT20195067184
6	CHANDAN KUMAR	DT20195050207
7	Mallikarjun Suresh Kalmade	DT20195078309
8	VIMAL AJAY MISHRA	DT20195050167
9	Parth Trivedi	DT20195076504
10	SAI DILIP WAREKAR	DT20195074590
11	DipJoti Barman	DT20195061147
12	Shreya Mhatre	DT20195064859
13	LAY SHAILESH DEDHIA	DT20195056883
14	Ashwini Magar	DT20184578034

Regards  
Spruha More  
Assistant Professor

**VSIT** | Vidyalankar School of  
Information Technology  
NAAC ACCREDITED COLLEGE

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Vidyalankar College Marg  
Mumbai – 400 037.  
Tel No. : 022 2416 1126 ext 3102  
www.vsit.edu.in

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**From:** VISHAKHA KALE <[vishakha.kale@tcs.com](mailto:vishakha.kale@tcs.com)>

**Sent:** Thursday, February 28, 2019 6:21 AM  
**To:** Shobha Nalavade; Rohini Kelkar; Vijay Gawde; Asif Rampurawala  
**Subject:** RE: #recruitment# Presentation Date

Hi,

Except Janice, Rutuja and Priyadarshini all others are final selst. For Priyadarshini please share her DTID.

Vishakha Kale  
Talent Acquisition Group | Tata Consultancy Services | 8879169336

---

**From:** Shobha Nalavade [<mailto:shobha.nalavade@vsit.edu.in>]  
**Sent:** Monday, February 25, 2019 4:05 PM  
**To:** VISHAKHA KALE <[vishakha.kale@tcs.com](mailto:vishakha.kale@tcs.com)>; Rohini Kelkar <[Rohini.Kelkar@vsit.edu.in](mailto:Rohini.Kelkar@vsit.edu.in)>; Vijay Gawde <[Vijay.Gawde@vsit.edu.in](mailto:Vijay.Gawde@vsit.edu.in)>; Asif Rampurawala <[Asif.Rampurawala@vsit.edu.in](mailto:Asif.Rampurawala@vsit.edu.in)>  
**Subject:** Re: #recruitment# Presentation Date

"External email. Open with Caution"

JYOTI PAL  
PRANITA MORE  
PRIYANKA POL  
TANVI REPE  
JANICE VAZ  
SADASHIV NAGULA  
RUTUJA GAWADE  
ROSHAN CHAUDHARY  
PRIYADARSHINI

Kindly check

Regards  
Spruha More  
Assistant Professor



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Vidyalkar College Marg  
Mumbai – 400 037.  
Tel No.: 022 2416 1126 ext 3102  
[www.vsit.edu.in](http://www.vsit.edu.in)

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**From:** VISHAKHA KALE <[vishakha.kale@tcs.com](mailto:vishakha.kale@tcs.com)>  
**Sent:** Monday, February 25, 2019 5:15 AM  
**To:** Shobha Nalavade; Rohini Kelkar; Vijay Gawde; Asif Rampurawala

**Subject:** RE: #recruitment# Presentation Date

Please share candidates names.

**From:** Shobha Nalavade [<mailto:shobha.nalavade@vsit.edu.in>]

**Sent:** Monday, February 25, 2019 2:58 PM

**To:** VISHAKHA KALE <[vishakha.kale@tcs.com](mailto:vishakha.kale@tcs.com)>; Rohini Kelkar <[Rohini.Kelkar@vsit.edu.in](mailto:Rohini.Kelkar@vsit.edu.in)>; Vijay Gawde <[Vijay.Gawde@vsit.edu.in](mailto:Vijay.Gawde@vsit.edu.in)>; Asif Rampurawala <[Asif.Rampurawala@vsit.edu.in](mailto:Asif.Rampurawala@vsit.edu.in)>

**Subject:** Re: #recruitment# Presentation Date

"External email. Open with Caution"

Dear Madam,

Is this the final list of students who got selected from our college because from BAF we are expecting 18 students but in this list there is only 9 students from BAF. Can you kindly check and revert.

Regards

Spruha More

Assistant Professor



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Mumbai – 400 037.  
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**From:** VISHAKHA KALE <[vishakha.kale@tcs.com](mailto:vishakha.kale@tcs.com)>

**Sent:** Monday, February 25, 2019 2:43 AM

**To:** Shobha Nalavade; Rohini Kelkar; Vijay Gawde; Asif Rampurawala

**Subject:** RE: #recruitment# Presentation Date

Dear Shobha Mam,

Please find the below names of candidates who have cleared all rounds of interview with TCS.

Their documentation will be completed post their final exams( month of May), provisional offer letters will be released on their DTID between 03<sup>rd</sup> March to 10<sup>th</sup> March.

Candidate Name	DT/CTID
Vinay Madhusudhan kandakatla	DT20195044357
Chinmay Dhuri	DT20195080016
Khopare shubham sunil	DT20195067703



shivani subhash waze	DT20195063098
SANAMANDA SATISH	DT20195048538
Shubham Suryavanshi	DT20195047474
Ayesha bi Kham	DT20195065822
Dhanashree Shivram Chavan	DT20195044712
Ruchita Nandkumar kadam	DT20195069367
Yogesh Aiwale	DT20195048743
Mallikarjun Suresh Kalmade	DT20195078309
Shantanu Kishor Kelaskar	DT20195043511
Parag Pradip Chirmule	DT20195045931
Priyanka Megal	DT20195073326
jayesh chandrakant patekar	DT20195066963
Shruthi Shankar Potham	DT20195048922
Prabhudas Clinton	DT20195074055
Swapnil Mallesh Vasam	DT20195068425
Tanmaye B Talekar	DT20195059755
Utkarsh Singh	DT20195050554
Satish Pomendkar	DT20195054278
Kaustubh Pawar	DT20195074586
Aqib Malang	DT20195069035
Rohit Gajanan Birwatkar	DT20195044910
Deepak Maurya	DT20195056558
Garvit Gupta	DT20195069421
Joel Joseph	DT20195053634
Nutan Jaiswal	DT20195053542
Gurdit Singh	DT20195076135
Suman Samanta	DT20195057327
Sarvesh Gurav	DT20195044258
Aniket Shelar	DT20195061006
Shakliyan Kadar Shaikh	DT20195055152
Sameeksha Parte	DT20195065635
Rohit Fartale	DT20195064799
Pranita Sanjay Banavali	DT20195049835
Haridini Nishane	DT20195048144
Anushka Anant Vengurlekar	DT20195060632
Sunaina Suresh Wakode	DT20195060666
Saujanya Arvind Maduri	DT20195060156
Shrushti Kadam	DT20195072706
Trupti Nandi	DT20195056187
Sahil Gupta	DT20192612219
Vishal Kesarwani	DT20195075805
Rachna Chandrakant Vemula	DT20195053882
Dipak Datta	DT21095073516
Atul Gupta	DT20195054365

Suresh Chandavol	DT20195066891
Jignesh Chauhan	DT20195075650
Karan Manjrekar	DT20195078285
Sagar Gundu	DT20195054871

Vishakha Kale

Talent Acquisition Group | Tata Consultancy Services | 8879169336

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**From:** Shobha Nalavade [<mailto:shobha.nalavade@vsit.edu.in>]

**Sent:** Monday, December 10, 2018 2:39 PM

**To:** VISHAKHA KALE <[vishakha.kale@tcs.com](mailto:vishakha.kale@tcs.com)>; Rohini Kelkar <[Rohini.Kelkar@vsit.edu.in](mailto:Rohini.Kelkar@vsit.edu.in)>; Vijay Gawde <[Vijay.Gawde@vsit.edu.in](mailto:Vijay.Gawde@vsit.edu.in)>; Asif Rampurawala <[Asif.Rampurawala@vsit.edu.in](mailto:Asif.Rampurawala@vsit.edu.in)>

**Subject:** Re: #recruitment# Presentation Date

"External email. Open with Caution"

Hello Ma'am,

Wednesday 12th december 2018 preplacemnet talk is confirmed.

Timing is 10:30 am.

Regards

Spruha More

Assistant Professor



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Vidyalandkar College Marg  
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**From:** VISHAKHA KALE <[vishakha.kale@tcs.com](mailto:vishakha.kale@tcs.com)>

**Sent:** Thursday, December 6, 2018 12:51:23 AM

**To:** Shobha Nalavade

**Subject:** #recruitment# Presentation Date

Greetings

As discussed, we have revamped our current campus process.

As per process, we will be having pan-India online aptitude test on 6<sup>th</sup> January, 2019.

Before conducting aptitude, we would like to have a presentation session, regarding new offerings and process for the candidates.

Please confirm if we can have same in your college on 12<sup>th</sup> Dec, 2018, at 10.00 AM

Vishakha kale

Talent Acquisition Group | Tata Consultancy Services | 022-67783439

=====

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--

**With regards**

**Shetty Deviprasad Balakrishna**

*Placement Officer*

*@ Ramniranjan Jhunjhunwala College of Arts, Science & Commerce*

*Opposite Ghatkopar Railway Station, Ghatkopar West, Mumbai 400086.*

*Tel No: +91 22 25151763 Ext 211*

*Whatsapp: +91 9664488744*

*Email: [deviprasadrjcollege@gmail.com](mailto:deviprasadrjcollege@gmail.com)*

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**Provisional Offer : BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20195074586/Mumbai/BPS/BTN**  
**Date:03/04/2019**

Dear Mr. Kaustubh Vijay Pawar,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with Tata Consultancy Services Limited. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.

**TCS Confidential**

**TATA CONSULTANCY SERVICES**

**1**

TCS House Raveline Street Mumbai 400 001 India

Tel 91 22 6778 9999 Fax 91 22 6778 9000, e-mail corporate.office@tcs.com, website www.tcs.com

Registered Office 9th Floor Nirmal Building Nariman Point Mumbai 400 021.



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped. "

Yours Sincerely,

**For Tata Consultancy Services Limited**

**Rustom Beheram Sigamoria**  
**Head Talent Acquisition, TCS Business Process Services**



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

## ANNEXURE 1

**For the candidate to complete:**

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20195074586/Mumbai/BPS/BTN** on \_\_\_\_\_(DD/MMM/YYYY).

Signature:

Name:

Date:



**Offer: BUSINESS PROCESS SERVICES**

**Ref: TCSL/DT20195045373/Mumbai/BPS/BTN**

**Date: 12/07/2019**

Mr. Nayan Tukaram Sawant  
Nakshatra Building, Flat No. 402 N. L. Paralkar Marg  
Parel Village  
Mumbai-400012  
Maharashtra  
Tel# 91-7021910105

Dear Mr. Nayan Tukaram Sawant,

**Sub: Letter of Offer and Terms of Traineeship**

Thank you for exploring training opportunities with Tata Consultancy Services Limited . You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,750/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. 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 given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.



## **OTHER BENEFITS**

### **1. Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

- a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.
- b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.
- c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

i. Base Cover Premium: Towards Domiciliary and Base cover for self, spouse and up to 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.

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document

### **2. Professional Memberships:**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.





**3. Social Security - Employees' State Insurance:**

The company will contribute 4.75% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

**4. Compensation Benefits under ESI Act / Employees' Compensation Act:**

Till you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

When you will be out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the Employee Compensation Act (Amendment Act of 2017) or the benefits under the Company's Group Term Life Insurance scheme / Personal accident insurance scheme as the case may be, whichever is more beneficial. For more details on this, refer TCS India policy - Group Life Insurance and TCS India policy - Health Insurance.

**5. Night Shift Stipend:**

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.

**6. Process Specific Stipend:**

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

**TERMS OF TRAINEESHIP**

**1. Traineeship Pre-requisites**

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

It is mandatory to declare the gaps / arrears / back log, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer of traineeship at any time at its sole discretion in case of any discrepancy or false information is found in the details submitted by you.



## **2. Traineeship Period:**

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

## **3. Hours of Training:**

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

## **4. Leave:**

You will be entitled for leaves as per the company's policy.

## **5. Transport:**

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

## **6. Alternative Occupation / Traineeship:**

During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.



**7. Confidentiality Agreement:**

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients.

**8. 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 a trainee of TCSL.

**9. Notice Period:**

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

**10. Medical Test:**

You are required to undergo a pre-employment medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for employment. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of employment. The company also reserves the right to get yourself examined by a doctor at any time during your employment to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your employment contract without any notice or notice pay in lieu of notice.

Your services are liable to be terminated / determined on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

**11. Background Check:**

Your traineeship will be subject to a background check in line with the Company'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



checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

## **12. Submission of Documents:**

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.

Your original documents will be returned to you after verification.

## **13. Initial Learning Programme (ILP)**

On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of 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. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **14. Letter of Appointment**

You will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

## **15. Terms and conditions:**

The above terms and conditions of traineeship are specific to your traineeship period in India

## **16. Rules and Regulations of the Company:**

Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.



**17. Compliance to all clauses:**

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.



**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 the 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 sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited

**Rustom Beheram Siganporia**  
**Head Talent Acquisition, TCS Business Process Services**



Encl: Annexure 1: Acceptance





## **ANNEXURE 1**

### **For the candidate to complete:**

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20195045373/Mumbai/BPS/BTN** on \_\_\_\_\_ (MMM/DD/YYYY).

I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



**Provisional Offer : BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20195076504/Mumbai/BPS/BTN**  
**Date:31/05/2019**

Dear Mr. Parth Haresh Trivedi,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with Tata Consultancy Services Limited. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.

**TCS Confidential**

**TATA CONSULTANCY SERVICES**

**1**

TCS House Raveline Street Mumbai 400 001 India

Tel 91 22 6778 9999 Fax 91 22 6778 9000, e-mail [corporate.office@tcs.com](mailto:corporate.office@tcs.com), website [www.tcs.com](http://www.tcs.com)

Registered Office 9th Floor Nirmal Building Nariman Point Mumbai 400 021.





**Provisional Offer : BUSINESS PROCESS SERVICES**

**Ref: TCSL/DT20195073326/Mumbai/BPS/BTN**

**Date:12/08/2019**

Dear Ms. Priyanka Sudarshan Megal,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with Tata Consultancy Services Limited. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped. "

Yours Sincerely,

**For Tata Consultancy Services Limited**

**Rustom Beheram Sigamoria**  
**Head Talent Acquisition, TCS Business Process Services**



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

## ANNEXURE 1

**For the candidate to complete:**

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20195073326/Mumbai/BPS/BTN** on \_\_\_\_\_(DD/MMM/YYYY).

Signature:

Name:

Date:



03-JUN-2019

## Letter Of Appointment

To,  
Mr. Satish Sanamanda  
Room: 302, Heramb Apartment, Building No: 00934/004  
Kaul Ali  
Behind Darya Raja Hotel

Dear Mr. Satish,

This has reference to our Offer of Traineeship in TATA Consultancy Services Limited vide TCSL/1254097/BOM/Business Process Outsourcing Services/BTN dated 31-May-2019 and your completing joining formalities as per TCSLs policy.

On the terms and conditions detailed in our Offer of Traineeship accepted by you, we are happy to appoint you as BPO Trainee in grade BPOS with effect from 03-JUN-2019.

Your Trainee ID is 1726684.

I take this opportunity to extend you a warm welcome to the TCSL Family !

Yours sincerely,  
For TATA Consultancy Services Limited

A photograph of a handwritten signature in black ink on a light-colored background. The signature reads 'R. B. Sigamporia'.

Rustom Beheram Sigamporia  
Head Talent Acquisition BPO Services

### **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](http://www.tcs.com)

Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021

Ref: 741246/1723135/JTA

31-JUL-2019

**Mr. Sourav Sanjay Gavkar**  
Mumbai (Mah) - 400091  
Mobile: 8369965639

**Subject: Offer of Appointment**

Dear **Mr. Sourav Sanjay Gavkar**

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 **Jr. Software Engineer at Band 'U' and Sub Band 'U1'** under **JTA Scheme**.
2. You will be on probation for a period of **6 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 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 while on probation has been detailed in **Annexure A**. Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 2,05,000 (Indian Rupees Two Lac Five Thousand Only)** Please refer **Annexure B** 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 J)** 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. In case you fail to submit the service bond on the date of joining or such other extended timeline informed to you, the Company reserves the right to terminate your employment by giving a seven days' written notice to you. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **Indian Rupees.15,000/- (Indian Rupees Fifteen Thousand Only)** towards travel & movement of baggage, initial hotel accommodation and deposit for 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 C**.
9. You are required to join on **08-AUG-2019** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.
10. You are requested to report to **Shikha Sharma** at **9:00 AM** to complete the joining formalities at **TECH MAHINDRA LIMITED, WING - 1, OBEROI GARDENS, CHANDIVALI, ANDHERI (E), MUMBAI - 400072., MAHARASHTRA**. At the time of joining, you are expected to carry originals of the documents as per **Annexure D** and to submit the copies of the same to the HR Team.
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.
12. Kindly confirm your acceptance of this offer of appointment to **FresherQuery@TechMahindra.com** by **07-AUG-2019**.

For Tech Mahindra Limited



**Venkat Paturi**  
Head - Resource Management Group

**Encl:** Annexure-A & B Salary Structure, Annexure-C Important / Indicative Terms & Conditions of Employment, Annexure-D Check List of Documents, Annexure-E Confidentiality Agreement, Annexure-F Medical Self Declaration, Annexure G Intellectual property Assignment, Annexure-H – General Covenant, Annexure - I Acknowledgement, Annexure J Indemnity bond.

Date:

Signature:  
**Sourav Sanjay Gavkar**

**ANNEXURE - A**

NAME	<b>Mr Sourav Sanjay Gavkar</b>	
TITLE	<b>Jr. Software Engineer</b>	
BAND	<b>U1</b>	
LOCATION	<b>MUMBAI</b>	
	<b>COMPONENTS</b>	<b>Per Annum</b> (All figures in INR)
	BASIC (@30% OF TOTAL FIXED PAY)	41,058
	HRA (@50% OF BASIC)	20,529
	BONUS / STATUTORY BONUS	24,000
	EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	4,927
	FLEXIBLE COMPONENTS OF TFP	46,346
	<b>TOTAL FIXED PAY..... (A)</b>	<b>1,36,860</b>
	<b>TOTAL VARIABLE PAY (TVP)..... (B)</b>	<b>15,207</b>
	<b>ADDITIONAL BENEFITS..... (C)</b>	<b>7,933</b>
	GRATUITY	1,975
	INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	5,958
	<b>TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)</b>	<b>160,000</b>

- Salary:** 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.
- Flexible Benefit Plan (as applicable):** 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	12,000
Meal Card	26,400

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...)**

## 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 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,



**Venkat Paturi**  
Head - Resource Management Group



**ANNEXURE - B**

NAME	<b>Mr Sourav Sanjay Gavkar</b>	
TITLE	<b>Jr. Software Engineer</b>	
BAND	<b>U1</b>	
LOCATION	<b>MUMBAI</b>	
	<b>COMPONENTS</b>	<b>Per Annum</b> (All figures in INR)
	BASIC (@30% OF TOTAL FIXED PAY)	53,052
	HRA (@50% OF BASIC)	26,526
	BONUS / STATUTORY BONUS	24,000
	EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	6,366
	FLEXIBLE COMPONENTS OF TFP	66,897
	<b>TOTAL FIXED PAY..... (A)</b>	<b>176,841</b>
	<b>TOTAL VARIABLE PAY (TVP)..... (B)</b>	<b>19,649</b>
	<b>ADDITIONAL BENEFITS..... (C)</b>	<b>8,510</b>
	GRATUITY	2,552
	INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	5,958
	<b>TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)</b>	<b>205,000</b>

- Salary:** 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.
- Flexible Benefit Plan (as applicable):** 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	12,000
Meal Card	26,400

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...)**



## ANNEXURE B (Contd...)

3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
- 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
  - 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**.
  - 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:**
- 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.
  - 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:

- Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
- For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
- 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.
- 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.
- Gratuity shall apply as per the 'Payment of Gratuity Act 1972'.

For Tech Mahindra Limited



**Venkat Paturi**  
Head - Resource Management Group

## ANNEXURE - C

### 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 **Clause 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.
- 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.

**(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  
or
- 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 and 24 (twenty four) months of mandatory period of service, 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 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 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** 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.
- 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 Section 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 Anti-Sexual Harassment Policy 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. **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. **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.

### **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 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.

**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 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 & B** 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 – C and I hereby accept and agree to abide by them.

**Name in full** :

**Signature** :

**Address** :

**Date** :

**Place** :



## **ANNEXURE - D - Checklist of Documents**

At the time of joining, you are requested to bring the following documents in **original (For Verification only)**.

- (a) Certificates' supporting your educational qualifications along with marks sheets - **Three** copies each
- X th Certificate & mark sheets
  - XII th 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
- (d) **Valid Passport**  
*Please submit copy of the valid Passport (first and last 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 acknowledgement as issued by the authorities.*
- (g) **Indemnity Bond**  
*Print only the first page of **Annexure J** 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.

## **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 - Medical Self-Declaration**

MEDICAL DECLARATION FORM			
Applicant ID <i>(To be filled by HR)</i>		Associate ID <i>(To be filled by HR)</i>	
First Name: <input style="width: 100%;" type="text"/>		Last Name: <input style="width: 100%;" type="text"/>	
Gender: Male/Female <input type="checkbox"/>		Date of Birth (DD/MM/YYYY) <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/>	Blood Group <input type="checkbox"/>

**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?			

**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/MM/YY)

**ANNEXURE - G - 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

\_\_\_\_\_

**ANNEXURE - H - 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:

1. 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. **Actions Required on Termination:** 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. **Covenant Against Disclosure:** 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 **Clause 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 **Clause 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. 1.

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 **Clause 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. **Covenant Not To Compete.** 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 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. **Compliance Not Contingent Upon Additional Consideration:** 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 **Clause 13** for the liquidated damages specified in **Clause 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. **Severability:** 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. **Entire Agreement:** 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. **Binding Effect:** 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. **Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.
14. **Choice of Forum:** 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 **Clause 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**



**Venkat Paturi**  
**Head - Resource Management Group**

Signature :  
**Mr. Sourav Sanjay Gavkar**

**ANNEXURE - I - 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. Sourav Sanjay Gavkar** "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, **Mr. Sourav Sanjay Gavkar**, 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.

**Sourav Sanjay Gavkar**

Signature: \_\_\_\_\_

Witness / Notary Public: \_\_\_\_\_

**Annexure - J - 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 part

**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 Infocity, Hitech 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].

**WHEREAS** the **Employee** has been selected for appointment as \_\_\_\_\_  
in Band \_\_\_\_\_ in the service of Tech Mahindra.

**AND WHEREAS** an Offer of Appointment containing the terms and conditions of the appointments has already been 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 Mahindra** on \_\_\_\_\_ 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**.

**NOW THIS INDENTURE WITNESSETH** as under:

1. 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.
2. 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 agrees 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.

**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:**

**Sig:**

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:**

**Sig:**

S/d by:-

1. WITNESS: \_\_\_\_\_  
(Name)

NAME & ADDRESS:

2. WITNESS: \_\_\_\_\_  
(Name)

NAME & ADDRESS



Global reach  
Local knowledge

TMFMUM/HR/2019/1397

April 12, 2019

To,  
**Ms. Afreen Tixeira**  
Mumbai

**Subject: Offer Letter for the position of Trainee – Payroll Services.**

Dear Afreen,

We at TMF Group are happy to offer you the position of, **Trainee – Payroll Services** in our organization with effect from **1st June 2019**. This is to clarify that internship period will cover 6 months period with deeper training in specialized fields of HR and Payroll.

You will be appointed to the position of Trainee- Payroll Services, with CTC remuneration of **INR 2,00,000/- (Rupees Two Lacs Only)**.

On successful completion of the training period, you will be absorbed as **“Junior Executive”**, offering permanent employment and annual salary of **INR 2,75,000/- (Rupees Two Lacs Seventy-Five Thousand Only)** per annum. Upon confirmation of employment, you will be issued a revised letter to that effect.

This contract may be terminated by either party, by giving one months’ notice in writing or by payment in lieu of notice.

You will abide by rules and regulations of the Company as may be in force from time to time. For any queries or clarifications, please feel free to call the undersigned and we will be glad to assist you.

Congratulations and welcome to TMF Group.

With best wishes,

**Priti Sirur**  
**Manager-Human Resources**  
**TMF Services India Private Limited**

*Afreen*  
Accepted

TMF Services India Private Limited

CIN: U74240MH2007PTC175579

Place: TMF Services India Private Limited Tower 1, Work Area 1000A (Upper Towers) 5, B Road, Pune - 411016, Maharashtra, India.

Pune: TMF Services India Private Limited, Tower 1, Work Area 1000A (Upper Towers) 5, B Road, Pune - 411016, Maharashtra, India.

Pune: TMF Services India Private Limited, Tower 1, Work Area 1000A (Upper Towers) 5, B Road, Pune - 411016, Maharashtra, India.

Mumbai: Registered and Corporate Office: 4132, Tower 1, Work Area 1000A (Upper Towers) 5, B Road, Mumbai - 400 011, India.

Tel: +91 22 43272300, Fax: +91 22 43272301, Email: [hr@tmf-india.com](mailto:hr@tmf-india.com)

Branches: Bangalore, Gurgaon, Chennai, Hyderabad

This Group consists of a number of companies worldwide. Visit our Website for details of our registered Companies.



TMFMUM/HR/2019/1396

April 12, 2019

To,  
**Ms. Antara Manas Manik**  
Mumbai

**Subject: Offer Letter for the position of Trainee – Corporate Accounting and Taxation.**

Dear Antara,

We at TMF Group are happy to offer you the position of, **Trainee – Corporate Accounting and Taxation** in our organization with effect from **1st June 2019**. This is to clarify that internship period will cover 6 months period with deeper training in specialized fields of Accounting and Tax.

You will be appointed to the position of Trainee- Corporate Accounting and Taxation, with CTC remuneration of **INR 2,00,000/- (Rupees Two Lacs Only)**.

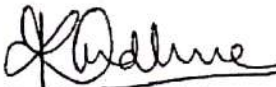
On successful completion of the training period, you will be absorbed as "**Junior Executive**", offering permanent employment and annual salary of **INR 2,75,000/- (Rupees Two Lacs Seventy-Five Thousand Only)** per annum. Upon confirmation of employment, you will be issued a revised letter to that effect.

This contract may be terminated by either party, by giving one months' notice in writing or by payment in lieu of notice.

You will abide by rules and regulations of the Company as may be in force from time to time. For any queries or clarifications, please feel free to call the undersigned and we will be glad to assist you.

Congratulations and welcome to TMF Group.

With best wishes,



**Priti Sirur**  
**Manager-Human Resources**  
**TMF Services India Private Limited**



TMF Services India Private Limited

CIN : U74140MH2007PTC175579

Pune : TMF Services India Private Limited, Floor - 3, Wing - A | MCCA Trade Towers | S. B. Road | Pune - 411016, Maharashtra, India.

Pune : TMF Services India Private Limited, Pandhshil Tech Park One | Tower D, Ground Floor, 191 Yerwada, Pune - 411 006, Maharashtra.

Pune : TMF Services India Private Limited, Floor - 8, Wing - B | MCCA Trade Towers | S. B. Road | Pune - 411016, Maharashtra, India.

Mumbai : Registered and Corporate Office : #1302, Tower-3, Indiabulls Finance Centre, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, India.

T : +91 22 49217300, F : +91 22 49217399 Email : india@tmf-group.com

Branches : Bangalore, Gurgaon, Delhi &amp; Noida.

TMF Group Consists of a number of companies worldwide; Visit our Website for details of our registered Companies.

आयकर विभाग  
INCOME TAX DEPARTMENT

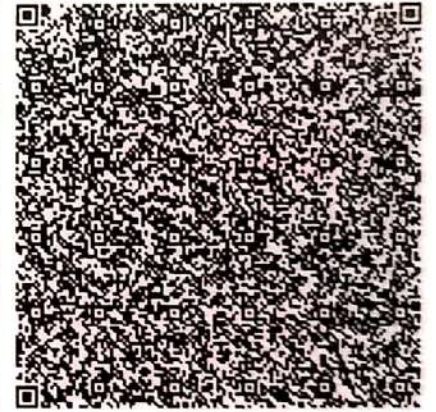


भारत सरकार  
GOVT. OF INDIA



स्थायी लेखा संख्या कार्ड  
Permanent Account Number Card

EZHPM5427H



नाम / Name

ANTARA MANAS MANIK

पिता का नाम / Father's Name

MANAS MANIK

जन्म की तारीख /

Date of Birth

14/05/1998

*Amanik*

हस्ताक्षर / Signature

12102018





महाराष्ट्र राज्य माध्यमिक व उच्च माध्यमिक शिक्षण मंडळ, पुणे  
Maharashtra State Board Of  
Secondary and Higher Secondary Education, Pune

उच्च माध्यमिक प्रमाणपत्र परीक्षा - प्रमाणपत्र  
HIGHER SECONDARY CERTIFICATE EXAMINATION - CERTIFICATE

असे प्रमाणित करण्यात येते की / This is to certify that

**Manik Antara Manas**

आईचे नांव / Mother's Name

**Mamoni**

विभागीय मंडळ Divisional Board	आसन क्रमांक Seat No.	केन्द्र क्रमांक Centre No.	उच्च माध्यमिक शाळा क्रमांक Higher Secondary School No.	प्रमाणपत्राचा अनुक्रमांक Sr. No. of Certificate
<b>MUMBAI</b>	<b>M231747</b>	<b>3253</b>	<b>31.04.005</b>	<b>154730</b>

उच्च माध्यमिक प्रमाणपत्र परीक्षा (१० + २ आकृतीबंधानुसार)

has passed the HIGHER SECONDARY CERTIFICATE EXAMINATION **FEBRUARY-2016**  
(Under 10 + 2 Pattern)

in Grade

**I**

श्रेणीमध्ये खाली दर्शविलेले विषय घेऊन उत्तीर्ण झाला/झाली आहे.

with subjects shown below.

सांकेतिक क्रमांक व विषय Subject Code No. and Subjects	कमाल गुण Max. Marks	प्राप्त गुण / Marks Obtained	
		In Figures	In Words
01 ENGLISH	100	067	SIXTYSEVEN
04 HINDI	100	076	SEVENTYSIX
49 ECONOMICS	100	066	SIXTYSIX
50 BOOK KEEPING & ACCOUNTANCY	100	072	SEVENTYTWO
51 ORGANISATION OF COMM & MGMT	100	079	SEVENTYNINE
88 MATHS & STAT. (COMMERCE)	100	061	SIXTYONE
31 ENVIRONMENT EDUCATION	050	041	FORTYONE
30 HEALTH AND PHYSICAL EDN:- A			
एकूण गुण/Total Marks	650	462	FOUR HUNDRED AND SIXTYTWO
Percentage	71.08		



**CH164154730**



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*Shel*

MUMBAI  
25<sup>TH</sup> MAY, 2016

विभागीय सचिव/Divisional Secretary





महाराष्ट्र राज्य माध्यमिक व उच्च माध्यमिक शिक्षण मंडळ, पुणे  
Maharashtra State Board Of  
Secondary and Higher Secondary Education, Pune  
माध्यमिक शालान्त प्रमाणपत्र (पुनर्रचित-2014 पासून)  
SECONDARY SCHOOL CERTIFICATE (REVISED FROM-2014)

असे प्रमाणित करण्यात येते की / This is to certify that

**Manik Antara Manas**

आईचे नांव / Mother's Name **Mamoni**

विभागीय मंडळ Divisional Board	आसन क्रमांक Seat No.	केन्द्र क्रमांक Centre No.	शाला क्रमांक School No.	प्रमाणपत्राचा अनुक्रमांक Sr. No. of Certificate
<b>MUMBAI</b>	<b>A202853</b>	<b>2077</b>	<b>31.03.075</b>	<b>182791</b>

माध्यमिक शालान्त प्रमाणपत्र परीक्षा

has passed the SECONDARY SCHOOL CERTIFICATE EXAMINATION MARCH-2014

श्रेणीमध्ये खाली दर्शविलेले विषय घेऊन उत्तीर्ण झाला/झाली आहे.

in Grade **FIRST**

with subjects shown below.

मुख्य विषय Main Subjects	कमाल गुण Max. Marks	प्राप्त गुण Marks Obtained	श्रेणीचे विषय Subjects of Grade	श्रेणी Grade
ENGLISH (1ST LANG)	100	058	(WORK EDN./PRE-VOC.)	
HINDI-BENGALI (2/3 LANG)	100	079	DRAWING & PAINTING	A
MARATHI (2/3 LANG)	100	069	(SCHOOL SUBJECTS)	
MATHEMATICS	100	069	HEALTH & PHYSICAL EDUCATION	A
SCIENCE & TECHNOLOGY	100	060	SOCIAL SERVICE	A
SOCIAL SCIENCES	100	087	PERSONALITY DEVELOPMENT	A
			INFORMATION COMMUNICATION TEC	A
एकूण गुण/Total Marks	<b>500</b>	<b>364</b>	<b>PERCENTAGE % 72.80</b>	
एकूण प्राप्त गुण (अक्षरी)/ Total Marks Obtained (In Words)	<b>THREE HUNDRED AND SIXTYFOUR</b>			
जन्म दिनांक / Date of Birth	<b>14/05/1998</b> <b>(FOURTEENTH MAY NINETEEN NINETY EIGHT)</b>			

**CS144182791**

**4 2 1 9 7 9 7 6 3 6 7 4 1**

**MUMBAI**  
17TH JUNE 2014



*(Signature)*

विभागीय सचिव/Divisional Secretary

Roll No:	PROGRAMME : B.COM : BANKING & INSURANCE		SEMESTER : I				Month & Year of Examination		
	PRN/Reg. No. 2016016401935265	Examination Seat No. 31031	Name of the Learner /MANIK ANTARA MANAS MAMONI				Nov - 2016		
Course Code	Course Title	Course Credits	TH	IN	Overall Grade	Credits Earned (C)	Grade Points (G)	CG=(CXG)	SGPI = ΣCG / ΣC
UBB1101	ENVIRONMENT AND MANAGEMENT OF FINANCIAL SERVICES.	3	B	B+	B	3	6	18	
UBB1102	PRINCIPLES OF MANAGEMENT	3	B	B+	B	3	6	18	
UBB1103	FINANCIAL ACCOUNTING - I	3	A+	O	A+	3	9	27	
UBB1104	BUSINESS COMMUNICATION-I	3	A	A+	A+	3	9	27	
UBB1105	BUSINESS ECONOMICS-I	3	A+	O	A+	3	9	27	
UBB1106	QUANTITATIVE METHODS-I	3	A+	O	A+	3	9	27	
UBB1107	FOUNDATION COURSE - I	2	A	A	A	2	8	16	
<b>Total</b>		<b>20</b>				<b>20</b>		<b>ΣCG = 160</b>	<b>160/20 = 8.00</b>
<b>Remark :</b>	Successful		Credits Earned = 20		SGPI = 8.00		Overall Grade : A		
Sem I : Credits Earned = 20 SGPI = 8      Sem II : Credits Earned = - SGPI = -      Sem III : Credits Earned = - SGPI = -      Sem IV : Credits Earned = - SGPI = -									

Place : Mumbai  
Date : 19-07-2017

F-Head of Failure, ---- Not Applicable, Ab-Absent, /Female, \$ Carried Forward Grade & Head, @-0.5043, # 0.229

Checked By *K. S. Guleria*

*P. S. Venkatesh*  
Principal



Roll No:	PROGRAMME : B.COM : BANKING & INSURANCE		SEMESTER : II		Name of the Learner		Month & Year of Examination		
16303A0063	PRN/Reg. No.	Examination Seat No.	/MANIK ANTARA MANAS MAMONI				Mar - 2017		
	2016016401935265	6112963							
Course Code	Course Title	Course Credits	TH	IN	Overall Grade	Credits Earned (C)	Grade Points (G)	CG=(CXG)	SGPI = ICG / IC
UBBI201	PRINCIPLES AND PRACTICES OF BANKING & INSURANCE	3	B	O	A	3	8	24	171/20 = 8.55
UBBI202	BUSINESS LAW	3	D	O	B	3	6	18	
UBBI203	FINANCIAL ACCOUNTING - II	3	A+	A	A+	3	9	27	
UBBI204	BUSINESS COMMUNICATION - II	3	A+	O	A+	3	9	27	
UBBI205	FOUNDATION COURSE - II	2	A+	A+	A+	2	9	18	
UBBI206	ORGANISATIONAL BEHAVIOUR	3	O	A	O	3	10	30	
UBBI207	QUANTITATIVE METHODS - II	3	A+	A	A+	3	9	27	
<b>Total</b>		<b>20</b>				<b>20</b>		<b>ICG = 171</b>	
<b>Remark : Successful</b>			<b>Credits Earned = 20</b>			<b>SGPI = 8.55</b>			<b>Overall Grade : A</b>
<b>Sem I : Credits Earned = 20 SGPI = 8.00</b>		<b>Sem II : Credits Earned = 20 SGPI = 8.55</b>		<b>Sem III : Credits Earned = - SGPI = -</b>		<b>Sem IV : Credits Earned = - SGPI = -</b>			

Place : Mumbai  
Date : 19-07-2017

F-Head of Failure, — Not Applicable, Ab-Absent, /Female, \$ Carried Forward Grade & Head, @-0.5043, # 0.229

Checked By

Principal

Roll No:	PROGRAMME : B.COM : BANKING & INSURANCE		SEMESTER : III		Month & Year of Examination				
16303A0063	PRN/Reg. No.	Examination Seat No.	Name of the Learner		Nov - 2017				
	2016016401935265	0602696	/MANIK ANTARA MANAS MAMONI						
Course Code	Course Title	Course Credits	TH	IN	Overall Grade	Credits Earned (C)	Grade Points (G)	CG=(CXG)	SGPI = ICG / IC
UBBI301	FINANCIAL MARKETS	3	B	O	A	3	8	24	162/20 = 8.10
UBBI302	DIRECT TAXATION	3	A	O	A	3	8	24	
UBBI303	INFORMATION TECHNOLOGY IN BANKING & INSURANCE - I	3	O	O	O	3	10	30	
UBBI304	FOUNDATION COURSE - III(AN OVERVIEW OF BANKING SECTOR)	2	A	O	A+	2	9	18	
UBBI305	FINANCIAL MANAGEMENT - I	3	D	O	B+	3	7	21	
UBBI306	MANAGEMENT ACCOUNTING	3	B	O	B+	3	7	21	
UBBI307	ORGANIZATIONAL BEHAVIOUR	3	A	O	A	3	8	24	
<b>Total</b>		<b>20</b>				<b>20</b>		<b>ICG = 162</b>	
Remark : Successful		Credits Earned = 20		SGPI = 8.10		Overall Grade : A			
Sem I : Credits Earned = 20 SGPI = 8.00		Sem II : Credits Earned = 20 SGPI = 8.55		Sem III : Credits Earned = 20 SGPI = 8.10		Sem IV : Credits Earned = - SGPI = -			

Place : Mumbai  
Date : 27-12-2017

F-Head of Failure, — Not Applicable, Ab-Absent, /Female, \$ Carried Forward Grade & Head, @:0.5043, # 0.229

Checked By

*[Signature]*

Principal

*[Signature]*



Roll No:	PROGRAMME : B.COM : BANKING & INSURANCE		SEMESTER : IV		Name of the Learner		Month & Year of Examination		
16303A0063	PRN/Reg. No. 2016016401935265	Examination Seat No. 1010521	/MANIK ANTARA MANAS MAMONI		Apr - 2018				
Course Code	Course Title	Course Credits	TH	IN	Overall Grade	Credits Earned (C)	Grade Points (G)	CG=(CXG)	SGPI = ICG / IC
UBBI401	FINANCIAL MANAGEMENT -II	3	B	A	B+	3	7	21	169/20 = 8.45
UBBI402	COST ACCOUNTING	3	B	O	A	3	8	24	
UBBI403	ENTREPRENEURSHIP MANAGEMENT	3	A	O	A	3	8	24	
UBBI404	INFORMATION TECHNOLOGY IN BANKING & INSURANCE- II	3	A+	O	O	3	10	30	
UBBI405	FOUNDATION COURSE - IV (AN OVERVIEW OF INSURANCE SECTOR)	2	B+	A+	A	2	8	16	
UBBI406	CORPORATE & SECURITIES LAW	3	O	O	O	3	10	30	
UBBI407	BUSINESS ECONOMICS-II	3	C	O	A	3	8	24	
<b>Total</b>		<b>20</b>				<b>20</b>		<b>ICG = 169</b>	
<b>Remark : Successful</b>		<b>Credits Earned = 20</b>			<b>SGPI = 8.45</b>		<b>Overall Grade : A</b>		
<b>Sem I : Credits Earned = 20 SGPI = 8.00</b>		<b>Sem II : Credits Earned = 20 SGPI = 8.55</b>		<b>Sem III : Credits Earned = 20 SGPI = 8.10</b>		<b>Sem IV : Credits Earned = 20 SGPI = 8.45</b>			

Place : Mumbai  
Date : 14-05-2018

Checked By

Principal

F-Head of Failure, --- Not Applicable, Ab-Absent, /Female, \$ Carried Forward Grade & Head, @-0.5043, # 0.229





# बृहन्मुंबई विद्युत पुरवठा आणि परिवहन उपक्रम

(बृहन्मुंबई महानगरपालिका)

बेस्ट भवन, पो.बॉ. नं. १९२, बेस्ट मार्ग, कुलाबा, मुंबई-४००००९.

प्रभाग कार्यालयाचा पत्ता:  
ग्राहक सेवा 'एफ/द' विभाग, बेस्ट उपक्रम, नवीन  
विस्तारीत इमारत, ३ रा मजला, आवेडकर  
कॉलेजसमोर, वडाळा, मुंबई - ४०० ०३९  
संपर्क क्रमांक. २४११६३३४

नाव : <b>MR MANAS MODHAN MANICK</b>	देयक महिना : <b>Mar-2019</b>	देयक दिनांक : <b>28/03/2019</b>	देयक क्र.: <b>903577141011</b>
देयक पाठविण्याचा पत्ता: <b>B-501,FLOOR-5TH,PLOT-CS 731,B,JAY BHAVANI CHS,G D AMBEKAR MARG,PAREL,MUMBAI-400012</b>	पुरतक पृष्ठ क्र. : <b>577141</b>	ग्राहक-क्र. : <b>577-141-011*8</b>	
वीज पुरवठ्याचा पत्ता : <b>B-501,FLOOR-5TH,PLOT-CS 731,B,JAY BHAVANI CHS,G D AMBEKAR MARG,PAREL,MUMBAI-400012</b>	चक्र : <b>16</b>	करार खाते क्र. : <b>2266837</b>	
	पुरवठ्याचा प्रकार : <b>3P</b>	देयकाचा कालावधी : <b>15/02/2019 - 19/03/2019</b>	
	संधारणा क्र. : <b>2004422-X-X</b>	दर प्रवर्ग : <b>LT I B</b>	
	यंत्रणा क्र. :	ग्राहक प्रवर्ग : <b>RESIDENTIAL</b>	
	मंजूर भार : <b>11.000 KW</b>	प्रभाग : <b>FS</b>	
	अनामत रक्कम जमा : <b>2200.00</b>		
	मागील देयकाची प्राप्त रक्कम ₹ 1230.00	मागील रक्कम प्राप्त दिनांक 19/03/2019	

चालू देयकाची रक्कम ₹	मागील बाकी ₹	देय दिनांक *	देय दिनांका पूर्वी रक्कम ₹	देय दिनांकानंतर रक्कम ₹ **
993.19	9.91	22/04/2019	1000.00	1018

\*देय दिनांक फक्त चालू महिन्याच्या देयकाच्या रकमेवर ग्राह्य आहे. \*\* थकबाकी असल्यास व्याज आकारले जाईल.

महत्वाचे संपर्क क्रमांक	वीज खंडीत तक्रारीकारिता	वीज देयक तक्रारी संबंधी	वीज चोरी/अनाधिकृत वापर	फ्युज /फॉल्ट कंट्रोल
	24114242	24111819/24127599	24194578	24114242/24146611

<b>अंतर्गत गाहाणी निवारण कक्ष</b> सहाय्यक प्रशासकीय व्यवस्थापक, ग्राहक सेवा 'एफ/दक्षिण' विभाग, बेस्ट उपक्रम, नवीन विस्तारीत इमारत, ३ रा मजला, वडाळा डेपो, आवेडकर कॉलेजसमोर, वडाळा, मुंबई - ४०००३९ दूरध्वनी क्र. - २४११६३३४, विस्तारीत - ७६४, ई-मेल igcccfward@bestundertaking.com	<b>ग्राहक गाहाणी निवारण मंच</b> तळमजला, विस्तारीत इमारत, ऑकमोडेशन रोड, कुलाबा, मुंबई - ४०० ००९, संकेत स्थळ : www.cgribest.org.in ई-मेल : decgrf@bestundertaking.com	<b>EASE OF DOING BUSINESS</b> For new connection application under Industrial/ Commercial load of 100-150 kW, supply shall be connected in 15 days. It is mandatory to apply online. No need to visit ward office. For Further details, visit www.bestundertaking.com	<b>मागील वीजेचा वापर</b> स्तंभ आलेख युनिटस (kWh) महिना Meter No.: N123705 <table border="1"> <tr><td>191</td><td>Feb-19</td></tr> <tr><td>205</td><td>Jan-19</td></tr> <tr><td>161</td><td>Dec-18</td></tr> <tr><td>289</td><td>Nov-18</td></tr> <tr><td>277</td><td>Oct-18</td></tr> <tr><td>214</td><td>Sep-18</td></tr> <tr><td>167</td><td>Aug-18</td></tr> <tr><td>211</td><td>Jul-18</td></tr> <tr><td>257</td><td>Jun-18</td></tr> <tr><td>278</td><td>May-18</td></tr> <tr><td>297</td><td>Apr-18</td></tr> </table>	191	Feb-19	205	Jan-19	161	Dec-18	289	Nov-18	277	Oct-18	214	Sep-18	167	Aug-18	211	Jul-18	257	Jun-18	278	May-18	297	Apr-18
191	Feb-19																								
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211	Jul-18																								
257	Jun-18																								
278	May-18																								
297	Apr-18																								
<b>आपल्या विभागातील वीजदेयक भरणा केंद्रे</b> <table border="1"> <tr> <td>रे रोड</td> <td>बेस्ट अधिकारी बसहत, माद्रागव, मुंबई ४०० ०१०.</td> </tr> <tr> <td>लालबाग</td> <td>लालबाग मार्केटजवळ, डॉ. आवेडकर रोड, मुंबई ४०० ०१२.</td> </tr> <tr> <td>शिवडी</td> <td>शिवडी बसस्थानक.</td> </tr> <tr> <td>मुगाचंबान</td> <td>बेस्ट अधिकारी बसहत, परळ, मुंबई ४०० ०१२</td> </tr> </table>		रे रोड	बेस्ट अधिकारी बसहत, माद्रागव, मुंबई ४०० ०१०.	लालबाग	लालबाग मार्केटजवळ, डॉ. आवेडकर रोड, मुंबई ४०० ०१२.	शिवडी	शिवडी बसस्थानक.	मुगाचंबान	बेस्ट अधिकारी बसहत, परळ, मुंबई ४०० ०१२	<b>युनिटस वापर kWh</b> <table border="1"> <tr> <td>Mar-2019</td> <td>182</td> </tr> <tr> <td>Mar-18</td> <td>199</td> </tr> </table>		Mar-2019	182	Mar-18	199										
रे रोड	बेस्ट अधिकारी बसहत, माद्रागव, मुंबई ४०० ०१०.																								
लालबाग	लालबाग मार्केटजवळ, डॉ. आवेडकर रोड, मुंबई ४०० ०१२.																								
शिवडी	शिवडी बसस्थानक.																								
मुगाचंबान	बेस्ट अधिकारी बसहत, परळ, मुंबई ४०० ०१२																								
Mar-2019	182																								
Mar-18	199																								

हे विजदेयक कोणत्याही मालमत्तेची किंवा जागेची मालकी हक्क सिद्ध करण्यासाठी वापरण्यात येऊ नये.

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(ने.ना.चौगुले)

मुख्य अभियंता ग्राहक सेवा

योग्य व अचूक वीजमापनासाठी बेस्ट मीटरचा ब्रॅच कटआउट काढू नका किंवा एमसीसीबी बंद ठेऊ नका, ही विनंती.

एकत्रित मुद्रांक शुल्क हे नोंदणी व मुद्रांक विभागात भरणा केल्याबाबतचा आदेश क्र. मुद्रांक शुल्क क्र. CSD/25/2018/1790/18 दिनांक 23-05-2018.

क्रॉस केलेल्या धनादेश \*\*/ डिमांड ड्राफ्ट " बेस्ट ग्राहक क्र.577141011\*8 " च्या नावाने काढावा.

विभाग / प्रभाग / चक्र.	ग्राहक क्र.	देयक दिनांक	देय दिनांक	देयकाची रक्कम ₹
NORTH/FS/16	577-141-011*8	28/03/2019	22/04/2019	1000.00

if you have paid arrears of Rs. 9.91 please bring the paid bill and pay Rs. 993.19

\*\*धनादेशद्वारे करण्यात आलेले प्रदान धनादेश वटण्यासापेक्ष ग्राह्य मानण्यात येईल.



19030005771410118000000100000NN22042019M000002266837

577\_003\_094  
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Local knowledge

TMFMUM/HR/2019/1398

April 12, 2019

To,  
**Ms. Dipika Lahot**  
Mumbai

**Subject: Offer Letter for the position of Trainee – Payroll Services.**

Dear Dipika,

We at TMF Group are happy to offer you the position of, **Trainee – Payroll Services** in our organization with effect from **1st June 2019**. This is to clarify that internship period will cover 6 months period with deeper training in specialized fields of HR and Payroll.

You will be appointed to the position of Trainee- Payroll Services, with CTC remuneration of **INR 2,00,000/- (Rupees Two Lacs Only)**.

On successful completion of the training period, you will be absorbed as **“Junior Executive”**, offering permanent employment and annual salary of **INR 2,75,000/- (Rupees Two Lacs Seventy-Five Thousand Only)** per annum. Upon confirmation of employment, you will be issued a revised letter to that effect.

This contract may be terminated by either party, by giving one months' notice in writing or by payment in lieu of notice.

You will abide by rules and regulations of the Company as may be in force from time to time. For any queries or clarifications, please feel free to call the undersigned and we will be glad to assist you.

Congratulations and welcome to TMF Group.

With best wishes,

**Priti Sirur**  
**Manager-Human Resources**  
**TMF Services India Private Limited**

TMF Services India Private Limited  
CIN : U74140MH2007PTC175579  
Pune - TMF Services India Private Limited, Floor - 3, Wing - A1 MCCA Trade Towers I S. B. Road | Pune - 411015, Maharashtra, India.  
Pune - TMF Services India Private Limited, Fanchsaji Tech Park One | Tower D, Ground Floor, 191 Yerwada, Pune - 411 006, Maharashtra.  
Pune - TMF Services India Private Limited, Floor - 8, Wing - B1 MCCA Trade Towers I S. B. Road | Pune - 411016, Maharashtra, India.  
Mumbai - Registered and Corporate Office - #1302, Tower 3, Indabulls Finance Centre, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, India.  
T : +91 22 49217300, F : +91 22 49217399 Email : India@tmf-group.com  
Branches : Bangalore, Gurgaon, Delhi & Noida.  
TMF Group consists of a number of companies worldwide. Visit our Website for details of our registered Companies.







भारत सरकार

Government of India



दीपिका रमेश कुमार लोहात

Deepika Ramesh Kumar Lohat

जन्म तारीख/DOB: 19/06/1998

महिला/ FEMALE



9960 5876 3291

माझे आधार, माझी ओळख

आयकर विभाग

INCOME TAX DEPARTMENT



सत्यमेव जयते

भारत सरकार

GOVT. OF INDIA



स्थायी लेखा संख्या कार्ड  
Permanent Account Number Card

AVQPL1250N

384-63

नाम / Name

DEEPIKA LOHAT

पिता का नाम / Father's Name

RAMESH KUMAR JAY PRAKASH LOHAT

जन्म तिथि / Date of Birth

01/09/1998

*Deepika*

हस्ताक्षर / Signature





यह प्रमाणित किया जाता है कि This is to certify that

माता/पिता/संरक्षक का नाम

Mother's/Father's/Guardian's Name

जन्म तिथि Date of Birth

विद्यालय School

का निष्पत्ति निम्नानुसार रहा has performed as follows :

ग्रेड शीट सह निष्पत्ति प्रमाण पत्र Grade Sheet cum Certificate of Performance

DIPIKA LAHOT

अनुक्रमांक Roll No. : 4253592

RACHANA RAMESH LAHOT / RAMESH JAI PRAKASH LAHOT  
19/06/1998 19TH JUNE NINETEEN HUNDRED NINETY EIGHT  
06709-KENDRIYA VIDYALAYA NO 3 INS COLOBA MUMBAI MR



भाग Part-1 शैक्षिक क्षेत्र Scholastic Areas

विषय कोड तथा नाम Subject Code and Name	कक्षा Class IX				कक्षा Class X			
	Grade FA	Grade SA	Overall Grade (FA+SA)		Grade FA	Grade SA	Overall Grade (FA+SA)	
			Grade	Grade Point (GP)			Grade	Grade Point (GP)
101 ENGLISH COMM.	B1	C1	B2	07	B2	B2	B2	07
122 COMM. SANSKRIT	B2	C2	C1	06	B1	D	C1	06
041 MATHEMATICS	B2	D	C1**	06	C1	E1	C1**	06
086 SCIENCE	C2	D	C1**	06	C1	D	C1**	06
087 SOCIAL SCIENCE	B2	C1	C1	06	B2	C2	C1	06

रीजिस्ट्रार, अख्यत की योजना के अनुसार, अतिरिक्त छठे विषय को छोड़कर सभी विषयों में अंतिम ग्रेड बिन्दु का औसत है। यद्यपि जो परीक्षार्थी एक ही शैक्षणिक वर्ष में एक ही विषय में दो ग्रेड बिन्दु की निर्देशात्मक समानता तथा अंकों की प्रतिशतता की गणना निम्नानुसार की जा सकती है :

- विषयवार अंकों की निर्देशात्मक प्रतिशतता = 9.5 x विषय का जीपी
- अंकों की समग्र निर्देशात्मक प्रतिशतता = 9.5 x रीजिस्ट्रार

As per Scheme of Studies CBSE in the average of Grade Points obtained in all the subjects excluding additional 6<sup>th</sup> subject. However, for candidates who have offered one compulsory subject under NVEQP, his/her CGPA is out of 6 subjects. An indicative equivalence of Grade Point and Percentage of Marks can be calculated as follows :

- Subject wise indicative percentage of marks = 9.5 x GP of the subject
- Overall indicative percentage of marks = 9.5 x CGPA

संचित ग्रेड बिन्दु का औसत (सोनीपीए) Cumulative Grade Point Average (CGPA) :

\* कथन और श्रवण कौशल (एसएसएल) के आकलन में ग्रेड Grade in Assessment of Speaking and Listening Skills (ASL) :

6.2

2 (क) (A) जीवन कौशल Life Skills :

भाग Part - 2 : सह-शैक्षिक कार्य क्षेत्र Co-Scholastic Areas

जीवन कौशल Life Skills	कक्षा Class IX		ग्रेड Grade	कक्षा Class X	
	वर्णनात्मक उल्लेख Descriptive Indicators	ग्रेड Grade		वर्णनात्मक उल्लेख Descriptive Indicators	ग्रेड Grade
चिंतन कौशल Thinking Skills	Identifies personal strengths and weaknesses and uses them to arrive at meaningful decisions	B	B	Identifies personal strengths and weaknesses, analyses a problem with relevant information and usually chooses appropriate alternatives and makes meaningful decisions.	B
सामाजिक कौशल Social Skills	Empathetic, Displays sensitivity towards differently-abled students, possesses good interpersonal skills and appreciates other opinions, accepts feedback from teachers, elders and peers for self-improvement, and an excellent team worker.	A	A	Empathetic, with very good interpersonal and communicative skills, an active listener, observes school rules, accepts feedback and criticism with positivity, often demonstrates leadership skills and is an inspiring team worker.	A
भावनात्मक कौशल Emotional Skills	Self-confident and optimistic, manages adverse situations and stress effectively. Expresses emotions appropriately.	B	B	Identifies the causes of stress and manages adverse situations effectively. Expresses emotions appropriately.	A

2 (ख)(B) कार्य शिक्षा Work Education :

कार्य शिक्षा Work Education	कक्षा Class IX	ग्रेड Grade	कक्षा Class X	ग्रेड Grade
Grasps assigned tasks easily, self-motivated, helpful, guides others and is punctual.	B	B	Innovative, with excellent grasp of any assignment and is very punctual in the completion of set task, self-motivated, empathetic, inspires others and an excellent team worker. Shows readiness to shoulder responsibility.	A

2 (ग)(C) दृश्य और प्रदर्शन कला Visual and Performing Arts :

दृश्य और प्रदर्शन कला Visual and Performing Arts :	कक्षा Class IX	ग्रेड Grade	कक्षा Class X	ग्रेड Grade
Participates actively in artistic activities, creative, very observant, appreciates and understands various art forms.	B	B	Participates actively in artistic activities at different levels, enthusiastically plans and conducts creative events, very observant, displays an aesthetic, innovative approach to the appreciation and understanding of different art forms.	A

2 (घ)(D) अभिवृत्तियाँ एवं मूल्य Attitudes and Values :

के प्रति towards	वर्णनात्मक उल्लेख Descriptive Indicators	ग्रेड Grade	वर्णनात्मक उल्लेख Descriptive Indicators	ग्रेड Grade
अध्यापक Teachers	Very courteous to teachers and elders, adheres to school rules, sincere and helpful towards teachers, has a positive attitude to learning, communicates easily with and confides in teachers, accepts feedback and criticism with positivity.	A	Very courteous to teachers and elders, has a positive attitude towards learning and adheres to school and class norms, communicates effectively with teachers and takes feedback and criticism with positivity.	A
सहपाठी Schoolmates	Expresses ideas and opinions with clarity, is sensitive and supportive towards peers and differently-abled schoolmates, receptive to new ideas and suggestions, inspires others and manages diversity well.	A	Sensitive and supportive towards peers and differently-abled schoolmates, expresses ideas and opinions with clarity in a group, receptive to new opinions and suggestions, displays sensitivity to differences.	A
विद्यालय कार्यक्रम और पर्यावरण School Programmes & Environment	An enthusiastic participant in various school programmes and environmental initiatives, possesses leadership skills. Usually takes in pride in the school and respects school property.	B	Participates in various school programmes and environmental initiatives regularly, possesses good leadership qualities and is punctual.	B
मूल्य प्रणालियाँ Value Systems	Understands values systems, abides by rules and regulations, ethical and always courteous towards peers and elders, respects the national flag and symbols, sensitive to diversity and shows empathy towards the disadvantaged.	A	Abides by rules and understands value systems, honest, courteous towards peers and elders, and has leadership qualities, respects the national flag and symbols, sensitive to diversity, is empathetic towards the disadvantaged.	A

3 (क)(A) सह पाठ्यक्रम कार्यकलाप Co-Curricular Activities :

भाग Part - 3 सह पाठ्यक्रम कार्यकलाप Co-Curricular Activities

कार्यकलाप Activity	कक्षा Class IX	ग्रेड Grade	कक्षा Class X	ग्रेड Grade
Scientific Skills	Applies science to everyday life, participates in scientific activities at inter- and intra mural events, displays good laboratory skills and is very observant.	B	Displays scientific temperament in everyday life, very observant, plans and participates in scientific activities at different levels, displays precision and observation during laboratory work.	A
Information and Communication Technology (ICT) Skills	Actively participates in computer technology related events at the school and inter school levels, handles IT equipment with ease, shows keen interest and is very observant.	B	Good at handling IT equipment, participates in computer technology related events at the school and inter school levels, aware of the ethical concerns while using technology, applies theoretical knowledge to practical situations.	B

3 (ख)(B) स्वास्थ्य एवं शारीरिक शिक्षा Health and Physical Education :

कार्यकलाप Activity	कक्षा Class IX	ग्रेड Grade	कक्षा Class X	ग्रेड Grade
Sports /Indigenous Sports (Kho-Kho Etc.)	Talented in an identified sport and the represents school, disciplined with punctual, strength and stamina. Displays good team spirit and is usually punctual.	B	Talented in an identified sport, represents school, possesses stamina, strength, agility and flexibility, demonstrates a healthy team spirit and is disciplined.	B
Gardening / Shramdaan	Is aware of types of the plants and the time of the year during which they are grown, shows a keen interest in gardening and can look after plants well. Enjoys and exhibits a desire to learn. Readily takes part in shramdaan.	B	Shows enthusiasm for gardening/shramdaan tasks assigned and ready to work with hands. Has basic knowledge of types of plants, gardening tools and the time of the year during which they are to be planted/grown. Volunteers for shramdaan.	A

\*\*\* उन्नत ग्रेड Upgraded Grade

परिणाम Result: QUALIFIED FOR ADMISSION TO HIGHER CLASSES

दिल्ली Delhi

दिनांक Dated 19-05-2014



प्रधानाचार्य/Principals  
(विद्यालय की भांति Stamp of the School)  
के. वि. 3, कोलाबा, मुंबई-400 071

परीक्षा नियंत्रक  
Controller of Examinations



संख्या /  
No. SSCE/2016/

0894694

ALL INDIA

नाम Name DIPIKA LAHOT

अनुक्रमांक Roll No. 4638208

पिता/पिता/संरक्षक का नाम RACHANA RAMESH LAHOT  
Mother's/Father's/Guardian's Name RAMESH JAI PRAKASH LAHOT

विद्यालय School 06709 KENDRIYA VIDYALAYA NO 3 INS COLOBA MUMBAI MR

केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION  
अंक विवरणिका MARKS STATEMENT  
सीनियर स्कूल सर्टिफिकेट परीक्षा, 2016

SENIOR SCHOOL CERTIFICATE EXAMINATION, 2016

विषय कोड SUB. CODE	विषय SUBJECT	प्राप्तांक MARKS OBTAINED				स्थितीय ग्रेड POSITIONAL GRADE
		लि. TH.	प्रे. PR.	योग TOTAL	योग शब्दों में TOTAL IN WORDS	
301	ENGLISH CORE	060	XXX	060	SIXTY	C2
030	ECONOMICS	048	XXX	048	FORTY EIGHT	C2
054	BUSINESS STUDIES	044	017	061	SIXTY ONE	C2
055	ACCOUNTANCY	055	019	074	SEVENTY FOUR	B1
065	INFORMATICS PRAC.	023	028	051	FIFTY ONE	D2
500	WORK EXPERIENCE					A2
502	PHY & HEALTH EDUCA					B1
503	GENERAL STUDIES					A1

संक्षिप्तों का अर्थ : Abbreviations

AB : विषय में अनुपस्थित Absent in the Subject परिणाम Result

PASS

EX : छूट-प्राप्त Exempted

FP : प्रयोगात्मक में असफल Fail in Practical

FT : लिखित में असफल Fail in Theory

दिल्ली Delhi 21-05-2016

दिनांक Dated

परीक्षा नियंत्रक  
Controller of Examinations

**VSIT** | Vidyalkar School of  
Information Technology  
NAAC ACCREDITED COLLEGE  
(Affiliated to University of Mumbai)  
Vidyalkar Marg, Wadala (E), Mumbai 400 037

Roll No:	PROGRAMME : B.COM : BANKING & INSURANCE			SEMESTER : I				Month & Year of Examination	
16303A0042	PRN/Reg. No. 2016016401934761	Examination Seat No. 31028	Name of the Learner /LAHOT DIPIKA RAMESH RACHANA				Nov - 2016		
Course Code	Course Title	Course Credits	TH	IN	Overall Grade	Credits Earned (C)	Grade Points (G)	CG=(CXG)	SGPI = ΣCG / ΣC
UBB1101	ENVIRONMENT AND MANAGEMENT OF FINANCIAL SERVICES.	5	D	A	C	3	5	15	140/20 = 7.00
UBB1102	PRINCIPLES OF MANAGEMENT	3	A	O	A+	3	9	27	
UBB1103	FINANCIAL ACCOUNTING - I	3	A	O	A+	3	9	27	
UBB1104	BUSINESS COMMUNICATION-I	3	B+	A+	A	3	8	24	
UBB1105	BUSINESS ECONOMICS-I	3	D	A	C	3	5	15	
UBB1106	QUANTITATIVE METHODS-I	3	D	O	B	3	6	18	
UBB1107	FOUNDATION COURSE - I	2	B	O	B+	2	7	14	
<b>Total</b>		<b>20</b>				<b>20</b>		<b>ΣCG = 140</b>	
Remark : Successful Credits Earned = 20 SGPI = 7.00 Overall Grade : B+									
Sem I : Credits Earned = 20 SGPI = 7.00 Sem II : Credits Earned = - SGPI = - Sem III : Credits Earned = - SGPI = - Sem IV : Credits Earned = - SGPI = -									

Place : Mumbai  
Date : 16-02-2017

Checked By

Principal

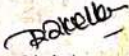
F-Head of Failure, --- Not Applicable, Ab-Absent, /Female, \$ Carried Forward Grade & Head, @-0.5043, # 0.229

**VSIT** | Vidyalankar School of  
Information Technology  
NAAC ACCREDITED COLLEGE  
(Affiliated to University of Mumbai)  
Vidyalankar Marg, Wadala (E), Mumbai 400 037

Roll No:	PROGRAMME : B.COM : BANKING & INSURANCE			SEMESTER : II				Month & Year of Examination	
16303A0042	PRN/Reg. No. 2016016401934761	Examination Seat No. 6112960	Name of the Learner /LAHOT DIPIKA RAMESH RACHANA				Mar - 2017		
Course Code	Course Title	Course Credits	TH	IN	Overall Grade	Credits Earned (C)	Grade Points (G)	CG=(CXG)	SGPI = ECG / IC
UBBI201	PRINCIPLES AND PRACTICES OF BANKING & INSURANCE	3	C	- O	B+	3	7	- 21	129/20 = 6.45
UBBI202	BUSINESS LAW	3	C	A	B	3	6	18	
UBBI203	FINANCIAL ACCOUNTING - II	3	B+	B+	B+	3	7	21	
UBBI204	BUSINESS COMMUNICATION - II	3	A	C	A	3	8	24	
UBBI205	FOUNDATION COURSE - II	2	B	D	B	2	6	12	
UBBI206	ORGANISATIONAL BEHAVIOUR	3	B+	A	B+	3	7	21	
UBBI207	QUANTITATIVE METHODS - II	3	D	D	D	3	4	12	
<b>Total</b>		<b>30</b>				<b>20</b>		<b>ICG = 129</b>	
Remark : Successful Credits Earned = 20 SGPI = 6.45 Overall Grade : B									
Sem I : Credits Earned = 20 SGPI = 7.00 Sem II : Credits Earned = 20 SGPI = 6.45 Sem III : Credits Earned = - SGPI = - Sem IV : Credits Earned = - SGPI = -									

Place : Mumbai  
Date : 06-07-2017

  
Checked By

  
Principal

F-Head of Failure, ---- Not Applicable, Ab-Absent, /Female, \$ Carried Forward Grade & Head, @-0.5043, # 0.229



**VSIT** | Vidyalkar School of  
Information Technology  
NAAC ACCREDITED COLLEGE  
(Affiliated to University of Mumbai)  
Vidyalkar Marg, Wadala (E), Mumbai 400 037

Roll No: 16303A0042	PROGRAMME : B.COM : BANKING & INSURANCE			SEMESTER : IV				Month & Year of Examination Apr - 2018	
	PRN/Reg. No. 2016016401934761	Examination Seat No. 1010457		Name of the Learner /LAHOT DIPIKA RAMESH RACHANA					
Course Code	Course Title	Course Credits	TH	IN	Overall Grade	Credits Earned (C)	Grade Points (G)	CG=(CXG)	SGPI = ICG / IC
UBBI401	FINANCIAL MANAGEMENT-II	3	D	O	B	3	6	18	134/20 = 6.70
UBBI402	COST ACCOUNTING	3	D	A+	C	3	5	15	
UBBI403	ENTREPRENEURSHIP MANAGEMENT	3	C	A+	B	3	6	18	
UBBI404	INFORMATION TECHNOLOGY IN BANKING & INSURANCE- II	3	A	A+	A	3	8	24	
UBBI405	FOUNDATION COURSE - IV (AN OVERVIEW OF INSURANCE SECTOR)	2	B	A	B+	2	7	14	
UBBI406	CORPORATE & SECURITIES LAW	3	A	O	A+	3	9	27	
UBBI407	BUSINESS ECONOMICS-II	3	D	O	B	3	6	18	
<b>Total</b>		<b>20</b>				<b>20</b>		<b>ICG = 134</b>	
Remark : Successful Credits Earned = 20 SGPI = 6.70 Overall Grade : B									
Sem I : Credits Earned = 20 SGPI = 7.00 Sem II : Credits Earned = 20 SGPI = 6.45 Sem III : Credits Earned = 20 SGPI = 5.65 Sem IV : Credits Earned = 20 SGPI = 6.70									

Place : Mumbai  
Date : 14-05-2018

  
Checked By

  
Principal

F-Head of Failure, — Not Applicable, Ab-Absent, /Female, \$ Carried Forward Grade & Head, @-0.5043, # 0.229





Global reach  
Local knowledge

TMFMUM/HR/2019/1401

April 12, 2019

To,  
**Ms. Hanshvini Parmar**  
Mumbai

**Subject: Offer Letter for the position of Trainee – Corporate Accounting and Taxation.**

Dear Hanshvini,

We at TMF Group are happy to offer you the position of, **Trainee – Corporate Accounting and Taxation** in our organization with effect from **1st June 2019**. This is to clarify that internship period will cover 6 months period with deeper training in specialized fields of Accounting and Tax.

You will be appointed to the position of Trainee- Corporate Accounting and Taxation, with CTC remuneration of **INR 2,00,000/- (Rupees Two Lacs Only)**.

On successful completion of the training period, you will be absorbed as "**Junior Executive**", offering permanent employment and annual salary of **INR 2,75,000/- (Rupees Two Lacs Seventy-Five Thousand Only)** per annum. Upon confirmation of employment, you will be issued a revised letter to that effect.

This contract may be terminated by either party, by giving one months' notice in writing or by payment in lieu of notice.

You will abide by rules and regulations of the Company as may be in force from time to time. For any queries or clarifications, please feel free to call the undersigned and we will be glad to assist you.

Congratulations and welcome to TMF Group.

With best wishes,

**Priti Sirur**  
**Manager-Human Resources**  
**TMF Services India Private Limited**

13/4/2019

TMF Services India Private Limited

CIN : U74140MH2007PTC175579

Pune : TMF Services India Private Limited, Floor - 3, Wing - A | MCCA Trade Towers I.S. B. Road | Pune - 411016, Maharashtra, India.

Pune : TMF Services India Private Limited, Panchshil Tech Park One | Tower D, Ground Floor, 191 Yerwada, Pune - 411 006, Maharashtra.

Pune : TMF Services India Private Limited, Floor - 8, Wing - B | MCCA Trade Towers I.S. B. Road | Pune - 411016, Maharashtra, India.

Mumbai : Registered and Corporate Office : #1302, Tower-3, Indiabulls Finance Centre, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, India.

T : +91 22 49217300, F : +91 22 49217399 Email : India@tmf-group.com

Branches : Bangalore, Gurgaon, Delhi & Noida.

TMF Group consists of a number of companies worldwide. Visit our Website for details of our registered Companies.



Global reach  
Local knowledge

TMFMUM/HR/2019/1398

April 12, 2019

To,  
Ms. Hasita Chaudhari  
Mumbai

**Subject: Offer Letter for the position of Trainee – Corporate Accounting and Taxation.**

Dear Hasita,

We at TMF Group are happy to offer you the position of, **Trainee – Corporate Accounting and Taxation** in our organization with effect from **1st June 2019**. This is to clarify that internship period will cover 6 months period with deeper training in specialized fields of Accounting and Tax.

You will be appointed to the position of Trainee- Corporate Accounting and Taxation, with CTC remuneration of **INR 2,00,000/- (Rupees Two Lacs Only)**.

On successful completion of the training period, you will be absorbed as "Junior Executive", offering permanent employment and annual salary of **INR 2,75,000/- (Rupees Two Lacs Seventy-Five Thousand Only)** per annum. Upon confirmation of employment, you will be issued a revised letter to that effect.

This contract may be terminated by either party, by giving one months' notice in writing or by payment in lieu of notice.

You will abide by rules and regulations of the Company as may be in force from time to time. For any queries or clarifications, please feel free to call the undersigned and we will be glad to assist you.

Congratulations and welcome to TMF Group.

With best wishes,

**Priti Sirur**  
Manager-Human Resources  
TMF Services India Private Limited

TMF Services India Private Limited  
CIN: U74900MH2007PTC132379  
Plot - TMF Services India Private Limited, Floor - 3, Wing - A, MIDC, Taty Street, V. K. Road, Pune - 411005, Maharashtra, India.  
Pune - TMF Services India Private Limited, Resident, Sub-Plot One / Sector 3, Ground Floor, 103, Swagata Park - 411 004, Maharashtra  
Pune - TMF Services India Private Limited, Floor - 3, Wing - B, MIDC, Trade Towers, V. K. Road, Pune - 411005, Maharashtra, India.  
Mumbai - 103, Ground and Corporate Office - 4/100, Tower 3, Industrial Estate Centre, Senapati Bapat Marg, Upper Colaba Road (West), Mumbai - 400 021, India.  
T. +91 20 4921 1882, F. +91 20 4921 1788 Email: [hr@tmfgroup.com](mailto:hr@tmfgroup.com)  
Burlingame, California, 94568, U.S. India  
TMF Group consists of a number of companies and brands which are available for details in our registered Companies.





महाराष्ट्र राज्य माध्यमिक व उच्च माध्यमिक शिक्षण मंडळ, पुणे  
Maharashtra State Board Of  
Secondary and Higher Secondary Education, Pune  
माध्यमिक शालान्त प्रमाणपत्र (पुनर्रचित - 2014 पासून)  
SECONDARY SCHOOL CERTIFICATE (REVISED FROM-2014)

असे प्रमाणित करण्यात येते की / This is to certify that

**Chaudhari Hasita Govind**

आईचे नांव / Mother's Name **Gomtiben**

विभागीय मंडळ Divisional Board	आसन क्रमांक Seat No.	केन्द्र क्रमांक Centre No.	शाळा क्रमांक School No.	प्रमाणपत्राचा अनुक्रमांक Sr. No. of Certificate
<b>MUMBAI</b>	<b>A207591</b>	<b>2096</b>	<b>31.04.014</b>	<b>185779</b>

माध्यमिक शालान्त प्रमाणपत्र परीक्षा  
has passed the SECONDARY SCHOOL CERTIFICATE EXAMINATION **MARCH-2014**

श्रेणीमध्ये खाली दर्शविलेले विषय घेऊन उत्तीर्ण झाला/झाली आहे.  
In Grade **FIRST** with subjects shown below.

मुख्य विषय Main Subjects	कमाल गुण Max. Marks	प्राप्त गुण Marks Obtained	श्रेणीचे विषय Subjects of Grade	श्रेणी Grade
ENGLISH (1ST LANG)	100	064	(WORK EDN./PRE-VOC.)	
MARATHI (2/3 LANG)	100	070	DECORATIVE PIECES FROM WASTE	A
HINDI (2/3 LANG)	100	074	(SCHOOL SUBJECTS)	
MATHEMATICS	100	077	HEALTH & PHYSICAL EDUCATION	A
SCIENCE & TECHNOLOGY	100	062	SOCIAL SERVICE	A
SOCIAL SCIENCES	100	067	PERSONALITY DEVELOPMENT	A
			INFORMATION COMMUNICATION TEC	A
एकूण गुण/Total Marks	500	352	PERCENTAGE % 70.40	
एकूण प्राप्त गुण (अक्षरी)/ Total Marks Obtained (In Words)	THREE HUNDRED AND FIFTYTWO			
जन्म दिनांक / Date of Birth	15/10/1998 (FIFTEENTH OCTOBER NINETEEN NINETY EIGHT)			

**CS144185779**



5 1 1 3 2 9 7 8 4 6 9 0 4

MUMBAI  
17<sup>TH</sup> JUNE 2014

विभागीय सचिव / Divisional Secretary





महाराष्ट्र राज्य माध्यमिक व उच्च माध्यमिक शिक्षण मंडळ, पुणे  
Maharashtra State Board Of  
Secondary and Higher Secondary Education, Pune

उच्च माध्यमिक प्रमाणपत्र परीक्षा - प्रमाणपत्र  
HIGHER SECONDARY CERTIFICATE EXAMINATION - CERTIFICATE

असे प्रमाणित करण्यात येते की / This is to certify that

**Chaudhari Hasita Govind**

आईचे नांव / Mother's Name **Gomtiben**

विभागीय मंडळ Divisional Board	आसन क्रमांक Seat No.	केन्द्र क्रमांक Centre No.	उच्च माध्यमिक शाळा क्रमांक Higher Secondary School No.	प्रमाणपत्राचा अनुक्रमांक Sr. No. of Certificate
<b>MUMBAI</b>	<b>M230335</b>	<b>3251</b>	<b>31.04.005</b>	<b>154345</b>

उच्च माध्यमिक प्रमाणपत्र परीक्षा (१० + २ आकृतीबंधानुसार)

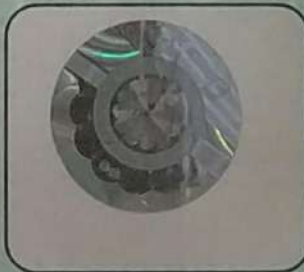
has passed the HIGHER SECONDARY CERTIFICATE EXAMINATION **FEBRUARY-2016**  
(Under 10 + 2 Pattern)

श्रेणीमध्ये खाली दर्शविलेले विषय घेऊन उत्तीर्ण झाला/झाली आहे.  
in Grade **I** with subjects shown below.

सांकेतिक क्रमांक व विषय Subject Code No. and Subjects	कमाल गुण Max. Marks	प्राप्त गुण / Marks Obtained	
		In Figures	In Words
01 ENGLISH	100	057	FIFTYSEVEN
04 HINDI	100	059	FIFTYNINE
49 ECONOMICS	100	064	SIXTYFOUR
50 BOOK KEEPING & ACCOUNTANCY	100	087	EIGHTYSEVEN
51 ORGANISATION OF COMM & MGMT	100	059	FIFTYNINE
88 MATHS & STAT. (COMMERCE)	100	060	SIXTY
31 ENVIRONMENT EDUCATION	050	046	FORTYSIX
30 HEALTH AND PHYSICAL EDN:- A			
एकूण गुण / Total Marks	<b>650</b>	<b>432</b>	<b>FOUR HUNDRED AND THIRTYTWO</b>
Percentage	<b>66.46</b>		



**CH164154345**



**38 1 3 9 6 7 8 6 5 5 6 6**

*Shel*

MUMBAI  
25<sup>TH</sup> MAY, 2016

विभागीय सचिव / Divisional Secretary

Roll No: 1630580046	PROGRAMME : B.COM : ACCOUNTING & FINANCE			SEMESTER : I				Month & Year of Examination Feb - 2017	
	PRN/Reg. No. 2016016401933394	Examination Seat No. 0606973		Name of the Learner /CHAUDHARI HASITA GOVIND GOMTIBEN					
Course Code	Course Title	Course Credits	TH	IN	Overall Grade	Credits Earned (C)	Grade Points (G)	CG = (CXG)	SGPI = ICG / IC
UBAF101	FINANCIAL ACCOUNTING (ELEMENTS OF FINANCIAL ACCOUNTING) - I	3	A+	A+	A+	3	9	27	146/20 = 7.30
UBAF102	COST ACCOUNTING (INTRODUCTION AND ELEMENT OF COST) - I	3	A	A	A	3	8	24	
UBAF103	FINANCIAL MANAGEMENT (INTRODUCTION TO FINANCIAL MANAGEMENT) - I	3	A+	A	A+	3	9	27	
UBAF104	BUSINESS COMMUNICATION - I	3	B+	A+	A	3	8	24	
UBAF105	COMMERCE (BUSINESS ENVIRONMENT) - I	3	D	B+	C	3	5	15	
UBAF106	BUSINESS ECONOMICS - I	3	C	A+	B+	3	7	21	
UBAF107	FOUNDATION COURSE - I	2	D	C	D	2	4	8	
<b>Total</b>		<b>20</b>				<b>20</b>		<b>ICG = 146</b>	
Remark : Successful Credits Earned = 20 SGPI = 7.30 Overall Grade : B+									
Semi I : Credits Earned = 20 SGPI = 7.30 Semi II : Credits Earned = - SGPI = - Semi III : Credits Earned = - SGPI = - Semi IV : Credits Earned = - SGPI = -									

Place : Mumbai  
Date : 30-05-2017

Checked By

Principal

F-Head of Failure, --- Not Applicable, Ab-Absent, /Female, \$ Carried Forward Grade & Head, @-0.5043, # 0.229

**VSIT** | Vidyalankar School of  
Information Technology  
NAAC ACCREDITED COLLEGE  
(Affiliated to University of Mumbai)  
Vidyalankar Marg, Wadala (E), Mumbai 400 037

Roll No:	PROGRAMME : B.COM : ACCOUNTING & FINANCE			SEMESTER : II				Month & Year of Examination Mar - 2017	
	PRN/Reg. No. 2016016401933394	Examination Seat No. 6218227	Name of the Learner /CHAUDHARI HASITA GOVIND GOMTIBEN						
Course Code	Course Title	Course Credits	TH	IN	Overall Grade	Credits Earned (C)	Grade Points (G)	CG=(CKG)	SGPI = ICG / IC
UBAF201	FINANCIAL ACCOUNTING (SPECIAL ACCOUNTING AREAS)- II	3	O	O	O	3	10	30	163/20 = 8.25#
UBAF202	AUDITING (INTRODUCTION & PLANNING) - I	3	B	A+	B+	3	7	21	
UBAF203	TAXATION - I (INDIRECT TAXES - I)	3	O	O	O	3	10	30	
UBAF204	BUSINESS COMMUNICATION - II	3	A+	A+	A+	3	9	27	
UBAF205	FOUNDATION COURSE - II	2	B+	A	A	2	8	16	
UBAF206	BUSINESS LAW (BUSINESS REGULATORY FRAMEWORK) - I	3	C	A+	B	3	6	18	
UBAF207	BUSINESS MATHEMATICS	3	D	O	B+	3	7	21	
<b>Total</b>		<b>20</b>				<b>20</b>		<b>ICG = 163</b>	
Remark : Successful      Credits Earned = 20      SGPI = 8.25#      Overall Grade : A Sem I : Credits Earned = 20 SGPI = 7.30      Sem II : Credits Earned = 20 SGPI = 8.25#      Sem III : Credits Earned = - SGPI = -      Sem IV : Credits Earned = - SGPI = -									

Place : Mumbai  
Date : 31-07-2017

*C. Gore*  
Checked By

*P. Kelkar*  
Principal

F-Head of Failure, --- Not Applicable, Ab-Absent, /Female, \$ Carried Forward Grade & Head, @-0.5043, # 0.229



Roll No: 16305B0046	PROGRAMME : B.COM : ACCOUNTING & FINANCE			SEMESTER : III				Month & Year of Examination Nov - 2017	
	PRN/Reg. No. 2016016401933394	Examination Seat No. 0562819	Name of the Learner /CHAUDHARI HASITA GOVIND GOMTIBEN						
Course Code	Course Title	Course Credits	TH	IN	Overall Grade	Credits Earned (C)	Grade Points (G)	CG=(CXG)	SGPI = ICG / IC
UBAF301	BUSINESS LAW ( BUSINESS REGULATORY FRAMEWORK) II	3	B+	O	A	3	8	24	166/20 = 8.30
UBAF302	BUSINESS ECONOMICS II	3	D	O	B	3	6	18	
UBAF303	INFORMATION TECHNOLOGY IN ACCOUNTANCY I	3	B	O	A	3	8	24	
UBAF304	FOUNDATION COURSE IN COMMERCE (FINANCIAL MARKET OPERATIONS) - III	2	B	O	A	2	8	16	
UBAF305	FINANCIAL ACCOUNTING (SPECIAL ACCOUNTING AREAS) - III	3	A+	O	O	3	10	30	
UBAF306	TAXATION -II (DIRECT TAXES PAPER- I)	3	A	O	A	3	8	24	
UBAF307	COST ACCOUNTING (METHODS OF COSTING) - I I	3	O	O	O	3	10	30	
<b>Total</b>		20				20		ICG = 166	
Remark : Successful Credits Earned = 20 SGPI = 8.30 Overall Grade : A Sem I : Credits Earned = 20 SGPI = 7.30 Sem II : Credits Earned = 20 SGPI = 8.25# Sem III : Credits Earned = 20 SGPI = 8.30 Sem IV : Credits Earned = - SGPI = -									

Place : Mumbai  
Date : 13-01-2018

Checked By *K. J. Jadhav*

*D. K. D. D. D.*  
Principal

F-Head of Failure, — Not Applicable, Ab-Absent, /Female, \$ Carried Forward Grade & Head, @-0.5043, # 0.229

Roll No: 16305B0046	PROGRAMME : B.COM : ACCOUNTING & FINANCE			SEMESTER : IV				Month & Year of Examination Apr - 2018	
	PRN/Reg. No. 2016016401933394	Examination Seat No. 0981785		Name of the Learner /CHAUDHARI HASITA GOVIND GOMTIBEN					
Course Code	Course Title	Course Credits	TH	IN	Overall Grade	Credits Earned (C)	Grade Points (G)	CG=(CXG)	SGPI = ICG / ΣC
UBAF401	INFORMATION TECHNOLOGY IN ACCOUNTANCY II	3	D	O	B	3	6	18	152/20 = 7.70#
UBAF402	BUSINESS LAW ( COMPANY LAW) III	3	D	O	B	3	6	18	
UBAF403	RESEARCH METHODOLOGY IN ACCOUNTING AND FINANCE	3	C	O	B+	3	7	21	
UBAF404	TAXATION - III (DIRECT TAXES - II)	3	O	A+	O	3	10	30	
UBAF405	FOUNDATION COURSE IN MANAGEMENT (INTRODUCTION TO MANAGEMENT) - IV	2	B	A+	B+	2	7	14	
UBAF406	FINANCIAL ACCOUNTING PAPER -IV (SPECIAL ACCOUNTING AREAS)	3	A	O	A	3	8	24	
UBAF407	MANAGEMENT ACCOUNTING(INTRODUCTION TO MANAGEMENT ACCOUNTING)	3	A+	A+	A+	3	9	27	
<b>Total</b>		<b>20</b>				<b>20</b>		<b>ICG = 152</b>	
Remark : Successful Credits Earned = 20 SGPI = 7.70# Overall Grade : B+									
Sem I : Credits Earned = 20 SGPI = 7.30 Sem II : Credits Earned = 20 SGPI = 8.25# Sem III : Credits Earned = 20 SGPI = 8.30 Sem IV : Credits Earned = 20 SGPI = 7.70#									

Place : Mumbai  
Date : 19-05-2018

Checked By

Principal

F-Head of Failure, --- Not Applicable, Ab-Absent, /Female, \$ Carried Forward Grade & Head, @-0.5043, # 0.229

SEAT NO	NAME	PRN	COLLEGE	TOTAL MARKS (600)	RESULT	REMARK														
		(2016016401933065)	640:V.S.I.T. (WADALA)																	
40	B	31	D	49	A	36	C	24	D	58	A+									
23	O	25	O	21	O	13	B	17	A	23	O	360	F							
63	B A	4 32	56	7 B+	4 28	70	9 A+	3 27	49	5 C	3 15	41	5 C	3 15	81	10 D	3 30	20	147	7.35
		(2016016400627854)	120:MD - PAREL																	
42	B+	37	C	32	D	30	D	55	A+	52	A									
17	A	20	O	18	A+	15	A	13	B	11	D	342	F							
59	B+	4 28	57	7 B+	4 28	50	6 B	3 18	45	5 C	3 15	68	B A	3 24	63	8 A	3 24	20	137	6.85
		(2016016401934591)	640:V.S.I.T. (WADALA)																	
42	B+	37	C	46	A	30	D	68	O	33	D									
22	O	19	A+	18	A+	16	A	15	A	15	A	359	F							
64	B A	4 32	56	7 B+	4 28	64	8 A	3 24	46	5 C	3 15	81	10 D	3 30	48	5 C	3 15	20	144	7.70
		(2016016401944175)	31115:J.W.S.-WADALA																	
38	B	36	C	46	A	30	D	63	O	52	A									
23	O	23	O	22	O	23	D	23	O	23	O	401	F							
61	B A	4 32	59	7 B+	4 28	68	8 A	3 24	53	6 B	3 18	84	10 O	3 30	75	9 A+	3 27	20	159	7.95
		(2015016401235593)	640:V.S.I.T. (WADALA)																	
52	A	62	O	63	O	45	A	57	A+	33	D									
25	O	25	O	20	O	23	O	23	O	24	O	45283	F							
7783	10 O	4 40	87	10 O	4 40	83	10 O	3 30	68	8 A	3 24	80	10 O	3 30	57	7 B+	3 21	20	185	9.25
		(2016016401933394)	640:V.S.I.T. (WADALA)																	
67	O	44	B+	56	A+	49	A	47	A	47	A									
22	O	25	O	25	O	23	O	23	O	25	O	453	F							
89	10 O	4 40	69	8 A	4 32	81	10 O	3 30	72	9 A+	3 27	70	9 A+	3 27	72	9 A+	3 27	20	183	9.15

#:0.229; @:0.5042A/O.5043A/O.5044A; \*:0.5045A; /:FEMALE; AA/ABS: ABSENT; P: SUCCESSFUL; F: UNSUCCESSFUL; E: EXMP CAN BE CLAIMED;  
 -: Dyslexia; +: MARKS CARRIED FORWARD; 5: GRADE CARRIED FORWARD; RCG: 0.5050; RCV: PROVISIONAL; NULL & VOID.; ADC: ADMISSION CANCELLED;  
 RR: RESERVED; C: CREDIT POINTS EARNED; G: GRADE POINTS; AC: SUM OF C; ACG: SUM OF CWG; SGPI: SEMESTER GRADE PERFORMANCE INDEX = ACG / AC;  
 Marks : Above 80 : 70-79.99 : 60-69.99 : 55-59.99 : 50-54.99 : 45-49.99 : 40-44.99 : Less than 40  
 Grade / Gr.Pt : O / 10 : A+ / 9 : A / 8 : B+ / 7 : B / 6 : C / 5 : D / 4 : F / 0



सत्यमेव जयते  
भारत सरकार



आधार

भारतीय विशिष्ट ओळख प्राधिकरण

भारत सरकार

Unique Identification Authority of India  
Government of India

नोंदविण्याचा क्रमांक / Enrollment No 2017/60168/07296

To,  
हसीता गोविंद चौधरी  
Hasita Govind Chaudhari  
D/O: Govind Bhura Chaudhari  
40 MARUTI CHANBERS ROOM NO. 1  
MARITU LANE  
FORT  
Mumbai  
Mumbai G.P.O Mumbai Mumbai  
Maharashtra 400001  
9820835456

27/08/2013

Ref: 279 / 13E / 87071 / 87089 / P



SE101438382FT



आपला आधार क्रमांक / Your Aadhaar No. :

**7866 6288 2610**

आधार - सामान्य माणसाचा अधिकार



भारत सरकार

Government of India



हसीता गोविंद चौधरी  
Hasita Govind Chaudhari  
जन्म तारीख / DOB : 15/10/1998  
स्त्री / Female



**7866 6288 2610**

आधार - सामान्य माणसाचा अधिकार



आयकर विभाग  
INCOME TAX DEPARTMENT



भारत सरकार  
GOVT. OF INDIA



स्थायी लेखा संख्या कार्ड  
Permanent Account Number Card

**BUIPC5181P**



नाम / Name  
HASITA GOVIND CHAUDHARI

पिता का नाम / Father's Name  
GOVIND BHURA CHAUDHARI

जन्म की तारीख / Date of Birth  
15/10/1998

हस्ताक्षर / Signature



31032018



Global reach  
Local knowledge

TMFMUM/HR/2019/1400

April 12, 2019

To,  
**Ms. Janice Patil**  
Mumbai

**Subject: Offer Letter for the position of Trainee – Corporate Accounting and Taxation.**

Dear Janice,

We at TMF Group are happy to offer you the position of, **Trainee – Corporate Accounting and Taxation** in our organization with effect from **1st June 2019**. This is to clarify that internship period will cover 6 months period with deeper training in specialized fields of Accounting and Tax.

You will be appointed to the position of Trainee- Corporate Accounting and Taxation, with CTC remuneration of **INR 2,00,000/- (Rupees Two Lacs Only)**.

On successful completion of the training period, you will be absorbed as **“Junior Executive”**, offering permanent employment and annual salary of **INR 2,75,000/- (Rupees Two Lacs Seventy-Five Thousand Only)** per annum. Upon confirmation of employment, you will be issued a revised letter to that effect.

This contract may be terminated by either party, by giving one months' notice in writing or by payment in lieu of notice.

You will abide by rules and regulations of the Company as may be in force from time to time. For any queries or clarifications, please feel free to call the undersigned and we will be glad to assist you.

Congratulations and welcome to TMF Group.

With best wishes,

**Priti Sirur**  
**Manager-Human Resources**  
**TMF Services India Private Limited**

TMF Services India Private Limited

CIN : U74140MH2007PTC175579

Pune : TMF Services India Private Limited, Floor - 3, Wing - A | MCCA Trade Towers | S. B. Road | Pune - 411016, Maharashtra, India.

Pune : TMF Services India Private Limited, Panchshil Tech Park One | Tower D, Ground Floor, 191 Yerwada, Pune - 411 006, Maharashtra.

Pune : TMF Services India Private Limited, Floor - 8, Wing - B | MCCA Trade Towers | S. B. Road | Pune - 411016, Maharashtra, India.

Mumbai : Registered and Corporate Office : #1302, Tower-3, Indiabulls Finance Centre, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, India.

T : +91 22 49217300, F : +91 22 49217399 Email : India@tmf-group.com

Branches : Bangalore, Gurgaon, Delhi & Noida.

TMF Group Consists of a number of companies worldwide; Visit our Website for details of our registered Companies.





Global reach  
Local knowledge

TMFMUM/HR/2019/1395

April 12, 2019

To,  
**Ms. Prabhjyot Kaur Saini**  
Mumbai

**Subject: Offer Letter for the position of Trainee – Corporate Accounting and Taxation.**

Dear Prabhjyot,

We at TMF Group are happy to offer you the position of, **Trainee – Corporate Accounting and Taxation** in our organization with effect from **1st June 2019**. This is to clarify that internship period will cover 6 months period with deeper training in specialized fields of Accounting and Tax.

You will be appointed to the position of Trainee- Corporate Accounting and Taxation, with CTC remuneration of **INR 2,00,000/- (Rupees Two Lacs Only)**.

On successful completion of the training period, you will be absorbed as "**Junior Executive**", offering permanent employment and annual salary of **INR 2,75,000/- (Rupees Two Lacs Seventy-Five Thousand Only)** per annum. Upon confirmation of employment, you will be issued a revised letter to that effect.

This contract may be terminated by either party, by giving one months' notice in writing or by payment in lieu of notice.

You will abide by rules and regulations of the Company as may be in force from time to time. For any queries or clarifications, please feel free to call the undersigned and we will be glad to assist you.

Congratulations and welcome to TMF Group.

With best wishes,

**Priti Sirur**  
**Manager-Human Resources**  
**TMF Services India Private Limited**

TMF Services India Private Limited

CIN : U74140MH2007PTC175579

Pune : TMF Services India Private Limited, Floor - 3, Wing - A | MCCA Trade Towers | S. B. Road | Pune - 411016, Maharashtra, India.

Pune : TMF Services India Private Limited, Panchshil Tech Park One | Tower D, Ground Floor, 191 Yerwada, Pune - 411 006, Maharashtra.

Pune : TMF Services India Private Limited, Floor - 8, Wing - B | MCCA Trade Towers | S. B. Road | Pune - 411016, Maharashtra, India.

Mumbai : Registered and Corporate Office : #1302, Tower-3, Indiabulls Finance Centre, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, India.

T : +91 22 49217300, F : +91 22 49217399 Email : India@tmf-group.com

Branches : Bangalore, Gurgaon, Delhi & Noida.

TMF Group Consists of a number of companies worldwide; Visit our Website for details of our registered Companies.



४१ २५/१३/११/१२



महाराष्ट्र राज्य माध्यमिक व उच्च माध्यमिक शिक्षण मंडळ, पुणे  
Maharashtra State Board Of  
Secondary and Higher Secondary Education, Pune

मुंबई विभागीय मंडळ / MUMBAI DIVISIONAL BOARD

माध्यमिक शालान्त प्रमाणपत्र परीक्षा - गुणपत्रक

SECONDARY SCHOOL CERTIFICATE EXAMINATION - STATEMENT OF MARKS

आसन क्रमांक SEAT NO.	केन्द्र क्रमांक CENTRE NO.	जिल्हा व शाळा क्रमांक DIST. & SCHOOL NO.	परीक्षेचा महिना व वर्ष MONTH & YEAR OF EXAM.	गुणपत्रकेचा अनुक्रमांक SR.NO. OF STATEMENT
E033408	1101	16.15.045	MARCH-2011	088874

उमेदवाराचे संपूर्ण नाव (आडनाव प्रथम) / CANDIDATE'S FULL NAME (SURNAME FIRST)

Saini Prabhjyot Kaur Kuldip Singh

उमेदवाराच्या आईचे नाव / CANDIDATE'S MOTHER'S NAME Sukhvinder Kaur

विषयाचा सांकेतिक क्रमांक व विषयाचे नांव Subject Code No. and Subject Name	कमाल गुण Max. Marks	प्राप्त गुण किंवा श्रेणी / Marks or Grade Obtained			
		In Figures	In Words		
03 ENGLISH (1ST LANG)	100	063	SIXTYTHREE		
16 MARATHI (2/3 LANG)	100	071	SEVENTYONE		
15 HINDI (2/3 LANG)	100	076	SEVENTYSIX		
71 MATHEMATICS	150	112	ONE HUNDRED TWELVE		
72 SCIENCE & TECHNOLOGY	100	086	EIGHTYSIX		
73 SOCIAL SCIENCES	100	063	SIXTYTHREE		
K7 INFORMATION TECHNOLOGY	*	A			
P1 HEALTH & PHYSICAL EDUCATION	*	A			
P6 SOCIAL SERVICE	*	C			
R6 PERSONALITY DEVELOPMENT	*	B			
38 ENVIRONMENT EDUCATION	*	A			
Result / निकाल	Percentage/टक्केवारी	एकूण गुण / Total Marks	550	408	FOUR HUNDRED AND EIGHT

S111228874

५६२२६६९२९५२९५



महत्वाचे, टीप, कार्यानुभव व शालेय विषयातील श्रेणी आणि चिन्हांची माहिती यांचा तपशील मागील पृष्ठावर पहावा.  
See overleaf for important, Notes, Grades in work experience & school subjects and meaning of special characters.

विभागीय सचिव/Divisional Secretary





महाराष्ट्र राज्य माध्यमिक व उच्च माध्यमिक शिक्षण मंडळ, पुणे  
Maharashtra State Board Of  
Secondary and Higher Secondary Education, Pune

मुंबई विभागीय मंडळ / MUMBAI DIVISIONAL BOARD

उच्च माध्यमिक प्रमाणपत्र परीक्षा - गुणपत्रक

HIGHER SECONDARY CERTIFICATE EXAMINATION - STATEMENT OF MARKS

शाखा STREAM	आसन क्रमांक SEAT NO.	केन्द्र क्रमांक CENTRE NO.	जिल्हा व उच्च.माध्य.शाळा क्रमांक DIST. & HR.SEC.SCHOOL NO.	परीक्षेचा महिना व वर्ष MONTH & YEAR OF EXAM.	गुणपत्रकेचा अनुक्रमांक SR.NO. OF STATEMENT
COMMERCE	M188207	0324	31.04.004	FEBRUARY-13	180645

उमेदवाराचे संपूर्ण नाव (आडनाव प्रथम) / CANDIDATE'S FULL NAME (SURNAME FIRST)

**Saini Prabhjot Kaur Kuldip Singh**

उमेदवाराच्या आईचे नाव / CANDIDATE'S MOTHER'S NAME **Sukhvinder Kaur**

विषयाचा सांकेतिक क्रमांक व विषयाचे नाव Subject Code No. and Subject Name	*माध्यम Medium	कमाल गुण Max. Marks	प्राप्त गुण / Marks Obtained	
			In Figures	In Words
01 ENGLISH	ENG	100	076	SEVENTYSIX
04 HINDI	HIN	100	054	FIFTYFOUR
49 ECONOMICS	ENG	100	053	FIFTYTHREE
50 BOOK KEEPING & ACCOUNTANCY	ENG	100	069	SIXTYNINE
51 ORGANISATION OF COMM & MGMT	ENG	100	064	SIXTYFOUR
88 MATHS & STAT. (COMMERCE)	ENG	100	048	FORTYEIGHT
31 ENVIRONMENT EDUCATION (GRADE)	A			
Result / निकाल PASS	Percentage / टक्केवारी 60.67	एकूण गुण / Total Marks 600	364	THREE HUNDRED AND SIXTYFOUR

H130820645

3712118636397



महत्वाचे, टीप, पर्यावरण विषयातील श्रेणी आणि चिन्हांची माहिती यांचा तपशील मार्गील पृष्ठावर पहावा.

See overleaf for Important, Notes, Grades in Environment Education Subject and meaning of special characters.

विभागीय सचिव/Divisional Secretary



# University of Jammu

## CERTIFICATE SHOWING THE RESULT OF THE CANDIDATE



CEP/0097/0046

NAME :

/SAINI PRABHJYOT KAVIN KULDIP SINGH SOKHVIKDER

EXAMINATION :

BACHELOR OF COMMERCE (ACCOUNTING AND FINANCE) (SEM. V) (CRS05) (75/29) (REVISED COURSE)

HELD IN :

OCTOBER 2015

SEAT NUMBER :

1137724

REGISTRATION NO.:

2013016401506142

Course Code	Course Title	Course Credits	Maximum Marks	Minimum Marks	Marks Obtained	Sub Total	Credits Earned (C)	Grade	Grade Points (G)	C X G
UABPFSV.1 (3.5.1)	FINANCIAL ACCOUNTING PAPER-V	3	75	30	31	43	3	E	2	6
UABPFSV.2 (3.5.2)	COST ACCOUNTING PAPER-III	3	100	30	33	53	3	C	4	12
UABPFSV.3 (3.5.3)	FINANCIAL MANAGEMENT PAPER-II	3	100	30	43	58	3	B	5	15
UABPFSV.4 (3.5.4)	TAXATION PAPER-III (DIRECT & TAX PAPER-I)	3	100	30	55	60	3	D	7	21
UABPFSV.5 (3.5.5)	AUDITING PAPER-III	3	100	30	39	77	3	O	7	21
UABPFSV.6 (3.5.6)	MANAGEMENT PAPER-II (MANAGEMENT APPLICATIONS)	3	100	30	39	62	3	A	6	18
<b>Total</b>		18	600	---	---	372	18	---	---	93

Remark : Successful

GPA : 5.17

Grade : B

Result Declared on : JANUARY 28, 2016

Received ₹ 50/-

*Waseel*

CONTROLLER OF EXAMINATIONS

0323841



# University of Mumbai

CCF: 057:0045

## CERTIFICATE SHOWING THE RESULT OF THE CANDIDATE

NAME: /SAINI PRABHJYOT KAUR KULDIP SINGH SUKHVINDER  
 EXAMINATION: BACHELOR OF COMMERCE (ACCOUNTING AND FINANCE) (SEM. VI) (CBSGS) (75:25) (REVISED COURSE)  
 HELD IN: APRIL 2016  
 SEAT NUMBER: 1102683

REGISTRATION NO.:

Course Code	Course Title		Course Credits	Maximum Marks	Minimum Marks	Marks Obtained	Sub Total	Credits Earned (C)	Grade	Grade Points (G)	C X G
3.6.1 (01)	FINANCIAL ACCOUNTING PAPER-VI	THEORY	3	75	30	43					
		INTERNAL		25	10	23					
3.6.2 (02)	COST ACCOUNTING PAPER-IV	THEORY	3	100	--		66	3	A	6	18
		INTERNAL		75	30	60					
				25	10	20					
3.6.3 (03)	FINANCIAL MANAGEMENT- PAPER III	THEORY	3	100	--		80	3	O	7	21
		INTERNAL		75	30	33					
				25	10	16					
3.6.4 (04)	TAXATION PAPER-IV (DIRECT TAXES-II)	THEORY	3	100	--		49	3	D	3	9
		INTERNAL		75	30	51					
				25	10	24					
3.6.5 (05)	FINANCIAL ACCOUNTING PAPER-VII	THEORY	3	100	--		75	3	O	7	21
		INTERNAL		75	30	47					
				25	10	13					
3.6.6 (06)	ECONOMICS PAPER-III (INDIAN ECONOMY)	THEORY	3	100	--		60	3	A	6	18
		INTERNAL		75	30	39					
				25	10	16					
				100	--		55	3	B	5	15
<b>Total</b>			18	600	--	--	385	18	--	--	102

SEM-I- GPA : 6.00 ;

SEM-II- GPA : 5.71 ;

SEM-III- GPA : 6.43 ;

SEM-IV- GPA : 7.00 ;

SEM-V- GPA : 5.17 ;

SEM-VI- GPA : 5.67

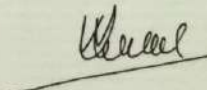
Remark : Successful

CGPA : 6.00

FINAL GRADE : A

Result Declared on : JULY 25, 2016

Received ₹ 50/-

  
 CONTROLLER OF EXAMINATIONS

#-O.229, @-O.5042 / O.5043, \*-O.5045, F- Head of Failure, + Marks Carried, E-Exemption in the head, --Not Applicable, A-Absent, /-Female GPA=Σ(CXG) / Σ(C) - - Dyslexia Benefit.

P.T.O.





GRADE CARD

NAME : / SAINI PRABHJYOT KAUR KULDIP SINGH SUKHVINDER KAUR  
EXAMINATION : M. COM. (SEM. -I) (CHOICE BASED CREDIT SYSTEM)  
HELD IN : JANUARY 2018  
SEAT NUMBER : 6654 REGISTRATION NO. :

COURSE CODE	COURSE TITLE	COURSE CREDITS	GRADE			CREDIT EARNED (C)	GRADE POINTS (G)	C X G
			TH / PR	IA	OVERALL			
CB1SMC01	STRATEGIC MANAGEMENT :	6	B+	A	B+	6	7	42
CB1EBC02	ECONOMIC FOR BUSINES : S DECISION	6	D	A	B	6	6	36
CB1CMC03	COST & MANAGEMENT AC : COUNTING	6	C	A	B+	6	7	42
CB1BEC04	BUSS. ETHICS & CORG. : SOC RESPO	6	B	A	B+	6	7	42
TOTAL						24		162

Remark : **SUCCESSFUL** SGPI : 6.75

Result Declared on : **MAY 23, 2018**

**DIRECTOR**  
**BOARD OF EXAMINATIONS & EVALUATION**





## GRADE CARD

NAME : / SAINI PRABHJYOT KAUR KULDIP SINGH SUKHVINDER KAUR  
EXAMINATION : M. COM. (SEM. II) (CHOICE BASED CREDIT SYSTEM)  
HELD IN : MAY 2018  
SEAT NUMBER : 9975 REGISTRATION NO. :

COURSE CODE	COURSE TITLE	COURSE CREDITS	GRADE			CREDIT EARNED (C)	GRADE POINTS (G)	C X G
			TH / PR	IA	OVERALL			
CB2RMC01	RESEARCH METHODOLOGY : FOR BUSS.	6	C	A	B	6	6	36
CB2MECO2	MACRO ECONOMICS CONC : EPTS &APPL	6	A	A	A	6	8	48
CB2CFC03	CORPORATE FINANCE :	6	B+	A+	A	6	8	48
CB2ECC04	E-COMMERCE :	6	A+	D	D	6	10	60
<b>TOTAL</b>						24		192

Remark :

SUCCESSFUL

SGPI : B.00

Result Declared on :

AUGUST 27, 2018

DIRECTOR

BOARD OF EXAMINATIONS &amp; EVALUATION

आयकर विभाग

INCOME TAX DEPARTMENT

SAINI PRABHJYOT KAUR

KULDIP SINGH MELA SINGH SAINI

02/10/1994

Permanent Account Number

GBEPS9659J



Signature



भारत सरकार

GOVT. OF INDIA



17/04/2015





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निर्वाह / OBSERVATION

निर्वाह सेवा / MISCELLANEOUS SERVICE



N1022270

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

KULDIP SINGH SAINI

माता का नाम / Name of Mother

SUKHVINDER KAUR SAINI

पति या पत्नी का नाम / Name of Spouse

पता / Address

NL-2/07/B-7, SECTOR-9, NR D Y PATIL HOSPITAL

NERUL, NAVI MUMBAI

PIN: 400706, MAHARASHTRA, INDIA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

फाइल नं. / File No.

TH2068761136415

मदरचे पत्रक हे फक्त  
रजिस्टर भाडेसाठीच प्रयोजित राहिल  
REGISTRATION/ रेशनिंग व इतर कार्यालयात  
ने ग्राह्य घराण्यात घेऊ नये.

दिनांक / / २०१२

12 DEC 2017

प्रति  
Not Applicable for  
Passport, Bank, Police Station, नवी मुंबई  
Character etc.

विषय - सदनिका/दुकान/ऑफिस  
भाड्याने देणेसंबंधी रजिस्ट्री नोंद  
होणे बाबत.

Subject - Registered entry for  
Room / Shop / Office on Rental basis



१.	भाड्याचे जागेचा पूर्ण पत्ता Full Address of Rental Place	Nb. 5/8/2 Sector-11 Sogam Apartments, NERUL (E) NAVI, Mumbai - 407006
२.	घरमालकाचे पूर्ण नाव, पत्ता व फोन क्रमांक Name, Address & Tel. No & Property owner.	DEVI SINGH H. RAJPU RAHIT, P. R. H. A. T. Flat No. 2/101, Shradha Apt. Plot no. 7, Sector-25, J. J. Nagar, NAVI, Mumbai - 4070 Ph. No. 19320898440
३.	जागेचा सांभाळ करणाऱ्या व्यक्तीचे नाव, पत्ता आणि फोन नंबर Name, Address & Tel. No of Caretaker.	OWNER Ph. No. 1 2
४.	भाडेकरूचे पूर्ण नाव व पुर्वी राहत असलेला पत्ता Tenants name & Previous address	Mr. R. J. T. SINGH KULDIP SINGH SARI Nb. 2/7/B-7 Sector-9 NERUL (E) NAVI, Mumbai - 407006 Ph. No. 9270472518
५.	भाडेकरूचा मुळ गावचा पत्ता व फोन Tenants native place address with Ph.No.	Village - Phalaki, Post - Bhatra Dist - Hoshiarpur Ph. No. 1 2
६.	भाडेकरूचा नातेवाईकाचे नाव, पत्ता आणि फोन नंबर Name and address of Relatives of Tenant	Amarjeet Singh Saluja Nb. 4/38/1 Sector-11 NERUL (E) NAVI, Mumbai - 407006 Office Ph. No. 1 Mob 2.070458818
७.	भाडेकरू करीता असलेली नोकरी/ व्यवसायाचे ठिकाण व फोन नंबर Name, address & Phone no of office	Cox and Kings Limited T. J. Max. Mar. ison Building 16, Bank Street, F. O. T. Mumbai Ph. No. 102227091002 400001
८.	भाडेकरू कोणाच्या ओळखीने आला त्याचे नाव, पत्ता व फोन क्रमांक Name, address & Phone No of reference person	DEVI SINGH H. RAJPU RAHIT Nb. 4/3/3 Sector-11 NERUL (E) NAVI, Mumbai - 40 Ph. No. 1932089844
९.	इस्टेट एजंटचे नाव/ एजन्सीचे ऑफिस नाव पत्ता व फोन Name of agent name of Agency & Ph. No.	(No Agency)



# Hiring Redefined



WaaysLive Solutions Pvt.Ltd.

Date: 22<sup>nd</sup> September 2018

Dear Mr. Akshay Giridhar

We refer to our discussions and are delighted to make you an offer, as an "Junior Analyst" effective: 22<sup>nd</sup> September 2018. You have been hired as part time employee.

The enclosed Offer Summary outlines the specifics of our offer. Please review this information in detail and let us know of your acceptance by signing the copy of this offer.

If you need any further clarifications, please contact the undersigned.

With best wishes,

A handwritten signature in black ink, appearing to be "Aroon Balakrishnan", written over a circular stamp.

for Aroon Balakrishnan.



## TERMS AND CONDITIONS

### 1. Date Of Commencement

1.1. Your engagement with Waays Live (hereinafter referred as WAAYS LIVE Solutions Pvt Ltd) will be effective: **22<sup>nd</sup> September 2018** date as may be mutually agreed and will continue until terminated, as in accordance with Clause 4.2 below.

### 2. Position and Scope

- 2.1. For all official dealings you will be titled as "**Junior Analyst**". You have been hired as part time employee. You will faithfully and diligently perform all acts, duties and obligations and comply with such orders as may be issued from time to time by the company.
- 2.2. The position will be based in Mumbai.
- 2.3. You are required to comply with all of rules, regulations and policies from time to time in force and to comply with all lawful and reasonable instructions.
- 2.4. You will be on a probation period of 2 months... which can be either extended or reduced based on your attitude and performance.

### 2.5 Remuneration

3.1 Your Remuneration chart post Confirmation is as under:

Annual Salary (Rs.)	Rs. 60,000/-
Total CTC	Rs. 60,000/- p.a (Rs. Sixty Thousand Only )

## 1. Confidential Information

1.1. You shall neither during your service (except in the proper performance of your duties) nor at any time (without limit) after its termination directly or indirectly

1.1.1. Disclose to any person, company business entity or other organization whatsoever; any trade secrets or confidential information relating or belonging to TMC or any of its affiliates including but not limited to any such information relating to customers, customer lists or requirements, price lists or pricing structures, marketing and sales information, business plans or dealings, consultants or officers, financial information and plans, designs, . product lines, prototypes, services, research activities, source codes and computer systems, software, any document marked "Confidential" (or with a similar expression), or any information which you have been told is confidential or which you might reasonably expect the company would regard as confidential, or any information which has been given to the company or any affiliate in confidence by customers, suppliers and other persons .

## 2. Indemnification

2.1 You agree to indemnify and hold WAAYS LIVE harmless from all losses, liabilities, claims and damages (including reasonable legal fees) which may arise out of or as a result of any unauthorized act by you or any act caused by you being in contravention of this agreement.

## 3. Conflict of Interest

3.1. You must avoid situations involving actual or potential conflict of interest. If you believe you may potentially be getting involved in any of such situations, you should immediately and fully disclose the relevant circumstances to the management in writing , for a determination about whether a potential or actual conflict exist. If an actual or potential conflict is determined, WAAYS LIVE may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for punitive action.

## 4. Termination of Contract

4.1. You can terminate your service at any time with One **(1) month** written notice ("Notice Period") or payment of consultancy charges in lieu thereof. During the notice period, you will remain as an employee of WAAYS LIVE unless WAAYS LIVE agrees in writing to terminate your services prior to the end of the notice period.

4.2. WAAYS LIVE reserves the right to terminate your service without any notice for cause. In explanation, cause means:

4.2.1. Any willful and material act or omission that constitutes a breach of the contractual obligation to WAAYS LIVE (which includes any of its subsidiaries or affiliates), or the willful and material failure or refusal of the consultant to perform satisfactorily any duties reasonably required, after written notification by WAAYS LIVE and the failure of the consultant within thirty (30) calendar days of such notification to correct such breach, failure or refusal (other than failure by reason of incapacity due to physical or mental illness); or

4.2.2. The commission of any fraud, misappropriation, embezzlement or other dishonest act that may be reasonably expected to have injurious effect on WAAYS LIVE (including any of its subsidiaries or affiliates); or

4.2.3. Any act of gross insubordination or willful misconduct; or

4.2.4. Reporting to work under the influence of alcohol, narcotics or unlawful controlled substances, or any other willful or material violation of any company contract policy or procedure; or

4.2.5. Conviction of a felony, or of a misdemeanor involving a dishonest or fraudulent act, or conduct in violation of state or federal law or that would constitute a basis for criminal charge or indictment of a felony or of misdemeanor involving moral turpitude; or

4.2.6. Violation of any securities or commodities laws, any rules or regulations pursuant to such laws, or the rules and regulations of any securities or commodities exchange or association of which WAAYS LIVE is a member, or violation of any similar federal, state or local law, regulation, ordinance or licensing requirement applicable to Consultants of financial institutions; or conduct that may reasonably be expected to have material adverse effect on the financial interest or business reputation of WAAYS LIVE.

4.2.7. On termination of your service, you must immediately return to WAAYS LIVE in accordance with its instructions all equipment, correspondence, records, specifications, software, disks, models, notes, reports and other documents and any copies thereof and any other property belonging to WAAYS LIVE or its Associated Companies which are in your possession or under your control. You must, if so required by WAAYS LIVE, confirm in writing that you have complied with your obligations under this Clause 8.2.7.

#### 5. Non-Solicitation

5.1. You agree that during your service with WAAYS LIVE, and for a period of **three (3) months** thereafter, you will not, engage with or directly or indirectly encourage or induce any employee, consultant, client or associate of WAAYS LIVE with access to and/or possession of confidential information to do any acts detrimental to the interests of WAAYS LIVE.

#### 6. Non-Compete

6.1. Beginning on the date you sign this Agreement and continuing through **six (6) months** from the termination of your service, you will not, as an owner, consultant, agent or independent contractor, directly or indirectly, perform any services for a competitor comparable to the services you are or will be performing for WAAYS LIVE in the Restricted Territory defined below. For the purposes of this Clause 5.1, a Competitor is any other business entity that competes or seeks to compete with WAAYS LIVE or its Affiliates by providing or offering to provide products or services that are similar or identical to those that WAAYS LIVE and its affiliates offer. For the purposes of this Clause, Restricted Territory means India and/or regarding WAAYS LIVE and its Affiliates, any of their locations worldwide.



## 7. Warranty

- 7.1. You represent and warrant that you are not prevented by any agreement, arrangement, contract, understanding, Court Order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing any of the duties of your service in accordance with the terms of this Agreement.
- 7.2. Please note that this service is offered to you on the basis of your having furnished to WAAYS LIVE correct information regarding your past service/s and other records. If at any time it is revealed that the service has been obtained by furnishing false information or by withholding pertinent information, WAAYS LIVE shall be free to terminate your services at anytime without any notice or compensation thereof.
- 7.3. The various provisions and sub-provisions of this Agreement are severable, and if any provision or sub-provision or identifiable part thereof is held to be invalid or unenforceable by any court of competent jurisdiction then such invalidity or unenforceability shall not affect the validity or enforceability of the remaining provisions or sub-provisions or identifiable parts thereof in this Agreement.
- 7.4. This Agreement is governed by and construed in accordance with Indian laws, and you and WAAYS LIVE submit to the exclusive jurisdiction of the Indian courts at Mumbai only. You will be solely responsible for all personal and other taxes, as relevant, including the preparation and filing of such tax returns to the appropriate authorities.

Please sign and return the duplicate of this Agreement to, Waays Live.

Name: **Mr. Akshay Giridhar**

Position: **Junior Analyst.**

Mobile No: 8108707555

Email: akshaygiridhar7@gmail.com

I agree with the terms and conditions of my service with Waays Live Solutions.

  
Signature:

Date: 22/09/2018.



JHRE JAA!

15<sup>th</sup> May 2019

To,  
Ms. Ananya Thumballi Ganapathi  
20 – A Annapurna Anushaktinagar  
Mumbai - 400094

**SUBJECT: LETTER OF INTENT**

Dear Ms. Ganapathi,

Subsequent to your successful completion as Management Trainee from 18<sup>th</sup> September 2018 to 20<sup>th</sup> April 2019, we are pleased to offer you the designation of a Jr. Executive in Learning & Development department.

Your date of joining with us will be **3<sup>rd</sup> June 2019, 10.00 am** at the Training Centre. Address is mentioned below;

**Wellness One Learning Centre**

Ground Floor, Bhartiya Krida Mandir,  
Wadala Udyog Bhavan Lane,  
Wadala West

**Landmark:**

Near Talwalkars Gym  
Contact: Ms. Anuja Peje - 022-24108022

All the terms of appointment will be issued to you upon joining the team.

Enclosed with this Letter of Intent is the salary break-up for your reference in annexure 1.

**You would need to carry below mentioned documents on your date of joining - 3 copies each;**

1. ID proof – ( Pan card copy / Driving License copy / Voter ID)
2. Address Proof – ( Ration card copy / Aadhaar Card Copy/ Electricity bill copy)
3. Copy of Education proof – ( S.S.C, H.S.C. TY and all other educational certificate along original copy)
4. Last three month's salary slips
5. 3 Passport Size Photographs with white background only
6. Appointment Letter
7. Increment Letter
8. Relieving Letter of previous organization

Kindly provide us with your credentials within 3 working days from the receipt of this letter.  
Please note the offer shared with you is subject to the clearing your background verification check.

Congratulations and Welcome to the team!

For, **Wellness Forever Medicare Pvt. Ltd.**



**Smita Sahu**  
CHRO

**Wellness Forever Medicare Pvt. Ltd.**

CIN : U24239MH2008PTC178658

Corporate Office :  
7<sup>th</sup> Floor, Wing 'A', Empire Plaza  
IT Park, LBS Marg, Vikhroli West,  
Mumbai - 400083.  
Tel. : +91-22-4354 1717

info@wellnessforever.in  
www.wellnessforever.in

Curative Wellness Preventive

Registered Office :  
12, Laher Bros. Mansion,  
Dr. E. Borges Marg,  
Opp. KEM Hospital, Parel (E),  
Mumbai - 400 012. INDIA.  
Tel.: +91-22-4068 0707.





April 29, 2019

**Welcome to WILP**

**Work Integrated Learning Programme**  
**Wipro Limited, Dodda Kannelli**  
**Sarjapur Road, Bengaluru - 560 035.**  
**Phone: (080) 28440011/12, Fax: (080) 28440256**

**Mr. Agnel Arokiaswamy Nayna**

Room No 32, Indira Nagar  
Salt Pan Road Wadala East  
Mumbai- 400037  
Maharashtra

Dear **Agnel Arokiaswamy Nayna**,

**Sub: Enrolment letter to Work Integrated Learning Programme (“WILP” or “Academy”) as Trainee - Computer Applications**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Trainee - Computer Applications with the WILP which is a customized academic and training programme which will allow you to obtain M.Tech degree from one of the premier Engineer institutions in India.

The duration of the academic programme shall be 48 months from the **date of enrollment with WILP**. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited (“Wipro or “Company”).

Please read through the terms and conditions of your enrolment as provided below.  
We look forward to having a long and fruitful relationship with you at WILP, wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

**Sunil Kalachar**  
**General Manager – Talent Acquisition**

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

\_\_\_\_\_  
**Signature:**

**Date:**







## Terms & Conditions

### 1. PROFILE:

You are enrolled as a Trainee- Computer Applications with the **Work Integrated Learning Programme**. The Company, in association with **a collaborating University** is offering a customized academic and training program to the Trainee along with a “Project Readiness Program” (‘PRP’) for the purposes of participating in projects at Company as part of the program. This programme will require work integrated learning under WILP. The academic program will enable the Trainee to obtain **M.Tech degree** upon successful completion.

### 2. DURATION:

The duration of your academic programme will be for a period of 48 months from the date of enrolment. Unless the Academy extends the period of your study in writing, which is done solely at the discretion of the WILP Academy, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Academy extends the academic period (in writing) you will continue to be enrolled as a Trainee - Computer Applications with WILP.

### 3. Scholarship/Stipend and Benefits

During the WILP program you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, a life & medical insurance would include a cover for you, the premium / cost will be taken care of by Wipro.

1. A Group Personal Accident Insurance (GPAI) Program of **Rs.12,00,000/-**. You could also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.
2. Group Life Insurance Program of **Rs.14,00,000/-** is available for Trainees. This makes it possible to also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, Trainees are also eligible to participate in a contributory medical insurance cover towards hospitalization and additional medical cover.

- a. A contributory mediclaim insurance program with reimbursements up to **Rs. 2,00,000 is available to the employee at a monthly nominal deduction**. 10% of the claim amount would need to be borne by the employee.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

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 : L32102KA1945PLC020800



The below table shows the prescribed scholarship for various years:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	15000	712	15,712/- (*)
Second year	17000	810	17,810/- (*)
Third year	19000	910	19,910/- (*)
Fourth year	23000	0	23,000/- (*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Academy subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Academy, and is subject to satisfactory performance as prescribed in the WILP portal. In case your project performance at any stage is not found to be satisfactory, then you would be put on a performance improvement plan (PIP). Post PIP, if there is no improvement in project performance, the Academy may at its sole discretion discontinue your enrolment in the WILP program.

#### Book Allowance:

A Book Allowance of INR 1,250/- will be paid per Trainee per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. Book allowance is applicable only when a Trainee is registered for the semester.

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You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

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- This letter of enrolment is subject to your Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining Wipro.
- Training agreement in Wipro is for a total period of 60 Months - for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training Should you discontinue the WILP programme or your enrolment to the program is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you as detailed in the Training Agreement.

#### 5. PROJECT READINESS PROGRAM (PRP)

- Project Readiness Program (PRP) is offered by Wipro - Talent Transformation Department to all campus and off-campus recruits. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the Work Integrated Learning Program.



## 6. CONFLICT OF INTEREST:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and 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.
- a. 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.
- b. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of Wipro to terminate their employment with Wipro or to accept enrolment with any competitor, supplier or any customer with whom you have a connection.
  - i. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
  - ii. Any existing employee to become associated with, or perform services of any type for any third party.
- c. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

## 7. OBLIGATIONS AND RESPONSIBILITIES:

- a. During the study period you will be governed by the WILP regulations and instructions as stated by the Academy, from time to time, in relation to conduct, discipline and other matters.
- b. During your study as part of WILP, the Academy would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a Trainee in the Academy would be a requirement.
- c. You would not be allowed to seek membership of any local or public body without the written approval from the Manager of the Academy.
- d. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under the Academy or otherwise
- e. You are bound by all regulations, instructions and policies of the Academy. These are updated / modified on a periodic basis and new policies may be introduced and notified to Trainees from time to time and you will be bound to comply with the same
- f. In consideration of the opportunities, trainings 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 Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, 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 Wipro and in the course of your association with the Academy. This covenant shall endure during your association and beyond the cessation of your association with the Academy (irrespective of the circumstances of, or the reasons for, the cessation).

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- g. In connection with your association with Wipro as part of the Work Integrated Learning Program and during the term of your association 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 or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the Academy / Wipro, such developments will be fully communicated to the Academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

## 8. CONFIDENTIALITY:

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- a. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) 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 Wipro.

## 9. ASSIGNMENT OF INTELLECTUAL PROPERTY

In connection with your enrolment and during the term of your enrolment, 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.

## 10. POSTING:

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

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## 11. MISCONDUCT:

- a. In case you are charged with any misconduct or disciplinary issue during your study period, you may be liable to be suspended without payment of scholarship amount, for such period as the Academy may deem fit. If the charges are proved against you may become liable for discontinuation of academic study and termination from enrolment, without notice or payment in lieu of notice notwithstanding any clause of this letter of enrolment and with no prejudice to Wipro's right to enforce the Training agreement.
- b. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, the Academy shall have the right to terminate your academic study without any notice or payment in lieu thereof, if any declaration given or information furnished by you to the Academy / Wipro is found to be false or if you are found to have willfully suppressed any material information.

## 12. CANCELLATION OF ENROLMENT:

Notwithstanding any of the clauses of this letter of enrolment, the management of the Academy, reserves the right at its sole discretion of terminating this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

## 13. STUDY HOURS:

As a Trainee - Computer Applications, you will be called upon to undergo studies during the hours and days as may be fixed by the Academy from time to time. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval. You would be operating from any of the locations, as may be decided by the Academy.

The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the Academy.

## 14. GENERAL:

- a. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP program without any prior notice.
- b. The terms of this letter may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter 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.
- c. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. 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.
- e. During the period of enrolment you are required to comply with all policies of WILP. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Trainees from time to time. You agree to comply with all policies as modified from time to time.

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**15. ON COMPLETION/CANCELLATION OF ACADEMIC PROGRAMME:**

- a. On Completion/Cancellation of the academic programme, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- b. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course. You are not eligible to receive any certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- c. Wipro reserves the right to offer employment at its sole discretion to a WILP Trainee on successful and satisfactory completion of the academic study.
- d. All students / trainees of the work integrated learning programs will be given testimonials at the end of the successful completion of the M.Tech degree programme. Trainees being students of the Academy, are not entitled for the issuance of any experience letter in case they discontinue the academy for what so ever is the reason. The testimonial contains the timeline in the Academy and the kind of project works carried during the work integrated learning opportunity.

**16. DATE OF COMMENCEMENT OF ACADEMIC STUDY:**

In case if you accept the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day you report for undergoing study.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submitting the same on the date of joining.

Yours sincerely,  
For **Wipro Limited**,

**Sunil Kalachar**  
**General Manager – Talent Acquisition**

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be reporting for duty on \_\_/\_\_/\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

Place: \_\_\_\_\_





**ANNEXURE I**

**CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)**

I -----, confirm that I am voluntarily sharing my Personal Information with Wipro Limited (“Wipro”) being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information 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, relating to me that is available with Wipro and is capable of identifying me.”

**Name:**

**Date:** \_\_/\_\_/\_\_

**Signature**.....

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**ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate 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 enrolment is subject to my aggregate meeting the Wipro 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 termination of my enrolment with Wipro.

**Name:**

**Date:** \_\_/\_\_/\_\_\_\_

**Signature:**.....

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## **ANNEXURE - III**

### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainee comfortable in a corporate environment. This program starts with a corporate induction.

“PINNACLE ” a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the “corporate world”. This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

#### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro’s businesses and work environment.

The methodology of training is “Project Based Learning” (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

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### **Accommodation, Food & Other Miscellaneous Expenses**

- a. For joining, you will be eligible for travel reimbursement for AC 2 Tier rail only, at actuals on providing relevant tickets. For a Trainee with disability, airfare for self and one escort will be reimbursed at actuals on providing relevant tickets and approval mail from campus manager.
- b. You would be entitled for Rs. 400 per day for 8 days (total amount of Rs. 3,200) 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 and you would not need to submit bills towards usage of this amount.
- c. 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.
- d. You would not be eligible for accommodation at the Wipro guest houses.

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May 29, 2019

Welcome to WILP

**Work Integrated Learning Programme**  
**Wipro Limited, Dodda Kannelli**  
**Sarjapur Road, Bengaluru - 560 035.**  
**Phone: (080) 28440011/12, Fax: (080) 28440256**

Dear **Ashish Amrit Kori**,

**Sub: Enrolment letter to Work Integrated Learning Programme (“WILP” or “Academy”) as Trainee - Computer Applications**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Trainee - Computer Applications with the WILP which is a customized academic and training programme which will allow you to obtain M.Tech degree from one of the premier Engineer institutions in India.

The duration of the academic programme shall be 48 months from the **date of enrollment with WILP**. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited (“Wipro or “Company”).

Please read through the terms and conditions of your enrolment as provided below.  
We look forward to having a long and fruitful relationship with you at WILP, wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Sunil Kalachar", is positioned above the printed name and title.

**Sunil Kalachar**  
**General Manager – Talent Acquisition**

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

\_\_\_\_\_  
**Signature:**

**Date:**

**Page 1/9**

**Registered Office:**

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A stylized world map graphic is located in the bottom right corner, composed of a grid of small dots in various colors.

8661751



## Terms & Conditions

### 1. PROFILE:

You are enrolled as a Trainee- Computer Applications with the **Work Integrated Learning Programme**. The Company, in association with **a collaborating University** is offering a customized academic and training program to the Trainee along with a "Project Readiness Program" ('PRP') for the purposes of participating in projects at Company as part of the program. This programme will require work integrated learning under WILP. The academic program will enable the Trainee to obtain **M.Tech degree** upon successful completion.

### 2. DURATION:

The duration of your academic programme will be for a period of 48 months from the date of enrolment. Unless the Academy extends the period of your study in writing, which is done solely at the discretion of the WILP Academy, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Academy extends the academic period (in writing) you will continue to be enrolled as a Trainee - Computer Applications with WILP.

### 3. Scholarship/Stipend and Benefits

During the WILP program you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, a life & medical insurance would include a cover for you, the premium / cost will be taken care of by Wipro.

1. A Group Personal Accident Insurance (GPAI) Program of **Rs.12,00,000/-**. You could also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.
2. Group Life Insurance Program of **Rs.14,00,000/-** is available for Trainees. This makes it possible to also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, Trainees are also eligible to participate in a contributory medical insurance cover towards hospitalization and additional medical cover.

- a. A contributory mediclaim insurance program with reimbursements up to **Rs. 2,00,000 is available to the employee at a monthly nominal deduction**. 10% of the claim amount would need to be borne by the employee.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

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The below table shows the prescribed scholarship for various years:

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The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Academy subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Academy, and is subject to satisfactory performance as prescribed in the WILP portal. In case your project performance at any stage is not found to be satisfactory, then you would be put on a performance improvement plan (PIP). Post PIP, if there is no improvement in project performance, the Academy may at its sole discretion discontinue your enrolment in the WILP program.

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- b. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of Wipro to terminate their employment with Wipro or to accept enrolment with any competitor, supplier or any customer with whom you have a connection.
  - i. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
  - ii. Any existing employee to become associated with, or perform services of any type for any third party.
- c. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

## 7. OBLIGATIONS AND RESPONSIBILITIES:

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- c. You would not be allowed to seek membership of any local or public body without the written approval from the Manager of the Academy.
- d. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under the Academy or otherwise
- e. You are bound by all regulations, instructions and policies of the Academy. These are updated / modified on a periodic basis and new policies may be introduced and notified to Trainees from time to time and you will be bound to comply with the same
- f. In consideration of the opportunities, trainings 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 Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, 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 Wipro and in the course of your association with the Academy. This covenant shall endure during your association and beyond the cessation of your association with the Academy (irrespective of the circumstances of, or the reasons for, the cessation).



- g. In connection with your association with Wipro as part of the Work Integrated Learning Program and during the term of your association 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 or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the Academy / Wipro, such developments will be fully communicated to the Academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

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- a. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) 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 Wipro.

## 9. ASSIGNMENT OF INTELLECTUAL PROPERTY

In connection with your enrolment and during the term of your enrolment, 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.

## 10. POSTING:

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.





## 11. MISCONDUCT:

- a. In case you are charged with any misconduct or disciplinary issue during your study period, you may be liable to be suspended without payment of scholarship amount, for such period as the Academy may deem fit. If the charges are proved against you may become liable for discontinuation of academic study and termination from enrolment, without notice or payment in lieu of notice notwithstanding any clause of this letter of enrolment and with no prejudice to Wipro's right to enforce the Training agreement.
- b. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, the Academy shall have the right to terminate your academic study without any notice or payment in lieu thereof, if any declaration given or information furnished by you to the Academy / Wipro is found to be false or if you are found to have willfully suppressed any material information.

## 12. CANCELLATION OF ENROLMENT:

Notwithstanding any of the clauses of this letter of enrolment, the management of the Academy, reserves the right at its sole discretion of terminating this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

## 13. STUDY HOURS:

As a Trainee - Computer Applications, you will be called upon to undergo studies during the hours and days as may be fixed by the Academy from time to time. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval. You would be operating from any of the locations, as may be decided by the Academy.

The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the Academy.

## 14. GENERAL:

- a. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP program without any prior notice.
- b. The terms of this letter may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter 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.
- c. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. 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.
- e. During the period of enrolment you are required to comply with all policies of WILP. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Trainees from time to time. You agree to comply with all policies as modified from time to time.

### Registered Office:

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Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800



**15. ON COMPLETION/CANCELLATION OF ACADEMIC PROGRAMME:**

- a. On Completion/Cancellation of the academic programme, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- b. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course. You are not eligible to receive any certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- c. Wipro reserves the right to offer employment at its sole discretion to a WILP Trainee on successful and satisfactory completion of the academic study.
- d. All students / trainees of the work integrated learning programs will be given testimonials at the end of the successful completion of the M.Tech degree programme. Trainees being students of the Academy, are not entitled for the issuance of any experience letter in case they discontinue the academy for what so ever is the reason. The testimonial contains the timeline in the Academy and the kind of project works carried during the work integrated learning opportunity.

**16. DATE OF COMMENCEMENT OF ACADEMIC STUDY:**

In case if you accept the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day you report for undergoing study.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submitting the same on the date of joining.

Yours sincerely,  
For **Wipro Limited**,

**Sunil Kalachar**  
**General Manager – Talent Acquisition**

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be reporting for duty on \_\_/\_\_/\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

Place: \_\_\_\_\_





**ANNEXURE I**

**CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)**

I -----, confirm that I am voluntarily sharing my Personal Information with Wipro Limited (“Wipro”) being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information 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, relating to me that is available with Wipro and is capable of identifying me.”

**Name:**

**Date:** \_\_/\_\_/\_\_

**Signature**.....

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## **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate 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 enrolment is subject to my aggregate meeting the Wipro 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 termination of my enrolment with Wipro.

**Name:**

**Date:** \_\_/\_\_/\_\_\_\_

**Signature:**.....

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## **ANNEXURE - III**

### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainee comfortable in a corporate environment. This program starts with a corporate induction.

“PINNACLE ” a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the “corporate world”. This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

#### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro’s businesses and work environment.

The methodology of training is “Project Based Learning” (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

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### **Accommodation, Food & Other Miscellaneous Expenses**

- a. For joining, you will be eligible for travel reimbursement for AC 2 Tier rail only, at actuals on providing relevant tickets. For a Trainee with disability, airfare for self and one escort will be reimbursed at actuals on providing relevant tickets and approval mail from campus manager.
- b. You would be entitled for Rs. 400 per day for 8 days (total amount of Rs. 3,200) 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 and you would not need to submit bills towards usage of this amount.
- c. 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.
- d. You would not be eligible for accommodation at the Wipro guest houses.

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April 29, 2019

Welcome to WILP

**Work Integrated Learning Programme**  
**Wipro Limited, Dodda Kannelli**  
**Sarjapur Road, Bengaluru - 560 035.**  
**Phone: (080) 28440011/12, Fax: (080) 28440256**

**Mr. Makrand Sunil Todkar**  
B-3/2, 2nd Floor, Room No. 09,  
Omkar Society, Seawoods, Mumbai  
Navi Mumbai- 400706  
Maharashtra

Dear **Makrand Sunil Todkar**,

**Sub: Enrolment letter to Work Integrated Learning Programme (“WILP” or “Academy”) as Trainee - Computer Applications**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Trainee - Computer Applications with the WILP which is a customized academic and training programme which will allow you to obtain M.Tech degree from one of the premier Engineer institutions in India.

The duration of the academic programme shall be 48 months from the **date of enrollment with WILP**. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited (“Wipro or “Company”).

Please read through the terms and conditions of your enrolment as provided below.  
We look forward to having a long and fruitful relationship with you at WILP, wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

**Sunil Kalachar**  
**General Manager – Talent Acquisition**

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

\_\_\_\_\_  
**Signature:**

**Date:**

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## Terms & Conditions

### 1. PROFILE:

You are enrolled as a Trainee- Computer Applications with the **Work Integrated Learning Programme**. The Company, in association with **a collaborating University** is offering a customized academic and training program to the Trainee along with a "Project Readiness Program" ('PRP') for the purposes of participating in projects at Company as part of the program. This programme will require work integrated learning under WILP. The academic program will enable the Trainee to obtain **M.Tech degree** upon successful completion.

### 2. DURATION:

The duration of your academic programme will be for a period of 48 months from the date of enrolment. Unless the Academy extends the period of your study in writing, which is done solely at the discretion of the WILP Academy, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Academy extends the academic period (in writing) you will continue to be enrolled as a Trainee - Computer Applications with WILP.

### 3. Scholarship/Stipend and Benefits

During the WILP program you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, a life & medical insurance would include a cover for you, the premium / cost will be taken care of by Wipro.

1. A Group Personal Accident Insurance (GPAI) Program of **Rs.12,00,000/-**. You could also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.
2. Group Life Insurance Program of **Rs.14,00,000/-** is available for Trainees. This makes it possible to also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, Trainees are also eligible to participate in a contributory medical insurance cover towards hospitalization and additional medical cover.

- a. A contributory mediclaim insurance program with reimbursements up to **Rs. 2,00,000 is available to the employee at a monthly nominal deduction**. 10% of the claim amount would need to be borne by the employee.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

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The below table shows the prescribed scholarship for various years:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	15000	712	15,712/- (*)
Second year	17000	810	17,810/- (*)
Third year	19000	910	19,910/- (*)
Fourth year	23000	0	23,000/- (*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Academy subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Academy, and is subject to satisfactory performance as prescribed in the WILP portal. In case your project performance at any stage is not found to be satisfactory, then you would be put on a performance improvement plan (PIP). Post PIP, if there is no improvement in project performance, the Academy may at its sole discretion discontinue your enrolment in the WILP program.

#### Book Allowance:

A Book Allowance of INR 1,250/- will be paid per Trainee per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. Book allowance is applicable only when a Trainee is registered for the semester.

#### Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

#### 4. Training Agreement:

- This letter of enrolment is subject to your Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining Wipro.
- Training agreement in Wipro is for a total period of 60 Months - for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training Should you discontinue the WILP programme or your enrolment to the program is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you as detailed in the Training Agreement.

#### 5. PROJECT READINESS PROGRAM (PRP)

- Project Readiness Program (PRP) is offered by Wipro - Talent Transformation Department to all campus and off-campus recruits. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the Work Integrated Learning Program.



## 6. CONFLICT OF INTEREST:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and 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.
- a. 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.
- b. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of Wipro to terminate their employment with Wipro or to accept enrolment with any competitor, supplier or any customer with whom you have a connection.
  - i. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
  - ii. Any existing employee to become associated with, or perform services of any type for any third party.
- c. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

## 7. OBLIGATIONS AND RESPONSIBILITIES:

- a. During the study period you will be governed by the WILP regulations and instructions as stated by the Academy, from time to time, in relation to conduct, discipline and other matters.
- b. During your study as part of WILP, the Academy would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a Trainee in the Academy would be a requirement.
- c. You would not be allowed to seek membership of any local or public body without the written approval from the Manager of the Academy.
- d. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under the Academy or otherwise
- e. You are bound by all regulations, instructions and policies of the Academy. These are updated / modified on a periodic basis and new policies may be introduced and notified to Trainees from time to time and you will be bound to comply with the same
- f. In consideration of the opportunities, trainings 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 Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, 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 Wipro and in the course of your association with the Academy. This covenant shall endure during your association and beyond the cessation of your association with the Academy (irrespective of the circumstances of, or the reasons for, the cessation).

Registered Office:





- g. In connection with your association with Wipro as part of the Work Integrated Learning Program and during the term of your association 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 or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the Academy / Wipro, such developments will be fully communicated to the Academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

## 8. 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 Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, 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 Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- a. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) 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 Wipro.

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- a. In case you are charged with any misconduct or disciplinary issue during your study period, you may be liable to be suspended without payment of scholarship amount, for such period as the Academy may deem fit. If the charges are proved against you may become liable for discontinuation of academic study and termination from enrolment, without notice or payment in lieu of notice notwithstanding any clause of this letter of enrolment and with no prejudice to Wipro's right to enforce the Training agreement.
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## 14. GENERAL:

- a. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP program without any prior notice.
- b. The terms of this letter may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter 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.
- c. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. 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.
- e. During the period of enrolment you are required to comply with all policies of WILP. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Trainees from time to time. You agree to comply with all policies as modified from time to time.

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In case if you accept the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day you report for undergoing study.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submitting the same on the date of joining.

Yours sincerely,  
For **Wipro Limited**,

**Sunil Kalachar**  
**General Manager – Talent Acquisition**

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be reporting for duty on \_\_/\_\_/\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

Place: \_\_\_\_\_





**ANNEXURE I**

**CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)**

I -----, confirm that I am voluntarily sharing my Personal Information with Wipro Limited (“Wipro”) being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information 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, relating to me that is available with Wipro and is capable of identifying me.”

**Name:**

**Date:** \_\_/\_\_/\_\_\_\_

**Signature**.....

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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 termination of my enrolment with Wipro.

**Name:**

**Date:** \_\_/\_\_/\_\_\_\_

**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 : L32102KA1945PLC020800







## **ANNEXURE - III**

### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainee comfortable in a corporate environment. This program starts with a corporate induction.

“PINNACLE ” a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the “corporate world”. This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

#### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro’s businesses and work environment.

The methodology of training is “Project Based Learning” (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

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### Accommodation, Food & Other Miscellaneous Expenses

- a. For joining, you will be eligible for travel reimbursement for AC 2 Tier rail only, at actuals on providing relevant tickets. For a Trainee with disability, airfare for self and one escort will be reimbursed at actuals on providing relevant tickets and approval mail from campus manager.
- b. You would be entitled for Rs. 400 per day for 8 days (total amount of Rs. 3,200) 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 and you would not need to submit bills towards usage of this amount.
- c. 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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**Fwd: Letter of Intent - Saravanan Elangovan - Ref. No.: 8883369**

Saravanan Elangovan &lt;saravanane1310@gmail.com&gt;

Wed 5/8/2019 10:14 AM

To: Shobha Nalavade &lt;shobha.nalavade@vsit.edu.in&gt;

----- Forwarded message -----

From: &lt;careers@wipro.com&gt;

Date: Mon, May 6, 2019 at 8:36 PM

Subject: Letter of Intent - Saravanan Elangovan - Ref. No.: 8883369

To: &lt;saravanane1310@gmail.com&gt;

**Campus - Letter Of Intent**

06-May-2019

Dear Saravanan Elangovan,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

712 15,712/-  
(\* )

Period	Scholarship	ESI	Consolidated Scholarship* (INR pm)
First Year	15000		

Second Year	17000	810	17,810/- (* )
Third Year	19000	910	19,910/- (* )
Fourth Year	23000	0	23,000/- (* )

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us. Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days.

Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your [Candidate Desktop](#) to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**  
**Sunil Kalachar**  
**General Manager - Talent Acquisition**

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. [www.wipro.com](http://www.wipro.com)



April 29, 2019

Welcome to WILP

**Work Integrated Learning Programme**  
**Wipro Limited, Dodda Kannelli**  
**Sarjapur Road, Bengaluru - 560 035.**  
**Phone: (080) 28440011/12, Fax: (080) 28440256**

**Mr. Suchit Shekhar Kolar**  
Room No:23,Kamgar Nagar No:2,  
New Prabhadevi Road,  
Mumbai- 400025  
Maharashtra

Dear **Suchit Shekhar Kolar**,

**Sub: Enrolment letter to Work Integrated Learning Programme (“WILP” or “Academy”) as Trainee - Computer Applications**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Trainee - Computer Applications with the WILP which is a customized academic and training programme which will allow you to obtain M.Tech degree from one of the premier Engineer institutions in India.

The duration of the academic programme shall be 48 months from the **date of enrollment with WILP**. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited (“Wipro or “Company”).

Please read through the terms and conditions of your enrolment as provided below.  
We look forward to having a long and fruitful relationship with you at WILP, wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

**Sunil Kalachar**  
**General Manager – Talent Acquisition**

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

\_\_\_\_\_  
**Signature:**

**Date:**







## Terms & Conditions

### 1. PROFILE:

You are enrolled as a Trainee- Computer Applications with the **Work Integrated Learning Programme**. The Company, in association with a **collaborating University** is offering a customized academic and training program to the Trainee along with a “Project Readiness Program” (‘PRP’) for the purposes of participating in projects at Company as part of the program. This programme will require work integrated learning under WILP. The academic program will enable the Trainee to obtain **M.Tech degree** upon successful completion.

### 2. DURATION:

The duration of your academic programme will be for a period of 48 months from the date of enrolment. Unless the Academy extends the period of your study in writing, which is done solely at the discretion of the WILP Academy, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Academy extends the academic period (in writing) you will continue to be enrolled as a Trainee - Computer Applications with WILP.

### 3. Scholarship/Stipend and Benefits

During the WILP program you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, a life & medical insurance would include a cover for you, the premium / cost will be taken care of by Wipro.

1. A Group Personal Accident Insurance (GPAI) Program of **Rs.12,00,000/-**. You could also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.
2. Group Life Insurance Program of **Rs.14,00,000/-** is available for Trainees. This makes it possible to also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, Trainees are also eligible to participate in a contributory medical insurance cover towards hospitalization and additional medical cover.

- a. A contributory mediclaim insurance program with reimbursements up to **Rs. 2,00,000 is available to the employee at a monthly nominal deduction**. 10% of the claim amount would need to be borne by the employee.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

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The below table shows the prescribed scholarship for various years:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	15000	712	15,712/- (*)
Second year	17000	810	17,810/- (*)
Third year	19000	910	19,910/- (*)
Fourth year	23000	0	23,000/- (*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Academy subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Academy, and is subject to satisfactory performance as prescribed in the WILP portal. In case your project performance at any stage is not found to be satisfactory, then you would be put on a performance improvement plan (PIP). Post PIP, if there is no improvement in project performance, the Academy may at its sole discretion discontinue your enrolment in the WILP program.

#### Book Allowance:

A Book Allowance of INR 1,250/- will be paid per Trainee per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. Book allowance is applicable only when a Trainee is registered for the semester.

#### Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

#### 4. Training Agreement:

- This letter of enrolment is subject to your Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining Wipro.
- Training agreement in Wipro is for a total period of 60 Months - for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training Should you discontinue the WILP programme or your enrolment to the program is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you as detailed in the Training Agreement.

#### 5. PROJECT READINESS PROGRAM (PRP)

- Project Readiness Program (PRP) is offered by Wipro - Talent Transformation Department to all campus and off-campus recruits. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the Work Integrated Learning Program.



## 6. CONFLICT OF INTEREST:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and 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.
- a. 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.
- b. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of Wipro to terminate their employment with Wipro or to accept enrolment with any competitor, supplier or any customer with whom you have a connection.
  - i. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
  - ii. Any existing employee to become associated with, or perform services of any type for any third party.
- c. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

## 7. OBLIGATIONS AND RESPONSIBILITIES:

- a. During the study period you will be governed by the WILP regulations and instructions as stated by the Academy, from time to time, in relation to conduct, discipline and other matters.
- b. During your study as part of WILP, the Academy would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a Trainee in the Academy would be a requirement.
- c. You would not be allowed to seek membership of any local or public body without the written approval from the Manager of the Academy.
- d. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under the Academy or otherwise
- e. You are bound by all regulations, instructions and policies of the Academy. These are updated / modified on a periodic basis and new policies may be introduced and notified to Trainees from time to time and you will be bound to comply with the same
- f. In consideration of the opportunities, trainings 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 Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, 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 Wipro and in the course of your association with the Academy. This covenant shall endure during your association and beyond the cessation of your association with the Academy (irrespective of the circumstances of, or the reasons for, the cessation).



- g. In connection with your association with Wipro as part of the Work Integrated Learning Program and during the term of your association 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 or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the Academy / Wipro, such developments will be fully communicated to the Academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

## 8. 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 Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, 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 Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- a. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) 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 Wipro.

## 9. ASSIGNMENT OF INTELLECTUAL PROPERTY

In connection with your enrolment and during the term of your enrolment, 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.

## 10. POSTING:

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.



## 11. MISCONDUCT:

- a. In case you are charged with any misconduct or disciplinary issue during your study period, you may be liable to be suspended without payment of scholarship amount, for such period as the Academy may deem fit. If the charges are proved against you may become liable for discontinuation of academic study and termination from enrolment, without notice or payment in lieu of notice notwithstanding any clause of this letter of enrolment and with no prejudice to Wipro's right to enforce the Training agreement.
- b. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, the Academy shall have the right to terminate your academic study without any notice or payment in lieu thereof, if any declaration given or information furnished by you to the Academy / Wipro is found to be false or if you are found to have willfully suppressed any material information.

## 12. CANCELLATION OF ENROLMENT:

Notwithstanding any of the clauses of this letter of enrolment, the management of the Academy, reserves the right at its sole discretion of terminating this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

## 13. STUDY HOURS:

As a Trainee - Computer Applications, you will be called upon to undergo studies during the hours and days as may be fixed by the Academy from time to time. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval. You would be operating from any of the locations, as may be decided by the Academy.

The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the Academy.

## 14. GENERAL:

- a. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP program without any prior notice.
- b. The terms of this letter may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter 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.
- c. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. 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.
- e. During the period of enrolment you are required to comply with all policies of WILP. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Trainees from time to time. You agree to comply with all policies as modified from time to time.

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**15. ON COMPLETION/CANCELLATION OF ACADEMIC PROGRAMME:**

- a. On Completion/Cancellation of the academic programme, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- b. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course. You are not eligible to receive any certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- c. Wipro reserves the right to offer employment at its sole discretion to a WILP Trainee on successful and satisfactory completion of the academic study.
- d. All students / trainees of the work integrated learning programs will be given testimonials at the end of the successful completion of the M.Tech degree programme. Trainees being students of the Academy, are not entitled for the issuance of any experience letter in case they discontinue the academy for what so ever is the reason. The testimonial contains the timeline in the Academy and the kind of project works carried during the work integrated learning opportunity.

**16. DATE OF COMMENCEMENT OF ACADEMIC STUDY:**

In case if you accept the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day you report for undergoing study.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submitting the same on the date of joining.

Yours sincerely,  
For **Wipro Limited**,

**Sunil Kalachar**  
**General Manager – Talent Acquisition**

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be reporting for duty on \_\_/\_\_/\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

Place: \_\_\_\_\_





**ANNEXURE I**

**CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)**

I -----, confirm that I am voluntarily sharing my Personal Information with Wipro Limited (“Wipro”) being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information 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, relating to me that is available with Wipro and is capable of identifying me.”

**Name:**

**Date:** \_\_/\_\_/\_\_

**Signature**.....

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**ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate 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 enrolment is subject to my aggregate meeting the Wipro 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 termination of my enrolment with Wipro.

**Name:**

**Date:** \_\_/\_\_/\_\_\_\_

**Signature:**.....

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- b. You would be entitled for Rs. 400 per day for 8 days (total amount of Rs. 3,200) 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 and you would not need to submit bills towards usage of this amount.
- c. 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.
- d. You would not be eligible for accommodation at the Wipro guest houses.

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Yours sincerely,

For **Wipro Limited**  
**Sunil Kalachar**  
**General Manager - Talent Acquisition**

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**Fw: REQUIRE DETAILS**

Shobha Nalavade &lt;shobha.nalavade@vsit.edu.in&gt;

Mon 4/22/2019 3:26 PM

To: Murali Anantha &lt;murali.anantha@vsit.edu.in&gt;; Dhanashree Sahasrabuddhe &lt;dhanashree.sahasrabuddhe@vsit.edu.in&gt;

Please find the trail mail.

Regards

Spruha More

Assistant Professor



Vidyankar Educational Campus  
Vidyankar College Marg  
Mumbai – 400 037.  
Tel No. : 022 2416 1126 ext 3102  
www.vsit.edu.in

Please consider your environmental responsibility before printing this email

**From:** Nikita Desai <nikitadesai@theimperative.in>**Sent:** Monday, April 22, 2019 5:44 AM**To:** Shobha Nalavade**Cc:** Anand Puranik**Subject:** Re: REQUIRE DETAILS

Dear Shobha Madam :

Greetings! in continuation to below mail, we would like to share the great support from your college and the result of selected candidates :

SR NO	CANDIDATE NAME	COLLEGE NAME	REMARK
1	SACHIN TRIPATI	Vidyankar College	
2	PRABHU VARMA	Vidyankar College	Coming on Saturday (20.4.19) with full documents.
3	AAKANSHA GUPTA	Vidyankar College	Coming on Saturday (20.4.19) with full documents.
4	POOJA SHIRAVALE	Vidyankar College	
5	MADHAVENDRA KHAMBETE	Vidyankar College	
6	ADITYA JADHAV	Vidyankar College	
7	ASHWINI PATIL	Vidyankar College	Coming on Saturday (20.4.19) with full documents.
8	ABHISHEK GUPTA	Vidyankar College	Coming on Saturday (20.4.19) with full documents.
9	SATYAWAN SINGH	Vidyankar College	Coming on Saturday (20.4.19) with full documents.
10	VIJAY CHOUHAN	Vidyankar College	
11	VIVEK GANGADHARI	Vidyankar College	Coming on Saturday (20.4.19) with full documents.
12	SAGAR DORNALA	Vidyankar College	Coming on Saturday (20.4.19) with full documents.

Kindly refer the names highlighted have been selected and submitting documents to the concern department soon. We will keep updating you the final selected placement of candidates.  
Meanwhile, request your further session to go for live interview drive.

Thanks very much to your team!

Best Regards,

Nikita Dinesh

On 17-04-2019 18:37, Nikita Desai wrote:

Dear Shobha Madam,

Greetings from Imperative Ventures Pvt. Ltd. It was great pleasure meeting with you & your team. Thanks for your best support. We are highly thankful for your powerful courtesy from Tea/ Coffee to Lunch arrangements! Further to our first response, out of 12 candidates yesterday who filled the form following two candidates have attended interview and got selected too on board.

SATYAWAN SINGH
----------------

AAKANSHA GUPTA
----------------

They will be submitting their documents to bank on Saturday. We heartily congratulate them!! In the meanwhile as suggested, we are optimist to get more candidates in next drive if we can run campus before 12th of May. Pls. confirm your convenience.

Looking forward more & more placements of your colleges in reputed organization.

Thanks once again.  
Warm regards,

Nikita Dinesh

On 15-04-2019 12:31, Nikita Desai wrote:

Dear Ms. Shobha :

Greetings for the day! As discussed, we confirm the presence of following three people from our side reporting tomorrow @11am in your college. Other than this should you need any information from our side pls. let us know. Thanks for your great support!

Best Regards,

Nikita Dinesh

-----  
On 12-04-2019 14:41, Nikita Desai wrote:

Hello Ms. Shobha :

Thanks for mail. The process will be as simple..

- We as a team will be visiting to your college.
- We need the interested candidate's and serious crowd for this session.
- We will inform them about Job opportunities for Freshers into various sector.
- Current major force hiring into one of the NBFC, HDBFS, Chandivali.

Second session will be on direct hiring into HDBFS Payroll.

- Our Team will start filling the form as per guidelines.
- We will collect interested candidate's filled forms and will have interactive session with them there itself.
- Those are shortlisted, we will provide them call letters directly in hand to attend Interview on 17th April directly in Bank.
- Bank will check their confidence level, spoken good English, patience level or sustainability on Pressure.
- If bank shortlist them, they will be provided offer letter on the spot.

- Bank will start Training on fixed scheduled date after hiring first batch.

Thus your career guidance to students equally important while running this campaign.

Any other query, kindly feel free to contact undersigned any time.

Thanking you.

With Best Regards,

Nikita Dinesh  
-----

On 12-04-2019 12:36, Shobha Nalavade wrote:

Mam please share us the selection procedure so that we can make arrangements for drive

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**From:** Nikita Desai <[nikitadesai@theimperative.in](mailto:nikitadesai@theimperative.in)>

**Sent:** Monday, April 8, 2019 4:41:37 PM

**To:** Shobha Nalavade

**Cc:** Yamini Sawant' <[yamini@theimperative.in](mailto:yamini@theimperative.in)>; kalpana Kanhere <[kalpana@theimperative.in](mailto:kalpana@theimperative.in)>; Murali Anantha <[murali.anantha@vsit.edu.in](mailto:murali.anantha@vsit.edu.in)>; anand Puranik <[anand@theimperative.in](mailto:anand@theimperative.in)>; Sachin Paithankar

**Subject:** Re: REQUIRE DETAILS

Hello Ms. Spruha :

Thank you so much for your quick revert. Attached herewith the form duly filled with requisite details. Kindly feel free to revert should you need anymore information from our side.

Await to know more.

Thanking you.

Best Regards,

Nikita Dinesh.

On 08-04-2019 16:08, Shobha Nalavade wrote:

Respected Mam,

Thank you mam , I have received your message.For our reference we need some more details for taking registration of the student. I have attached one template ,Kindly acknowledge it. Kindly send as asap.

Regards

Spruha More

Assistant Professor

**VSIT** | Vidyalankar School of  
Information Technology  
NAAC ACCREDITED COLLEGE

Vidyalankar Educational Campus  
Vidyalankar College Marg  
Mumbai – 400 037.  
Tel No. : 022 2416 1126 ext 3102  
[www.vsit.edu.in](http://www.vsit.edu.in)

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Best Regards,

**Nikita Desai**

**Vice President - Business Development**



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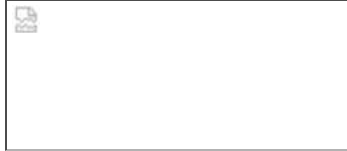
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